

ASABE STANDARDIZATION PROCEDURES

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Revisions and additions: Recommendations for revisions and additions to “ASABE Standardization Procedures” shall be submitted to ASABE Headquarters for referral to the ASABE Standards (Policy & Adoption) Committee.

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PART I: PURPOSE, PRINCIPLES, AND POLICIES

1 Purpose of Standardization

1.1 Standards, Engineering Practices, and Data (hereafter referred to collectively as standards) are normally generated for one or more of the following reasons:

- To provide interchangeability between similarly functional products and systems manufactured by two or more organizations, thus improving compatibility, safety and performance for users;
- To reduce the variety of components required to serve an industry, thus improving availability and economy;
- To improve personal safety during operation of equipment and application of products and materials;
- To establish performance criteria for products, materials, or systems;
- To provide a common basis for testing, analyzing, describing, or informing regarding the performance and characteristics of products, methods, materials, or systems;
- To provide design data in readily available form;
- To develop a sound basis for codes, education, and legislation; and to promote uniformity of practice;
- To provide a technical basis for international standardization;
- To increase efficiency of engineering effort in design, development, and production.

1.2 Standards are developed and adopted because of a need for action on a common problem. Their effectiveness is dependent upon voluntary compliance with the standards adopted. It is, therefore, essential that affected groups be invited to participate in the development of such standards.

2 Principles of Standardization

2.1 Standards are basically engineering requirements (specifications) prepared to define materials, products, processes, tests, testing procedures and performance criteria in an effort to achieve certain specified purposes. Therefore, standards must accurately and specifically define the properties required without unnecessary, restrictive specifications that thwart originality or progress.

2.2 The following basic principles shall be considered in determining the acceptability of draft standards:

- a) Purpose and scope.** The standard shall have a clearly defined purpose and scope.
- b) Essential specifications.** Only those specifications, essential to achieving the stated purpose within the stated scope, shall be included. Descriptive material may be included in an informative annex when necessary for understanding.
- c) Responsibility for conformance.** Standards shall not assign responsibility for conformance to or application of its provisions and specifications.
- d) Use of verbs.** The verb "shall" shall be used in provisions and specifications to convey a strict requirement for conformance to that specific standard; i.e., requirements necessary to achieve the stated "purpose". Use of the verbs "must" and "needs to be" shall be avoided. The verb "should" shall be used to convey a recommendation that is optional in achieving conformance to that specific standard; i.e., recommendations that may be followed exactly as written, ignored while remaining in conformance with the standard, or achieved through another method. The verb "may" shall be used to grant permission, without being a requirement or recommendation.
Examples:
 - 1) "Products shall include all applicable safety symbols, applied on a surface visible to the operator."
– denotes that the safety symbols are required in order to meet the standard.
 - 2) "Products should be easily used by people of all sizes." – denotes that ease of use by all people is recommended, but not a requirement.
 - 3) "Products may be painted a bright color, for visibility." – grants permission to paint the products a bright color, but does not necessarily require or recommend doing so.
- e) Safety implications.** Standards concerned with safety and/or health of personnel shall not state or imply that products or materials that conform with the standard are completely safe or completely healthful. They shall not state or imply that products or materials that do not comply with the standard are basically unsafe or unhealthy.
- f) Safe practices.** Standards development committees frequently identify hazards that will remain even if the design, construction, and performance requirements of a standard are met. In such situations,

standards should include important safe practices that will minimize the potential for injury, if followed by users of products, processes, operations, or systems.

- 1) Safe practices are the actions or behavior of users of products, processes, operations, or systems that when followed in the presence of a recognized hazard, provide for the users' safety and health.
- 2) A safe practice message is an instruction intended for communication to users to call attention to the need to act safely in the presence of a recognized hazard. Requirements with respect to the design, process, operation, or system itself, including instructions that are to accompany the product, process, operation, or system, are not safe practice messages.
- 3) Users are operators, service and maintenance personnel, inspectors, supervisory personnel, and others exposed to hazards related to products, processes, operations, or systems.
- 4) A safe practice message shall be included with a standard if: – the safe practice is of such a nature as to be a vital safety requirement; and – the safe practice has broad generic application and is unaffected by individual variations in products, processes, operations, or systems; and – the safe practice message can be written so as to clearly describe a practice or practices, with regard to use of the subject equipment, that will minimize risk to users or bystanders.
- 5) In the interest of clarity and to assure distinctiveness, safe practice messages shall not be intermixed with the design, construction, and performance requirements of a standard. Safe practice messages in standards should be presented in an informative annex (see annex A).

2.3 Many standards are of international significance and importance. ASABE standards should be harmonized with other national standards (ANSI – see section 18), international standards (see section 19), and international organizations such as (OECD - Organization for Economic Cooperation and Development) where appropriate.

2.4 New and existing Division technical committees, ad-hoc committees, sub-committees and working groups are referred to collectively herein as “Standards Development Committees.”

3 General Policy on Standards Development

3.1 ASABE assumes no responsibility for results attributable to the application of ASABE Standards, ASABE Engineering Practices, ASABE Data, and ASABE adopted International Standards. International Standards include those developed by ISO, IEC and other international Standards Developing Organizations. All ASABE Standards, ASABE Engineering Practices, ASABE Data, and ASABE adopted International Standards are informational and advisory only. Their use by anyone engaged in industry and trade is entirely voluntary. Conformity does not ensure compliance with applicable ordinances, laws and regulations. Prospective users are responsible for protecting themselves against liability for infringement of patents. (See Section 3.3 on patents.)

3.2 Notifications. Any references to communications specified to be “written” or “in writing” in these procedures may be fulfilled by electronic or hard copy means, unless otherwise specifically defined.

3.3 Patents. Where conformance with a standard may require the use of a patented item the following shall apply:

3.3.1 As early in the process as possible, and prior to the adoption of a proposed ASABE Standard, ASABE shall receive from the patent holder or a party authorized to make assurances on its behalf (in a format approved by ASABE) either: assurance in the form of a general disclaimer to the effect that such party does not hold and does not currently intend holding any patent claims the use of which would be essential for compliance with the proposed ASABE standard or assurance that:

- a) A license will be made available without compensation to the applicants desiring to utilize the license for the purpose of implementing the standard; or
- b) A license will be made available to applicants under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

3.3.2 A record of the patent holder's statement shall be retained in the files of ASABE and a copy provided to ANSI.

3.3.3 When ASABE receives from a patent holder the assurance set forth in (section 3.3.1 (a)) or (b)), the standard shall include a note as follows: NOTE - The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights. By publication of this standard, no position is taken with respect to the validity of this claim or of any patent rights in

connection therewith. The patent holder has, however, filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license. Details may be obtained from the ASABE Standards Department.

3.3.4 ASABE shall not be responsible for identifying patents for which a license may be required by an ASABE Standard or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention.

3.4 Trade Names. (Modified from ISO Directives) A correct designation or description of a product shall be given rather than a trade name (brand name). Proprietary trade names (i.e. trade marks) for a particular product should be avoided, even if they are in common use (see Example 1).

EXAMPLE 1 Instead of “TeflonTM”, write “polytetrafluoroethylene (PTFE)”.

If trade names cannot be avoided, their nature shall be indicated, e.g. by the symbol TM for a registered trade mark (see Example 2). If it is known that only one product is currently available that is suitable for the successful application of the document, the trade name of the product may be given in a footnote as shown in Example 2.

EXAMPLE 2 “(1) ... [trade name of product]TM ... is the trade name of a product supplied by ... [supplier] This information is given for the convenience of users of this document and does not constitute an endorsement by ASABE of the product named. Equivalent products may be used if they can be shown to lead to the same results.”

If it is considered essential to give an example (or examples) of commercially available products suitable for successful application of the document because the product characteristics are difficult to describe in detail, trade names may be given in a footnote as shown in Example 3.

EXAMPLE 3 “(1) ... [trade name(s) of product(s)]TM ... is (are) an example(s) of a suitable product(s) available commercially. This information is given for the convenience of users of this Standard and does not constitute an endorsement by ASABE of this (these) product(s).”

3.5 In discharging their responsibilities, the members of all ASABE standards and technical committees, or other groups organized to carry on standardization activities, shall function as individuals and not as agents or representatives of their employers. Members are appointed to ASABE technical committees and subcommittees on the basis of their personal qualifications and ability to contribute to the work of the committee.

3.6 All interested groups and individuals shall be provided the opportunity to participate in the development of standards.

3.6.1 New projects approved by Division 03 Standards Committees shall be posted to the official ASABE Website for a period of at least 30 days and listed in an issue of the ASABE Resource magazine as an adopted project with an invitation to participate in the project’s development.

3.6.2 Persons requesting participation in a standards development committee (the consensus body) are expected to become active working members. Acceptance or appointment to a standards development committee are covered in sections 6.2.7, 8.2.2 and 9.1.2.c

3.7 Proposed, unapproved voluntary standards should include the statement, “Unapproved Draft For Review Only”.

3.8 Use of SI units

3.8.1 Specifications shall be expressed in SI units or in both SI and English/U.S. customary units (see section 13.1.3). ASABE considers it desirable and necessary to use the International System of Units, SI (Système International d’Unités), and thereby make its standards more understandable and useful to all readers.

3.8.2 ASAE EP285, Use of SI (Metric) Units, includes a list of preferred SI units. These SI units are in agreement with ISO 1000, SI Units and Recommendations for the Use of Their Multiples and of Certain Other Units (International Organization for Standardization).

3.8.3 ASABE recognizes a genuine and increasing requirement for improving the compatibility of specifications and products produced according to SI and customary units. Standards development committees are, therefore urged to work toward simplification of measurement units in the best interests of industry and the profession. This effort may include active participation with other organizations whose goals are to seek a solution to this problem on a national as well as an international scope.

3.9 Future provisions. Future provisions are statements and/or specifications supported by standards development committees who anticipate adopting them as a normative part of a standard at some future time. Future provisions are not intended to provide lead-time for manufacturing, but are intended to solidify the probable direction a standard may take in the near future and to provide lead-time for evaluation of concepts, technology, applications, and in-use environments, to periodically consider readiness and to prepare for compliance. Future provisions are strongly discouraged, but, if deemed necessary, shall be published in an informative annex to standards, cross-referenced to appropriate normative clauses. Future provisions shall be maintained per section 17.8.

3.10 Standards administration. ASABE shall notify ANSI following the adoption of any revision to the ASABE Standardization Procedures.

3.11 Interpretations of ASABE Standards. Interpretations of ASABE Standards shall not be provided by ASABE.

4 Policy on Organizational Relationships

ASABE relationships with other organizations are encouraged. In the interest of ASABE these statements of policy should be considered:

a) All bodies, such as divisions, institutes, committees and sections, officially recognized within the ASABE structure are urged to cooperate with, and give technical advice to, government, civic and industry groups. Official ASABE groups are free to consult with corresponding groups of other technical or professional organizations in areas of overlapping interest.

b) In establishing or maintaining a specific ASABE group relationship with other organizations, these policies apply:

1) It shall be the responsibility of official ASABE groups who work with other organizations, private and governmental, to acquaint those organizations with existing ASABE standards wherever applicable.

2) If no current ASABE standard is applicable to the problem at hand, the ASABE group shall cooperate with the other organization involved in preparing an initial proposal for review. When agreement of the combined group is reached, the proposal shall be referred to the appropriate ASABE Division 03 Standards Committee for action (sections 6.0,9.0). The standards committee shall promptly review the material and make a disposition as follows:

– The Division 03 Standards Committee may consider the material to be of national significance, and process it through regular development procedures used for ASABE standards, giving reasonable notice of this ongoing activity to potentially interested parties. After review, revision and final approval by regular voting procedure, the material may be published and used as an ASABE standard, as applicable.

– The Division 03 Standards Committee may consider the material to be technically sound, but not of sufficient significance to justify processing it as an ASABE standard. In this case, the originating group shall be so advised.

– The Division 03 Standards Committee may reject the material as being deficient to the extent that it shall not be given further consideration by an ASABE group. In this case, the outside organization shall be so advised and given specific reasons for the decision.

3) As individual ASABE members frequently serve in various capacities with other organizations or groups, each member is urged to encourage use of established ASABE standards and policies. They are also urged to advise ASABE of areas where the Society may render service in the national interest.

Individual ASABE members shall avoid giving the impression that they represent ASABE, unless they have been officially appointed to do so.

5 ASABE and Society of Automotive Engineers (SAE) Responsibilities for Agricultural Tractor Standards (adopted, October 2004)

5.1 ASABE and SAE have a long-standing, mutual interest in standards for agricultural tractors. A policy adopted in 1964 and superseded in August 1995 defining areas of responsibility for standards is superseded by this agreement reached in October 2004.

5.2 Responsibility for the development and maintenance of standards for agricultural tractors shall be assigned to and processed by ASABE under the ANSI approved balloting procedures in order to maintain the higher level of visibility associated with the associated ISO US Technical Advisory Group (TAG).

5.3 Minutes of committee meetings shall be distributed to committee members and to the appropriate oversight bodies in both ASABE and SAE using the respective organization's electronic forums.

5.4 Committee meetings shall be open to all interested and substantially interested individuals and normally held at ASABE events.

5.5 The size of the voting membership of the committees shall be fixed by the committees at a practical level that assures efficiency and supports consensus development. Voting members should be members of ASABE and/or SAE, but anyone with interest in the topic is encouraged to request membership on the Standards Development committee, especially if the expertise they possess is not otherwise available within the membership of the two Societies. To improve the balanced representation requirement of ANSI, both organizations should encourage other members of their organizations to participate on these committees; in addition they should encourage other interested persons to participate in the standards development process.

5.6 Costs incurred by the committees for meeting space shall be covered by the hosting organization. Other expenditures shall be identified and approved in advance in accordance with existing ASABE and SAE policies and procedures. Meeting registration fees shall be waived for staff members attending the other organization's events in association with the above committees.

5.7 The membership of the committees shall be maintained by ASABE, with the cooperation of SAE, and may be listed in the appropriate ASABE and SAE rosters.

5.8 ASABE and SAE agree to allow reciprocal publication of standards relevant to the committees listed above as covered in a separate agreement.

5.9 For standards development work, ASABE and SAE agree to allow the controlled distribution of reference documents to the assigned developing committee.

5.10 ASABE and SAE reaffirm the intent to circulate, as appropriate, any standards with common interest to the other standards committees within the two organizations. Examples include SAE standards that include agricultural equipment in the development scope and, conversely, ASABE standards that include construction equipment.

PART II: PROCEDURES

6 Proposal for an ASABE Standard

6.1 Any individual, committee or organization, whether associated with ASABE or not, may express the need for development of standards by ASABE. This includes proposals for new standards and revisions to existing documents.

The standards development flow chart is available on the ASABE website. To access, go to <http://www.asabe.org>, select "Standards" and choose "Standards Development Tools".

6.1.1 Before an individual or group expends time and effort in development, the need for a standard shall be referred to the appropriate ASABE Division 03 Standards Committee. A completed Project Proposal Form (section 6.2) shall be sent to ASABE Standards staff by the project initiator. Proposals should avoid duplication of content covered in any existing ASABE standard, and shall provide notice to affected and interested parties of the pending activities.. Section 8.1 provides information on the detailed information that is required for projects that are approved for development.

6.1.2 If it is not apparent which ASABE division standards committee should review the proposal; the project proposal; shall be referred to the ASABE Director of Standards and the Standards Council. The council shall assign the project to a specific division where subject areas may involve multiple fields of interest for coordination of the project. The assigned Division 03 Standards Committee shall interface with the other divisions, identified by the council, on issues of mutual interest in the review of the proposal and action taken.

6.1.3 If the scope of the project and makeup of the Standards Development Committee substantially cross established ASABE divisions (for example, T-11 Energy committee is made up of representatives of several different divisions' committees), the T-01 Policy and Procedures committee shall assume the same role that a Division 03 Standards Committee would serve. The Division 03 Standards Committees of all impacted divisions shall be notified of the project, of the fact that T-01 is serving in that role, and of the final results.

6.2 Standards project proposal form (see below) – available on ASABE Website as a standalone document. The Standards Project Proposal Form is available in an editable format on the ASABE Website. To access, go to <http://www.asabe.org>, select “Standards” and choose “Standards Development Tools”. Under “Standards Development Tools” there will be a link for the Project Proposal Form. A separate form is available for adoption of international standards.

Staff use only
Approval Date: _____ (Oversight Committee)

Project #: _____

Initial Submission Date _____

Subsequent revision dates: _____

Project Lead: _____ email: _____



ASABE Standards Project Proposal Form

Proposed Title:

What kind of project? (check all that apply)

Adopting an International Standard? Download the International Standard Project Proposal Form here:
http://www.asabe.org/standards/DevTools/Intl_Project_Proposal_Form-current.doc

____ Propose New Standard ____ Revise Existing Standard ____ Withdraw Existing Standard

Will this be submitted as an American National Standard? Yes _____ No _____

Rationale for project:

Scope of project:

Keywords:

Affected parties:

Existing related standards:

Standards Development Committee – fill in below or attach Excel sheet

PLEASE MAKE EVERY ATTEMPT TO INCLUDE AT LEAST ONE REPRESENTATIVE OF EACH
AFFECTED/INTERESTED PARTY

Name	Email	Company	Phone/Fax	Interest Area

Notes, requests for help, etc.:

Submit to ASABE Standards

standards@asabe.org, 269-429-3852 faxquestions, call 269-932-7015

Project Requirements for Submission to Division 03 Standards Committee for Balloting and Final Adoption:
(section 9.1.2)

1. Approved Standards Project Proposal form
2. Final Draft of Standard
3. Finalized statement of purpose: additional information not included in standard
4. Finalized statement of rationale on need for standard
5. Listing of bodies, parties likely to be impacted by standard

6. Reports from potentially impacted parties providing statements on the value/benefit to be derived from standard (Optional Litmus test on need/use of standard)
7. Summary of ballot comments from committee members and action taken
8. Identification and statement of any outstanding comments that were not resolved by committee

Standards shall be developed in accordance with these ASABE Standardization Procedures which are published in the ASABE Standards Book. (Standardization Procedures can also be found at <http://www.asabe.org/standards> or by contacting the ASABE Standards Department.)

6.2.1 Project title, key words and number. The subject shall be described for the project. A proposed project title shall be given for reference purposes. Certain key words for use in a data search shall be added to the project proposal form. The ASABE Standards staff shall assign the project number upon submission of the PPF.

6.2.2 Project type. The project type shall be identified as development or adoption of a new standard, revision of existing standard, withdrawal of an existing standard, or harmonization with (adoption of) an existing international standard.

6.2.3 Scope. The scope of the project shall be stated. The content of this section should closely reflect the anticipated text of the project when completed. This is a key requirement relating to how the project will be reviewed by the Division 03 Standards Committee, and in guiding that committee in recommendations for approval to proceed with the project. Should the scope of the project change after the Division 03 Standards Committee has approved it, the procedure in section 9.1.2 shall be followed.

6.2.4 Rationale for work. A statement on the necessity of the project including alternatives and implications of the availability or lack of such a standard (could be business, society, trade, safety, other). Include any points on the benefits of the standard. A review of section 6.2.5, affected parties, may assist in responding to this requirement. This statement of facts assists in prioritizing work projects and in the Division 03 Standards Committee work of determining if the project is related to any other known projects either within ASABE or other associated SDO groups. The objective is to clarify purpose and scope, avoid duplication of effort, effectively utilize resources, review for clarification of objectives, and need.

6.2.5 Affected parties. For the project proposal, the Development Committee should complete a review and documentation of impacted parties for the standard. The listing should be as comprehensive as possible, but not all parties need to be included in the project proposal submission. Impacted parties include potential users of the standard or parties that will be directly affected by the application of a standard. Examples of the above would be: A user of a product who is to be provided with a safety feature due to requirements on a standard; a specification on interfaces between products involving suppliers of products or components that provide such an interface; a research group that is provided with a common means of measurement. The project proposal shall include a listing of the principal impacted parties if the proposed project were to be adopted as a standard. These parties represent a listing of constituents who should be considered to participate in the standard development. This listing also provides substantiation for the need for the standard. A further rationale for the comprehensive listing development is to aid in identifying:

- a) Technical experts to participate in the project development.
- b) Parties who would acquire the standards to aid in identifying the volume of standards that would be marketed.
- c) Groups to seek financial support for the ASABE Standards Program.

6.2.6 Related standards. The need to interface with other institutions and the related communication/planning shall be evaluated. Factors to be considered include:

- a) The implications on authorship of a standard and royalties that may be received or paid to other SDO's. This includes ASABE or ASAE designation only, ANSI/ASABE or ANSI/ASAE designation for recognition nationally and internationally (see section 15 regarding standards designation). Fees are payable to ANSI for designation of American National standards and the value of such designation shall be assessed.
- b) If the standards project proposal is to be based on published standards or work items, such linkages shall be identified, they relate to the needs of ASABE obtaining the necessary rights for use and any requirements for payment of fees or royalties. For example, relationships with ISO standards and OECD test schemes shall be identified.

- c) The PPF shall also identify any known published standards either within ASABE or other SDO's that should be replaced by the adoption of the proposed standard. This includes submission of the standard as a new international work item.
- d) If the ASABE standard will be harmonized with similar international standards or OECD test codes that are either published or in development.
- e) If new terms or definitions, or updates to existing terms or definitions, are introduced by a project, and it is deemed necessary to update the existing (separate) definitions standard for the area, such updates shall not require a separate project proposal form to be submitted. It is recommended, however, that such terms and definitions be identified as early as possible in the project, and that ASABE Standards staff inform the affected Division 03 Standards Committee of the proposed changes immediately upon their notification of such proposed updates. The updates shall be balloted by normal procedures to the committee responsible for maintaining the existing definitions standard. Any comments generated by such a ballot shall be addressed by the leader of the project that initiated the need for the change and the chair of the committee responsible for maintenance of the definitions standard. Approval of the definitions standard changes shall be balloted to the Division 03 Standards Committee at the same time as the ballot for the new standard project. If the definitions standard is an American National Standard, ANSI timelines shall be followed and the appropriate forms submitted to ANSI. Any additional public notification deemed necessary (press releases, etc.) shall be performed normally, as if a project proposal form has been completed, submitted, and approved.

Any updates or additions to the existing definitions standard that are not directly related to a different ongoing project shall require a project proposal form to initiate such a change.

6.2.7 Standards Development Committee roster (Subject Matter Experts). The project proposal shall include:

- a) A listing of the proposed membership of the development committee or its working group, who will actively participate in the development, review and balloting of the proposed standard. Non-voting members may also be added to the committee, should they request to be kept informed of the progress of the committee, but choose not to vote. If the assigned committee is an existing ASABE committee, existing members of that committee may choose to become non-voting members for the standard of record.
- b) Development Committees drafting a standard shall strive to obtain broad representation and shall provide an opportunity for qualified individuals from substantially interested producer, consumer, and general interest groups to participate and vote. ASABE Standards staff shall work with the project lead and the subject matter experts to determine into which interest groups to classify each expert. Groups may include, but are not limited to, user (of a product), producer (of a product), educator, researcher, supplier, government/regulator, consultant, safety expert, and general interest. An interest group may be further broken down into sub-groups; example: the producer category may be broken down into vehicle (tractor) producers, implement producers, and accessories producers.
- c) With respect to interest groups and experience, a substantial balance of voting members shall be maintained. There shall be no opportunity for domination by any single interest. No single interest group shall constitute more than one-half of the voting members of any SDC (one-third for safety-related projects).
- d) It is anticipated that within the committee there will be a core-drafting group. However, all voting members shall participate in the review and balloting of the finalized proposed standard. Committee Members represent broader communities and are encouraged to solicit additional input from outside the development committee. Outside input shall be obtained within the time frame agreed on by the committee for the project.
- e) Information on the committee membership shall include the details as shown on the Project Proposal Form (see 6.2).
- f) It is recommended that a development committee have a minimum of 12 voting members participate in the final review and balloting of a proposed standard. This is recommended to help provide a consensus review from impacted parties of the proposed standard.
- g) If the Standards Development Committee is unable to obtain the appropriate membership the Subject Matter Expert listing shall identify the disciplines that are needed. The section of the project submission form on assistance required shall request support from the Division 03 Standards Committee in identifying or individuals representing these disciplines.

6.2.8 Leadership and assistance request. The Development Committee shall include on the project proposal submission, any requirements for assistance from the Division 03 Standards Committee in carrying out the assignment for development of the proposed standard. This shall include but not be limited to identifying resources or individuals to serve on the developing committee, specific assistance needed from the standards department, recommendations on contacts to provide input to the development, and/or requirements for support in terms of staff, training or funds to support the development work.

6.2.9 Division 03 Standards Committee responsibilities are defined in section 9.

6.2.10 Project submission requirements. The information provided on the project proposal form (6.2) shall be updated for delivery with the completed balloted standard. It should serve as a guide for development of the final report. See section 8.5.4 for details. [end moved section]

7 Standards Project Assignment

7.1 The ASABE Standards staff shall ballot the completed project proposal form to the appropriate Division 03 Standards Committee which shall:

a) Determine whether the proposal is within the division's area of interest and determine whether a draft should be developed in light of existing standards, or activities in related standards subjects by another Standards Development Organization (SDO).

b) Assign final responsibility for developing the draft standard.

7.1.1 The Division 03 Standards Committee may assign the task of developing a draft standard to an existing ASABE Standards Development Committee; or may create a new Standards Development Committee for this purpose. If the project may have implications with subjects addressed by ISO committees the Division 03 Standards Committee chair should consider consulting with the International Standardization Committee (T-13).

7.1.2 Appointments for such standards development committee activities are made by the Division 03 Standards Committee chair and require no additional approval. When a standards development committee is assigned a task, it is recommended that the chair and a majority of committee members serve until the assigned task has been completed. When an existing standards development committee is assigned a task, it should retain sufficient membership for continuity, throughout the development of the standard. Subcommittees shall follow these ASABE standardization procedures regarding opportunity for input from interested parties.

7.1.3 The Division 03 Standards Committee may request technically qualified individuals or existing groups outside ASABE to participate in the standardization effort.

7.1.4 A long term alignment with ASABE committees should be made, if possible. If the project is not being developed by an existing ASABE committee, this can be done in one of two ways: 1) the newly formed committee should become a standing ASABE committee, or 2) a recommendation should be made as to which standing ASABE committee is most closely aligned with the project; said committee shall become responsible for maintaining, and initiating revisions to, the new standard.

7.1.5 If, during the course of a project, the committee responsible for the project should need to be changed, the procedure outlined in section 17.9 for published standards shall be followed.

8 Standards Development Committee Responsibilities

8.1 Standards project proposal

8.1.1 When a project proposal form is approved by the Division 03 Standards Committee (section 6.1) it shall be assigned to a development committee. It is recommended that the Standards Development Committee, prior to expending considerable time and resources on the project, present a project proposal (section 6.2) for review. The process of submitting the Standards Project Proposal is to ensure need, value, and consideration of the relationships to other standards, either within the Society or other SDO's, and representation in the process. A development committee, with the understanding that the project is not an approved standards project within ASABE, may do preliminary development on a project proposal. An example of such an approach could be a concept standard developed in parallel with new technology.

8.2 Standards project development

8.2.1 Initiating formal project development with confirmed schedule. With approval of the project by the Division 03 Standards Committee (section 9.1.2), and assignment of a project number (section 9.1.2), the development committee shall proceed with completing the project.

8.2.2 Posting of Project. With approval of the project by the Division 03 Standards Committee, the ASABE Standards staff shall post an announcement of the project on the ASABE website. The posting shall include the project title, project number and will invite participation of other interested parties in the development process with a minimum 30-day response date. Responders should be willing to serve as active working members of the committee. If the document will be submitted as an American National Standard (see selection on the project proposal form), then a Project Initiation Notification System (PINS) form shall be submitted to ANSI by the ASABE Standards staff. This will initiate public notification of the project through publication in ANSI Standards Action.

8.2.3 Finalizing participants, Subject Matter Experts (SME). Upon approval of the project by the Division 03 Standards Committee, completion of the ANSI PINS timeframe (if applicable), and completion of an announcement of the project on the ASABE website, the Chair of the Standards Development Committee shall finalize the list of project participants (6.2.7). This list of participants shall include any changes to the committee as identified by the Division 03 Standards Committee as noted on the approval report and any outside interested parties who have agreed to contribute as working members on the committee. The finalized list shall be reported to ASABE Standards staff and made available upon request. If, at any time during the project development, the makeup of the SDC changes substantially, ASABE Standards staff shall report the changes to the responsible oversight committee. Reports of meetings of the committee shall include a record of participants working or contributing to the development activity including the disciplines represented by the participant. All participants should have the capability to utilize the electronic software (ASABE Web Forums) in participating in the development process.

8.2.4 Research and information gathering. The research of material, interchange of ideas, and information between all interested groups shall be the responsibility of the Standards Development Committee. Information support to the committee during development of the proposed standard may be obtained from a multitude of resources. The ASABE Standards staff may be requested to assist the committee in identifying sources of information or documents that exist within ASABE or other SDO's.

8.2.5 Format and content of draft standard. The committee shall follow the requirements for format and content of draft standards as described in section 13.

8.2.6 Standards technical and document format responsibilities. The standards development committee and any outside resources involved in the standards development are responsible for the technical accuracy of the document, and for clarity in communicating requirements. The ASABE Standards staff will provide, on request, assistance inputting the information into the required formats for the standards as described in section 13.

8.2.7 Only requirements and specifications that are essential to achieving the goals defined in the purpose and scope shall be included in the standard.

8.3 Standards Development Committees that originate new, revised or withdrawn standards should develop a news release in cooperation with the Director of Standards for use in announcing availability of the standard.

8.4 Standards Development Committee records. A roster of current committee members and their company affiliations, electronic mail addresses, and postal addresses shall be maintained by each Standards Development Committee and provided to the ASABE Standards staff. Standards Development Committees shall routinely send a copy of all documents pertinent to the development or revision of a standard to the ASABE Standards staff. Such documents shall include, but are not limited to, committee minutes, draft standards, any revisions of the Standards Project Proposal Form, and committee correspondence/provided data input.

8.4.1 Record retention. Standards development records provided by Standards Development Committees and records generated by the ASABE Standards Department shall be retained to affirm compliance with ANSI accredited ASABE Standardization Procedures. Standards development records shall be retained for one complete standards cycle. A standards cycle is defined as a revision or reaffirmation of the document. Records pertaining to withdrawn standards shall be retained for five years from the date of withdrawal. Records pertaining to inactive standards development projects shall be

retained for two years from the date of being declared inactive. If the inactive project has had ANSI paperwork submitted, records shall be retained for five years from the date of being declared inactive. An inactive standards project is a project for which ASABE Standards staff has not received reports of activity as required by these procedures for a period of one year and inquiries to the project team fail to elicit a response. Records of general historical significance to the ASABE consensus standards mission should be retained indefinitely. Historically significant documents are those that show significant progress in the ASABE Standards Program and/or show significant ASABE involvement with units of government, foreign countries, other Societies and Associations in the furtherance of the principles of voluntary, consensus standardization.

8.4.2 Discontinuance of a Standards Project: Formal discontinuance of a standards project may be done by one of the following methods.

8.4.2.1 Formal Committee Decision: ASABE Standards staff shall initiate steps to discontinue an assigned project upon receiving minutes documenting discontinuance from an ASABE Committee or working group. If the project was submitted as a proposed American National Standard (i.e., a Project Initiation Notification System (PINS) form has been filed with ANSI), ASABE Standards staff shall notify ANSI of the discontinuance of the project.

8.4.2.2 Individual Request or Inactivity: In cases where ASABE Standards staff receives a written request to discontinue a project, or there has been no activity communicated to Standards staff for a period of two years, steps will be taken to communicate the request or inactivity status to all known interested parties. Standards staff will initiate steps to discontinue the project, unless a written justification is received, within 30 days, detailing a basis for continuation. After 30 days, the project shall require resubmission of a project proposal form to reactivate activity.

8.5 Standards approvals and reports

8.5.1 Committee members shall attempt to reconcile differences of opinion before a formal ballot is issued by ASABE Standards staff.

8.5.1.1 The Standards Development Committee is the consensus body balloting the standard on technical content.

8.5.1.2 The Division 03 Standards Committee reviews the reports from the Standards Development Committee on the approved standard to ensure compliance with due process requirements and procedures of the ASABE standardization procedures have been applied.

8.5.2 Standards development committee balloting. After a Standards Development Committee has achieved substantial agreement of all members of the committee, the ASABE Standards staff shall review the package to determine if the document is to be submitted as an American National Standard (see selection on Standards Project Proposal Form). If the document has been selected for American National Standard status, then a BSR-8, "Standards Action Public Review Request Form" shall be submitted to ANSI. Submission of the BSR-8 Form prompts the posting of the project in ANSI Standards Action for public review. ASABE Standards staff shall then ballot the committee for approval or withdrawal of the standard, as appropriate. The following conditions for balloting apply:

a) All disciplines and members identified on the project proposal outline, and any active members added once the project has been initiated shall be represented in the balloting process.

b) Ballots shall close 30 days after distribution. One extension may be granted at the discretion of the chair or project leader, with input from ASABE Standards staff. If the requirements set forth in 8.5.2.e are not reached after the extension, the ballot shall be deemed disapproved, and the project leader shall work with Standards staff to review committee participation. After review and/or revision of committee participants, the SDC may be balloted again. If a ballot recirculation is required, the process outlined in 8.5.3 shall be followed. If the project lead and ASABE Standards staff determine that an entirely new ballot is required, none of the votes from the previous ballot(s) shall be counted and the draft balloting process shall begin at 8.5.2 a). If the ballot is a withdrawal caused by a periodic review, see section 17.1.2.

c) All SDC voting members are expected to vote on a proposed standard or withdrawal. Vote choices shall be: Approve, Disapprove with comments, and Abstain. Disapprove votes shall be accompanied by rationale, and shall include a proposed resolution. Any vote may be accompanied by comments.

Disapproval votes that are not accompanied by comments or suggestions will be counted as "Disapprove without comments" and shall not be considered for numerical consensus requirements. Disapproval votes with suggestions or comments not related to the proposal should be considered in the same manner as a

new proposal, and the commenter should fill out a new Project Proposal Form to move forward with those comments. Wording indicating that negative votes shall be accompanied by comments or suggestions relevant to the proposal shall be conspicuously included in the ballot text.

d) The key responsibilities of the voting members are technical content and accuracy of information contained in the document.

e) For recommendation to the Division 03 Standards Committee for adoption or withdrawal, greater than 50% of the SDC membership shall vote approve on the ballot AND at least 75% of the SDC members, less abstentions and disapprovals without comment, who respond to the ballot shall vote approve on the ballot.

8.5.3 Handling of ballot comments. If a ballot does not achieve a 75% approval vote, less abstentions and disapprovals without comment, the project lead and SDC shall address any comments, and work with ASABE Standards staff to determine whether a recirculated ballot with revisions is adequate, or if an entirely new ballot shall be circulated. In the latter case, the SDC balloting process shall begin anew, and all prior vote(s) shall be considered null. All comments and attempted resolutions from the prior ballot shall be provided to the entire committee for the second ballot. When projects have achieved the criteria outlined in 8.5.2 e), the Standards Development Committee shall review and address comments from both voting and non-voting members, as well as any comments provided by outside parties. Responses to comments accompanying both approval and disapproval votes shall be addressed in writing (see section 3.2). The committee should seek to achieve resolution of the comments within a 30-day period following the close of the ballot. The project leader shall inform the ASABE Standards staff, in writing, of how each comment was addressed, and the final resolution for each comment. If comments cannot be quickly resolved to the satisfaction of both parties, all committee members shall be provided a summary of the comments and 15 days to either vote, reaffirm their vote, or change their original vote. New items shall not be brought up during this voting period. All Standards Development Committee Members shall be provided all correspondence involving unresolved objections resulting from the vote of the Standards Development Committee. Issues not resolved shall be included with documentation forwarded with the approved project in the submission to the Division 03 Standards Committee. The rationale of why the issue could not be resolved shall be included in the report.

8.5.3.1 Previously unaddressed comments resulting from public review shall be addressed by the project lead. All Standards Development Committee members shall be provided 15 days to respond, reaffirm or change their vote in response to the proposed resolution. Approval requirements and resulting actions defined in section 8.5 shall apply.

8.5.3.2 The response of the Standards Development Committee to public comment shall be provided to the originator in writing by the ASABE Standards staff.

8.5.3.3 Substantive change. A substantive change in a proposed ASABE Standard is one that directly and materially affects the technical intent of use of the standard. Examples of substantive changes are:

- a)** "shall" to "should" or "should" to "shall";
- b)** Addition, deletion or revision of requirements, regardless of the number of changes;
- c)** Addition of or changes to normative references.

8.5.3.4 If a substantive change, caused by ballot comments or public review, in a proposed ASABE standard is necessary, then the ASABE Standards staff shall, after the close of the initial ballot, re-issue the ballot with the substantive changes, reasons for the changes, and all attempts at comment resolution included in the re-issued ballot materials. If substantive changes are approved by the Standards Development Committee, a new BSR-8 Form shall be submitted to ANSI as described in section 8.5.2 (if applicable). The scope of the re-issued ballot shall be limited to ONLY the portions changed from the initial ballot. New items outside the scope of the proposed changes should be brought forward in a proposed revision, along with a new Project Proposal Form.

8.5.3.5 Any comments that are not resolved by the review require a notice in writing to the objector of their right of appeal through the process outlined in section 16.

8.5.4 Approved draft standard submission. ASABE Standards staff shall ballot the Division 03 Standards Committee to approve the submitted final draft standard (9.1.3). The ballot materials shall include but not be limited to the following:

- a)** Approved draft standard in ASABE format. For adoption of ISO standards the format (including graphic electronic format) shall be consistent with the ISO format guidelines.

- b)** Updated Standards Project Proposal form. This shall include any updated information on existing or proposed standards in related fields that have been identified since the project was initiated. This shall also include a statement on harmonization with other standards, if applicable.
- c)** Report on ballot comments (section 8.5.3.) This shall include the comments made, the proposed resolution, and the result of the resolution (changes made, not made, and/or feedback provided to the commenter).

8.5.4.1 Optional reports to the Division 03 Standards Committee may include reports from potential users of the standard who have reviewed the final draft.

8.5.4.2 ASABE Standards staff shall file a copy of the report to the Division 03 Standards Committee for permanent records as defined in section 8.4.1.

9 Division 03 Standards Committee Responsibilities

9.1 The Division 03 Standards Committee has responsibility for project assignments, project proposal approvals and draft standard adoption.

9.1.1 Project assignments.

- a)** Review and acceptance of requests for revision/clarification or rejection of a new, revised, reaffirmed or withdrawn standard or standards project (section 6.1).
- b)** Assignment of the project to a standards development committee that is to be established.

9.1.2 Project proposal review and approval.

ASABE Staff shall ballot the completed PPF to the appropriate Division 03 Standards Committee prior to any formal SDC ballots. The majority of the Division 03 Standards Committee shall approve the project in order for the project to move forward within ASABE. Division 03 Standards Committee PPF ballots shall be open for 30 days, with an option for one extension, if deemed necessary.

During the PPF ballot, the Division 03 Standards Committee shall:

- a)** Review the standards project proposal to verify the project's purpose and scope, confirm the rationale, and confirm that the impacted parties are represented by the SME working on the committee.
- b)** Confirm that the project is directed toward the standards objectives of ASABE.
- c)** Respond to the Development Committee's request for assistance (if applicable).
- d)** Provide other recommendations or revisions to the project outline.
- e)** Review alignment with other SDO groups working on similar subject matters to determine if project should be worked in parallel with the other SDO's.
- f)** Provide any recommendations or request revisions of the PPF.
- g)** Assign a Division 03 Standards Committee member as liaison to the project, if such a liaison is required.

If the scope of the project changes after the Division 03 Standards Committee has approved the PPF, that committee shall be notified of the scope change. If no disapproving comments are made within two weeks of notification, the new scope shall be considered acceptable. If disapproving comments are brought forward, the project lead shall discuss the scope change with the disapproving Division 03 Standards Committee member. If no resolution is acceptable to both parties, the entire (new) PPF shall be rebalotted to the Division 03 Standards Committee -- i.e., the project shall start from the beginning.

9.1.3 Draft Standard Review for Adoption. ASABE staff shall ballot the Division 03 Standards Committee on the approved draft standard from the Standards Development Committee. The Division 03 Standards Committee shall verify that due process has been followed in development of the standard. The committee is responsible for the application and conformance of standards development in accordance with the process and procedures adopted by ASABE and the division. This includes, but is not limited to, verification of the following when a project is proposed for adoption by a standards development committee:

- a)** Rationale for the standard adoption confirms the need for the standard.
- b)** Due process has been achieved with the representation and 75% approval of the SME identified in section 8.5.2.
- c)** Confirmation that the Standards Development Committee has appropriately addressed the committee ballot and public review comments. Outstanding technical issues, identified by the Standards Development Committee, shall be referred back to the committee with recommendations for resolution. If the committee requests assistance in addressing ballot comments, the Division 03 Standards Committee shall identify and

request the Standards Development Committee to identify a chair for the review committee and appoint three members to serve on a review committee.

d) Confirmation that the standard has been considered for ANSI designation or presenting to international organizations for consideration as a new project.

e) Acceptance of the standard for adoption. The Division 03 Standards Committee shall confirm by vote that the proposed standard has complied with the processes and procedures of the ASABE standards program. This requires a majority vote of the Division 03 Standards Committee. Ballot period shall close 30 days after distribution

A majority of the Division 03 Standards Committee shall approve the ballot. Approval indicates that due process has been achieved and that the standard shall move forward for publication. If the approved Standard has been proposed as an American National Standard, ASABE Standards staff shall submit a BSR-9, "American National Standard (ANS) Formal Submittal Checklist" to ANSI after the Division 03 Standards committee has approved the draft standard, and all applicable appeals timeframes have elapsed

9.2 The Division 03 Standards Committee of each ASABE division/institute shall coordinate all standardization efforts within its division.

9.3 All draft ASABE standards shall be processed through one or more of the Division 03 Standards Committees. When a draft standard involves more than one division, the ASABE Standards Council shall determine which division is ultimately responsible. See section 6.1.2 for standards that substantially cross divisions.

9.4 The Division 03 Standards Committee representatives to the Policy and Procedures Committee (T-01) shall provide liaison between the Division 03 Standards Committee and the Policy and Procedures Committee (T-01).

9.5 Standards Development Committees. The Division 03 Standards Committee shall identify or establish a standards development committee.

9.5.1 Standards Development Committees shall be established to move the standards project through the evaluation of the proposal phase and development (section 8).

9.5.2 The Standards Development Committee should be structured with areas of interest aligned whenever possible with the committee structures and interests as established in the International Organization (ISO). For standardization, Division 03 Standards Committees shall work with T-13 International Standardization Committee to accomplish such alignment wherever possible, and establish the required relationships with ISO in standards areas of mutual interest.

9.6 Persons representing committees and organizations outside ASABE may be accepted by Division 03 Standards Committees as liaison representatives to the Division 03 Standards Committee. They shall participate without vote.

10 Policy and Procedures Committee (T-01) Responsibilities

10.1 The Policy and Procedures Committee (T-01) has responsibility for the process and procedures used in standards development.

10.2 T-01 is responsible for ensuring that the certification of ASABE as a standard writing body by ANSI is achieved and adhered to. The committee shall work with the ASABE Standards staff in communications with ANSI and review reports from ANSI on issues relating to process, procedures or audits.

10.3 T-01 shall remain current with national and international standardization activities relating to ASABE standardization policy and procedure, and shall share pertinent information with Division 03 Standards Committees.

10.4 T-01 shall report annually to the ASABE Standards Council on issues related to process or procedures and actions or communications with ANSI.

10.5 T-01 shall be the oversight committee for standards projects that substantially cross ASABE technical divisions (see section 6.1.2).

11 International Standardization Committee (T-13)

11.1 The International Standardization Committee (T-13) coordinates ASABE standards activities with international standards organizations such as ISO, IEC and OECD, in areas of common standards interests. The goal of this committee is to reinforce the ASABE standards program objective of single standards used worldwide.

11.2 The objective of the T-13 Committee will be to guide the Division 03 Standards Committees in establishing standards development committees that will not only address the ASABE standards program requirements but also will, when required, act as the US Technical Advisory Group (TAG) in international standards work.

11.3 The T-13 Committee will assess international standards activities to alert both the Division 03 Standards Committees and the Standards Council of the need for liaison with bodies in areas of mutual interest.

11.4 The T-13 Committee will establish liaison with secretariats of international standards committees on areas of common interest and other bodies in the USA such as ANSI, government agencies or trade associations (such as AEM) in establishing effective international standards programs and committees.

11.5 Membership on the T-13 Committee shall be made up of two members appointed from each Division 03 Standards Committee. In addition, the chairs of US TAG corresponding to the ISO TC23 subcommittees (such as T-13) of interest to ASABE shall constitute the membership. Other parties with interests in this area and individuals with awareness of international standards needs and activities may be added to the committee to ensure subject matter coverage.

12 Standards Council Responsibilities

12.1 The Standards Council shall review specific standards actions as reported by the Division 03 Standards Committees.

12.2 The membership of the Standards Council is determined by the Council bylaws, and should include representation from T-01, T-13, each technical division, as well as other interested and impacted groups.

12.3 The Standards Council shall aid ASABE Standards staff in determining the responsible Division 03 Standards Committee for projects that have some cross-divisional topics. For standards that substantially cross divisions, see section 6.1.2.

13 Format and Content of Draft Standards

13.1 General

13.1.1 Each proposed draft standard for publication shall include a statement of purpose. Each proposal should include a scope statement indicating areas, classes of equipment, etc., for which the draft standard is and is not applicable (see section 13.2.1).

13.1.2 Standards development committees should develop new standards or revise existing standards using ASABE Web Forums (electronic software on ASABE website). Documents and balloting should use this software. The ASABE Standards staff provides support in use of this software.

13.1.3 Each standards development committee shall specify the units and the actual values to be shown. It is preferred that functional interchangeability between parts produced according to SI and inch-pound units is maintained. SI units are the required measurement to be shown first when both SI and inch-pound measurements are used. (See section 3.7)

13.1.4 Decimals shall be used except where common fractions are used in inch-pound units as nominal designations and are necessary to convey proper meaning (i.e., 3/4-in. pipe).

13.1.5 When ASABE adopts International Standards, the format of the International Standard shall be maintained. See Section 19 for details of the ASABE cover sheet that accompanies ASABE adopted International Standards.

13.1.6 Implied measurement tolerances shall be avoided. When specifying measurements in either SI or inch-pound units that require tolerances, such tolerances shall be included.

13.2 Format for draft standards

13.2.1 Documents shall be single-spaced according to the following general format used by the International Organization for Standardization (ISO):

Unapproved Draft for Review Only

Title of Standard date: _____

Developed by the ASABE . . . Committee; approved by the . . . Division Standards Committee; adopted by ASABE April 2006. *In the history paragraph, if the standard was originally developed under an ASAE committee, it will remain "ASAE", rather than changing to "ASABE".*

Keywords: A listing of key words shall be provided to help facilitate searches for the standard

1 Purpose and scope

1.1 Xxxxx

1.2 Xxxxx.....

2 Normative references

3 Brief title describing material in section

3.1 Heading or lead-in, if appropriate, should be bold but not capitalized except initial capital, unless it involves a phrase that would normally be capitalized if it were in the body of the text.

3.2 Number paragraphs. This will identify paragraphs for correspondence and review, and it will organize subject matter in our line form.

3.2.1 Xxxxx

3.2.2 Xxxxx

3.2.2.1 Xxxxx

3.2.2.2 Xxxxx

13.2.2 Key Word listing. A listing of key words to describe the title of the standard and the purpose of the standard shall be provided for data search and posting purposes

13.3 Terminology and definitions, alphabetizing

13.3.1 Scope. Terminology and definitions shall be limited to those actually used within the text of a standard or those otherwise recommended for use.

13.3.2 Alphabetizing. When listing terms and definitions, alphabetize by listing the significant words first and the modifiers second. Example: aeration: The movement of air . . .dryer, batch: Any dryer wherein the product . . .valve, excess-flow: A check valve which . . .valve, quick-acting: A manually operated . . .

13.4 Equations. The equation should be indented in the column, and the legend should be shown below the equation. The word "where" should begin at the left-hand margin. Example:

$$P = 2St/d$$

where:

P is bursting pressure, Pa (psi)

t is specified wall thickness, mm (in.)

d is specified outside dia, mm (in.)

S is allowable working stress, N/m² (psi).

13.5 Drawings, figures, graphs. The illustrations of the following standard may be used to determine appropriate style: ASAE S515 FEB03, Pallet Load Transfer System for Vegetable Harvesters, Shuttle Vehicles, and Road Trucks. ASABE illustrations should be submitted to ASABE Standards staff along with the draft document as separate files produced to the specifications of the ASABE Publications Department style guide for authors (available on the ASABE website). A figure number and brief caption should identify each illustration.

13.6 Dimensioning

13.6.1 Dual dimensioning. When both SI and English/U.S. customary units are to be used in the text of a standard, the SI units shall be printed in decimal form, followed by customary equivalents in parentheses. Example: “. . . extending 104 mm (4.1 in.) above and 216 mm (8.5 in.) below.” For dual dimensioning in tables, customary equivalents should be placed in a column adjacent to the SI units as shown in table 1, section 13.7.

13.6.2 Dimensioning. The ASABE Publications Department style guide (available on the ASABE website) and ASME Y14.5, Dimensioning and Tolerancing, should be used as a guide in dimensioning.

13.6.2.1 Abbreviations. Certain abbreviations are commonly used, and are universally understood. Examples are dia, max. Abbreviations subject to misinterpretation should not be used.

13.6.2.2 Abbreviation of inches. To avoid confusion with the preposition "in" the abbreviation "in." shall be used for inch.

13.7 Formal tables. Formal tables should be presented as shown below. SI and customary dimensions can be placed in adjacent columns as in the example below.

Table 1 – Title of table¹⁾

Heading	Column Caption ²⁾			Caption for both SI and customary dimensions	
	Column Caption	Subcaption	Subcaption	mm	in.
Line heading					
Subheading	xxx	xxx	xxx ³⁾	25.4	1.00
Subheading	xxx	xxx	xxx	50.8	2.00
Line heading					
Subheading	xxx	xxx	xxx	etc.	etc.
Subheading	xxx	xxx	xxx	etc.	etc.

¹⁾Table footnotes
²⁾Table footnotes
³⁾Table footnotes

13.8 Informal tables. Informal tables are used for simple tabulation that is easily incorporated into the sentence structure. In most instances, there should not be more than a stub and one column. Tabulations of more than one column should usually be made into formal tables. Informal tables should not be numbered because they are part of the sentence structure and are not referred to more than once in the text. The following illustration shows correct use of an informal table:

Dimensions comprising the standard specification are divided into three categories

Category	Maximum drawbar power
I	20 to 45
II	40 to 100
III	80 and over

13.9 Footnotes for tables. Footnotes should be placed directly beneath the table. They should be identified consecutively beginning with the title, proceeding through column captions from left to right, and then moving down the line headings. Footnotes shall normally be distinguished by Arabic numerals followed by one parenthesis: 1), 2), 3), etc. In certain cases, for example in order to avoid confusion with superscript numbers, one or more asterisks followed by one parenthesis may be used instead: *), **), ***), etc.

14 Normative and Informative References (Cited Standards and References)

14.1 Normative references (Cited standards). Standards cited in the text shall be listed in section 2, Normative references. Example: IEEE 268 (date), Metric Practice Use organization acronym thereafter in the text. Example: “. . . in accordance with IEEE 268.”

14.1.1 Referenced standards may be either dated or undated. A dated reference refers to the specific version referenced. An undated reference refers to the most recent published references. Undated references should be used unless there is a compelling reason to make reference to a specific version. The Normative Reference section of each ASABE standards shall be preceded with the following introductory language. "The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies unless noted. For undated references, the latest approved edition of the referenced document (including any amendments) applies."

14.2 Informative references. When considered necessary by the responsible ASABE Division Standards Committee, informative references may be included in an annex to ASABE standards.

14.2.1 Other references. References to articles in periodicals and books should include the following information in the order indicated:

References to articles in periodicals	Reference to books
Last name of author	Last name of author
First name or initials	First name or initials
Year of publication	Year of publication
Title of article	Title of book
Title of periodical	Edition number
Volume number	Name of publisher
Issue number or date of issue	Place of publication
First and last pages of article	

15 Standards Designation ASABE standards shall be identified as follows using appropriate alphanumeric designations assigned by ASABE Standards staff:

Note: Section 15 does not include designation of ASABE adopted International Standards. For international standards adopted without deviations see Section 19.1.5 and for international standards adopted with deviations see Section 19.2.

15.1 There shall be three basic categories of ASABE standardization documents defined as follows:

a) ASABE Standard (S). A definite terminology, specification, performance criteria, or procedure providing interchangeability; enhancing quality, safety, economy or compatibility; viewed as a proper and adequate model or example. Standards may include:

- Definitions, terminology, graphic symbols, and abbreviations;
- Performance criteria for materials, products, or systems;
- Testing procedures;
- Specifications or ratings regarding size, mass, volume, etc.

b) ASABE Engineering Practice (EP). A practice, procedure or guide accepted as appropriate, proper and desirable for general use in design, installation or utilization of systems or system components, and based upon current knowledge and the state-of-the-art.

c) ASABE Data (D). Numerical values, including statistics, and relationships, either mathematical or graphical, organized, codified, and uniquely applicable to engineering in agriculture, food, and other biological systems. Data need not be free of variation.

15.2 The letters ASABE shall precede the assigned alphanumeric designation for all projects adopted after July 2005 (date of Society name change from ASAE to ASABE). All standards adopted prior to July 2005 shall retain their ASAE designation, even when revised.

15.3 The letter(s) S, EP, or D shall precede the numeric designation of a standard, engineering practice, or data. The numeric designation shall be retained even though classification as standard, engineering practice or data could change.

15.4 Technical revisions (see section 17.4) shall be indicated by adding to the assigned numeric designation a decimal denoting the number of times the document has been revised. Example: ASAE S201.4 (date) identifies an ASABE standard that has undergone its fourth technical revision.

15.5 An ASABE tentative standard shall be identified with the letter "T". Example: ASAE EP400.2T. Classification of "tentative" may be assigned to any new standard, if sufficient justification for approval exists pending clarification or introduction of minor changes. This justification shall be provided in writing to the ASABE Standards Director for approval. The tentative classification shall be used when provisions of the

standard are based on new technology that may be beyond or lead the current state-of-the-art, or when "hardware" required for conformance with the standard is not readily available.

15.6 The date an ASABE standard is adopted or the latest date of its revision shall be a part of the alphanumeric designation. The latest reaffirmation date shall be listed in parentheses after the adoption/revision date. Example: ASAE D245.5 OCT1995 (R2001) was revised October 1995, and reaffirmed in 2001.

15.7 For American National Standards, on the first page of the standard, the month and year the standard was approved by ANSI shall be printed below the designation of the standard.

Example 1): Approved July 2007 as an American National Standard.

Example 2): Revision approved July 2007 as an American National Standard.

16 Standardization Appeals Process

16.1 Any person submitting an unresolved dissenting view in writing on a draft or current published standard shall have the right to appeal the standard. Appeals due to a particular action by ASABE shall be limited to within 2 weeks of the written notification of the right to appeal (see section 8.5.3.5). Appeals due to inaction may be submitted at any time. Before an appeal is submitted, it is suggested that alternate paths be fully explored, such as suggesting a revision to, or withdrawal of, the standard, to the SDC. If an appeal is deemed to be the only resolution, it shall be done via the following path.

All appeals, along with a proposed course of action, shall be submitted in writing to: ASABE Director of Standards, 2950 Niles Road, St. Joseph, MI 49085, and may be supported by oral arguments. Appeals shall be heard at the next scheduled meeting of the appropriate appeals body.

16.1.1 Content. The appeal shall include the nature of the appeal, the specific section of the ASABE document or procedure that is at issue, and a proposed course of action on the standard or draft. It shall be incumbent upon the appellant to prove that action or inaction on the part of ASABE has caused an adverse effect.

16.1.2 Response. Within 30 calendar days of receipt of the requested appeal, the ASABE Director of Standards (with assistance from the project lead or others, if necessary) shall issue a written response to the appellant, addressing each allegation. If the appellant is not satisfied with the responses of the Director and the project lead, and wishes to pursue the appeal, the process outlined in 16.1.3 shall be followed.

16.1.3 Appeal process. For all appeals heard by ASABE, the following shall apply: at least 50% of the voting members of the appeals body or their proxies shall be in attendance; vote choices shall be Grant the Appeal or Deny the Appeal; all members or proxies in attendance shall cast a vote on the appeal; the voting choice that garners greater than 50% of the votes shall be deemed consensus; if consensus is not reached, the appeals body shall discuss the reasons why and re-vote until consensus is reached.

Step 1) (see table, below) The oversight committee, with help from ASABE staff, shall arrange for the appeal to be heard either at the next scheduled face-to-face meeting of that committee, or via web/teleconference call. Staff shall notify the appellant, in writing, of the appeal hearing date, time and location, and shall place no undue burden on the appellant to attend the hearing. All oversight committee members shall be provided, in writing, the appeal and all relevant documents and correspondence. This appeal may be based on technical and/or procedural merit. The appeals board shall reach consensus at the hearing, unless extenuating circumstances dictate a need for a delay. ASABE Standards staff shall file a report of the appeal and its outcome in the file for that standard, with a copy given to the appellant, the SDC, and the oversight committee. Normal record retention requirements shall apply.

Step 2 (if necessary)) The appellant may request, in writing to the ASABE Director of Standards, an appeal to the ASABE Standards Council. The appeal to the ASABE Standards Council shall be limited to procedural concerns. Appeals to the ASABE Standards Council shall have been preceded by an unsuccessful appeal to the responsible oversight committee.

Step	Appeals Body	Appeal Basis
1.	Division 03 Standards Committee or other oversight committee, as applicable	Technical Content of the Standard or Procedural

2.	ASABE Standards Council	Procedural; only if Division 03 Committee cannot resolve

T-01 opinions and advice on procedural issues are encouraged to be sought at any time.

16.2 Any failure to follow these standardization procedures, either through action or inaction, shall be grounds for an appeal, which shall be done via the path in section 16.1.

17 Maintenance of and Responsibility for Published Standards

17.1 Review. Each Division 03 Standards Committee is responsible for initiating a review of standards placed in its charge at intervals of 5 years or less, or as required by ANSI accreditation procedures (revision, reaffirmed action or withdrawal within 5 years of date of approval unless an extension is granted by the Division 03 Standards Committee) or special requests as issued by the Standards Council. Tentative Standards shall be reviewed annually. Reviews shall normally be conducted by the Standards Development Committee. If an appropriate Standards Development Committee does not exist, the responsible Division 03 Standards Committee shall appoint a task group of technically qualified persons to conduct the review. The appointed task group may recommend reaffirmation to the Division 03 Standards Committee. If the appointed task group recommends revision or withdrawal, a Standards Development Committee shall be established (See Section 7.)

The Standards Committee shall recommend to ASABE Standards Staff to either:

- a) revise, or arrange for revision of, the standard** to coincide with current needs.
 - b) reaffirm the standard without change** if it is current, accurate, and of value. Action by the responsible committee to reaffirm standards without change shall be reported to the Division 03 Standards Committee a matter of record.
- or
- c) withdraw the standard** if it no longer serves a useful purpose. Press releases communicating the intent to withdraw the standard shall be sent out by ASABE Standards staff. If, after 90 days, no responses of substance are received, the Division 03 Standards Committee shall be balloted as usual. Titles of withdrawn standards shall be published in subsequent editions of the book of ASABE STANDARDS for five (5) years.

If the recommendation of the committee is to revise or withdraw, a Project Proposal Form shall be completed and returned to ASABE Standards Staff and the normal process for revising or withdrawing a standard shall be followed. If it is obvious that the revision or withdrawal will not be completed by the review ballot, an extension should be requested from the responsible oversight committee and/or ANSI, and the standard may be published as is, with a note in the history paragraph indicating such.

If no recommendation from the committee is forthcoming, ASABE Standards Staff should ballot the committee to reaffirm the standard without change for five years.

Participants may choose to notify ASABE Standards staff that they wish to abstain from the review ballot, but at least six (6) members shall be required to review the standard and vote to approve or disapprove reaffirmation. Disapproval votes shall be accompanied by comments or rationale and suggestions for changes. Wording indicating that disapproval votes shall be accompanied by comments or suggestions for change shall be conspicuously included in the ballot text. To reaffirm the standard, greater than 50% of the votes, less abstentions and disapprovals without comments, shall be to approve. If numerical requirements are not achieved, a 15-day ballot extension may be granted.

The committee chair shall address all comments from the review ballot. If the consensus is to revise or withdraw the standard, sections 17.4 and 17.5 shall be followed, and the standard will continue to be published without alteration until the revision is complete, or two years since the review ballot has been completed, whichever comes first. A request for an extension may be filed with the Division 03 Standards Committee and/or ANSI, where applicable. If the standard is not revised within the two year time frame, it shall be withdrawn, and ASABE Standards staff shall notify the responsible oversight committee.

If, during the course of the review, or at any other time after publication, questions about the value and content of the standard arise, outreach to impacted parties shall be done to ascertain the current status of the standard.

If, after the 15-day extension, consensus is still not reached, the standard shall be published without alteration for up to one year. The next year, a second review shall be balloted, with any comments from the previous year supplied to all voting committee members. If consensus is not reached after this second review ballot, the standard shall be withdrawn.

If the consensus of the committee is to reaffirm, but legitimate revise/withdraw comments are brought forward, the standards shall be reaffirmed, but the committee chair shall work with the members who wish to revise/withdraw the standard to complete and return a PPF to ASABE Standards staff.

17.2 The dates of revision or reaffirmation shall be recorded in the history clause of the standard. The history clause is an unnumbered clause at the beginning of the text.

17.3 The ASABE Standards staff shall notify Division 03 Standards Committees when standards are due for 5-year review and shall initiate follow-up when necessary. It is suggested that ASABE staff help the committees initiate a pre-review at least one year in advance of the official ballot.

17.4 Technical revisions. Changes, deletions, or additions that alter the technical sense of a standard shall require a Project Proposal Form to be submitted to ASABE Standards staff and follow regular voting procedures as outlined in sections 8 and 9.

17.5 Editorial revisions. Typographical errors in standards should be pointed out to ASABE Standards Staff. ASABE Director of Standards shall determine whether the proposed changes are editorial in nature. The director shall use the definition of substantive changes in the ANSI Essential Requirements to make this determination, and may choose to consult with the appropriate subject matter experts to make this determination. If the change is deemed to be non-substantive and typographical, the changes shall be made by staff without requiring full committee approval. The revision number and date of the corrected standard shall remain the same, the letters 'Ed' shall be placed after the date, and the history paragraph shall indicate that it has been revised editorially. ASABE Standards Staff shall notify the appropriate Standards Development Committee, and ANSI, if applicable, of such changes. All other changes shall follow regular voting procedures outlined in sections 8 and 9.

17.6 Revising existing standards. When submitting draft revisions of existing standards, it is important that reviewing committees be completely aware of each proposed change they are asked to approve. A cover letter or statement should list the changes, additions, and deletions and give reasons for it. When possible, identify the additions, and line through proposed deletions, on the most recent version of the existing standard. If proposed revisions are extensive, consider preparing the proposal in a three-column format with current text of the standard in the left column, proposed text in the center column, and the rationale for each addition or deletion in the right column. Additions should be underscored or highlighted. Deletions should be lined through or enclosed in brackets.

17.7 Committee records. A committee assigned to review or revise a standard shall maintain records of individuals and organizations participating and of all drafts and revisions in the same manner as in developing a new proposal (see section 8.4).

17.8 Review of future provisions. Future provisions listed in an informative annex shall be balloted annually, for a maximum of two years, for incorporation into appropriate normative clauses of the standard. If, after two years, any part of the future provision is not incorporated into the standard, that part shall be removed from the standard, with no project proposal form or extra ballot required.

17.9 If it is determined that an existing standard should be transferred from the current responsible committee to another, the following shall occur:

a) Both the current and proposed newly responsible committees shall concur that the transfer should occur. All affected Division 03 Standards Committees shall be balloted on the transfer by normal balloting procedures.

b) If resolution is not achieved by step a), T-01 shall decide the issue. The decision of T-01 may be appealed to the Standards Council whose decision shall be final.

17.10 Corrigenda or errata. A corrigendum or an errata sheet shall be issued to correct either

- a) a technical error or ambiguity in an ASABE Standard inadvertently introduced either in editing or in printing and which could lead to incorrect or unsafe application of the standard. Errors must have been introduced after the end of the standards development committee ballot. Or,
- b) information that has become outdated since publication, provided that the modification has no effect on the technical (normative) elements of the standard. Two examples would be if the contact information for an organization changes, or link to an informational website (not a normative reference) changes.

NOTE Corrigenda or errata sheets are not issued to correct errors that can be assumed to have no consequences in the application of the publication, for example minor printing errors.

Suspected technical errors or outdated information shall be brought to the attention of the ASABE Standards Staff. After confirmation by the chair of the committee responsible for the maintenance of the standard, if necessary in consultation with the other members of the committee, the ASABE Standards Administrator shall submit to the ASABE Director of Standards a proposal for correction, with an explanation of the need to do so. The Director shall decide, in consultation with the chair of the committee, and bearing in mind both the financial consequences to the Society and the interests of users of the publication, whether to publish a corrigendum or errata sheet.

18 Submitting ASABE Standards for Consideration by ANSI as American National Standards

18.1 Purpose. The purpose of this section is to establish criteria for determining which ASABE standards should be referred by ASABE to ANSI for consideration as an American National Standard, and to establish requirements for officially approving the submission of ASABE standards to ANSI.

18.2 Criteria. It is preferable, but not necessary, that an ASABE standard, be submitted to ANSI, be judged sufficiently refined and representative of established technology or state-of-the-art that frequent revisions or corrections are unlikely. The standard should, however, meet one or more the following criteria:

- The standard defines products or processes, engineering practices, or includes data of interest to groups not served by ASABE. Adoption as an American National Standard will eliminate the need for development of similar standards by these groups;
- The community served by ASABE will benefit from recognition of the ASABE standard and the subsequent compliance by groups in other fields;
- Adoption as an American National Standard will enhance use of and conformance with the ASABE standard in certain geographical or trade areas, especially when such recognition cannot be achieved otherwise. The additional public review accompanying approval as an American National Standard enhances the stature of that standard;
- Adoption as an American National Standard will establish the U.S. position in international trade or standards activities. All U.S. counterpart standards to international standards proposals should be submitted for recognition as American National Standards so that other countries may recognize them as the U.S. position. American National Standards may be used directly as a basis for international standards.

18.3 Approval. If a Standards Development Committee wishes to submit a standard to ANSI for consideration as an American National Standard, a brief justification statement shall be forwarded with the draft to the ASABE Standards staff. The Division 03 Standards Committee shall ballot submittal of the standard and any subsequent revisions or reaffirmation.

19 ASABE Guidelines and Formats for the Harmonization of ASABE Standards with International Standards

Any international standard adopted, with or without deviations, by ASABE, shall retain the exact title of the international standard. For examples given below, the term "ISO" may be interchangeable with "IEC" or other international standards acronyms, as applicable.

19.1 ASABE Adoption of International Standards Without Deviations.

This procedure is applicable to adoption of international standards only. For adoption of international documents other than standards (i.e. technical specifications) the formatting guidelines in section 19.1 apply, but the document shall be processed using the procedure for adoption of ASABE standards.

19.1.1 The term “without deviations” means that no technical, editorial, or structural changes are allowed. International terminology shall be maintained (e.g. litre verses liter). The International Standard is therefore attached in the original International Standard publication format with an ASABE cover sheet with the ASABE Forward. If this standard is sold as an individual copy, an additional cover sheet is added to provide additional information to the purchaser of single copy sales. Details of the forward content are specified below. With this adoption, the related ASABE standard, if any, shall be withdrawn.

19.1.2 Number Format:

ASABE/ISO XXXXX-X:1994 (DEC2010)
ASABE/ISO TSXXXXX-X:1994 (DEC2010)

Where,

- “XXXXX” is the unique international document number.
- “-X” is the part number of the ISO document, if applicable
- The date immediately after the ISO document number represents the ISO adoption date.
- The date in parenthesis is the ASABE adoption date.
- All ISO adopted standards shall be submitted to ANSI for National Designation. The words An American National Standard shall be prominently displayed on the cover sheet .
- TS = Technical Specification
- ISO is used in general terms in this example. Other international documents such as IEC would be formatted in the same sequence.

19.1.3 Eligible Standards:

International Standards acceptable for adoption shall fall within the technical interest areas of the ASABE Standards Division.

19.1.4 Criteria for adoption:

The responsible US Technical Advisory Group (TAG) or equivalent shall not have voted in the negative on the international standard proposed for adoption without deviations. An “identical” or without deviation adoption means there is no change to the International Standard. If a significant scope change is included, or the implementation of the International Standard requires the use of normative references that result in deviation(s), then the Standard shall not be considered an identical adoption and should be processed as an adoption with deviations per Section 19.2. Where the scope of the international standard being adopted is slightly broader or narrower than the ASABE Standard being withdrawn, then identical adoption is allowed and the scope change shall be described in the ASABE forward along with a justification.

19.1.5 Adoption Process: Without Deviations

Upon approval of an International Standard, or concurrent with the US TAG vote, the US TAG SC chair/designee, in collaboration with the responsible ASABE technical committee chair will provide a draft cover page along with the International Standard to ASABE Standards staff for balloting. If not done at an earlier point in the process, a Standards Project Proposal Form (See 6.2) shall be submitted per Section 8.1. An ANSI PINS form is not required if the International Standard has been published or is at a phase of development where no more changes can be made to the document. ASABE Standards staff shall verify that proper project posting, through submission of the ANSI PINS form and other means, has been completed as required in Section 8.2 or shall submit the necessary forms to fulfill this requirement.

In the event that the ASABE Standards Development Committee has not been involved in the development and approval of the International Standard, a ballot for adoption of the International Standard shall first be approved by the ASABE Standards Development Committee, as required in Section 8.5. The ballot shall be presented as an approve or disapprove decision. No comment resolution is required.

Concurrent with the ballot to the ASABE Standards Development Committee, an ANSI BSR-8 shall be submitted by ASABE Standards staff to fulfill the ANSI public review requirements. If the Standards Development Committee is not being balloted, the ANSI BSR-8 shall be submitted prior to balloting the ASABE Division 03 Standards Committee.

The Standards Development Committee shall be provided all comments, from the public posting or from the committee ballots, and shall be provided 15 days to change their original vote. All comments shall be provided to the US TAG. A detailed response to public comments is not required, but the source shall be notified whether or not the adoption was approved.

Following any required approvals by the Standards Development Committee, the International Standard shall be submitted by ASABE Standards staff to the ASABE Division 03 Standards Committee for due process verification as required in Section 9.

All records and process requirements included in Sections 8 and 9 apply, except as noted above in this section. Upon final approval, an ANSI BSR-9 shall be submitted by ASABE Standards staff to ANSI as required in Section 9.1.3.

19.1.6 Cover sheet details (ASABE National Forward):

19.1.6.1 ASABE and International Document Revision History

History of the ASABE standard withdrawn shall be retained (carried over) to the adopted International Standard. This portion of the history shall follow the designated ASABE number. Future revision of the adopted International Standard would be following the designated ASABE Format . An example is provided below.

Example: ASAE S217 History: Proposed by the Advisory Engineering Committee of the Farm and Industrial Equipment Institute; adopted by ASAE March 1959; revised 1961, 1962, 1963, June 1964, December 1966, March 1971, February 1972, April 1974, February 1975; revised editorially April 1977; reconfirmed December 1979, December 1984, December 1989; revised December 1991; reaffirmed December 1996, December 1997, December 1998; revised editorially March 1999; reaffirmed December 1999; reaffirmed for one year January 2001; **S217.11 withdrawn and replaced with ASAE/ISO 730-1:1994, December 2001;**

19.1.6.2 ASABE Forward - Section 0

19.1.6.2.1 Paragraph 0.1

This section describes the relationship between the withdrawn ASABE standard and the International Standard. This section should also note if the International Standard was originally based on the technical content of ASABE Standard being withdrawn.

Example: ASAE/ISO 730-1;JAN 02, Three-Point Free-Link Attachment for Hitching Implements to Agricultural Wheel Tractors, is an adoption without modification of the identically titled ISO standard ISO 730-1:1994. Note: The referenced date "1994" is the adoption date of the ISO standard. The ISO standard was originally based on the technical content of ASAE Standard S217.11....

19.1.6.2.2 Paragraph 0.2

This section describes the subject content and describes the relationship between the scope of the nationally adopted International Standard and the ASABE standard being withdrawn. The scope of the adopted International Standard shall be clearly defined and include if the scope is either broader or narrower. A brief justification should be included for historical purposes.

Example 1: This standard sets forth requirements for the attachment of three-point hitch implements or equipment to the rear of agricultural wheel tractors by means of a three-point free-link in association with a power lift and is identical to the ISO standard scope.

Example 2: This standard sets forth requirements for the attachment of three-point hitch implements or equipment to the rear of agricultural wheel tractors by means of a three-point free-link in association with a power lift and is identical to the ISO standard scope except for exclusion of track-type agricultural tractors.

19.1.6.2.3 Paragraph 0.3

This section provides additional documentation concerning normative references specified by the ISO standard. The adopting committee shall review the status of all international normative references. If the normative references have not been adopted by ASABE, additional domestic references or explanations may be included here. For example, the normative reference may have been adopted by another domestic SDO.

Normative reference deviation makes the document not technically equivalent. If normative references contain deviations, this shall require the document to be processed as an adoption with deviation per Section 19.2.

19.1.6.2.4 Paragraph 0.4

This section denotes that the document has been adopted as an American National Standard.

Example: This standard has been approved as an American National Standard by ANSI (American National Standards Institute).

19.1.6.2.5 Additional Paragraphs Additional section 0.X paragraphs and subparagraphs may be added as needed.

19.2 ASABE Adoption of International Standards with "Deviations"

19.2.1 This procedure is applicable to situations where technical harmonization cannot be achieved between the ASABE and the International Standard. This procedure is also applicable where the responsible US TAG did not vote in the affirmative on the international standard proposed for adoption. This may also apply to situations where some technical information is missing from the International document and which has been determined to be pertinent to ASABE interests. In this case (referred to as "Adoption with Deviations"), the ASABE cover page will contain information relative to the technical deviations to the International Standard. International terminology shall be maintained (e.g. litre vs.liter). The International Standard is still attached in the original publication format with an ASABE cover sheet with the ASABE 0 Forward. If this standard is sold as an individual copy, an additional cover sheet is added to provide additional information to the purchaser of single copy sales. Details of the forward content are specified below.

19.2.2 Number Format:

ANSI/ASABE ADXXXXX-X:YYYY (DEC2010)

Where,

- Date DEC2010 represents the ASABE adoption date.
- "XXXXX" is the unique international document number.
- "-X" is the part number of the ISO document, if applicable
- Date (YYYY) represents the International adoption date.
- All adopted International Standards, including adoptions with deviations, shall be submitted to ANSI for National Designation. . The words An American National Standard shall be prominently displayed on the cover sheet.
- Letter Designation S=Standard, and
TS = Technical Specification
EP= Engineering Practice

19.2.3 Eligible Standards:

International Standards acceptable for Adoption with deviations fall within the scope of the ASABE Standards Division.

19.2.4 Criteria:

The International Standard shall have documented support from the responsible US TAG (Technical Advisory Group). . The scope of the ASABE Standard is to be shown on the ASABE cover page.

19.2.5 Adoption Process - Normal:

Upon availability of the International Standard, the US TAG SC chair in collaboration with the responsible ASABE technical committee chair will provide a draft cover page along with the International Standard to ASABE Standards staff for balloting. If not done at an earlier point in the process, a Standards Project Proposal Form (see 6.2) shall be submitted per Section 8.1 of this procedure. ASABE Standards staff shall verify that proper project posting, through submission of the ANSI PINS form and other means, has been completed as required in Section 8.2 or shall submit the necessary forms to fulfill this requirement. AN ANSI PINS form is required for every adoption with deviations.

In the event that the ASABE technical committee has not been involved in the development and approval of the International Standard, a ballot for ASABE adoption of the International Standard must first be approved by the ASABE standards development committee as required in Section 8.5 of this procedure.

Following this approval, the International Standard is submitted to ASABE Division 03 Standards Committee for due process verification as required in Section 9 of this procedure and a BSR-8 submitted to ANSI to fulfill the public review requirements.

All records and process requirements included in Sections 8 and 9 of this procedure apply to National Adoptions. Upon final approval, a BSR-9 shall be submitted to ANSI as required in Section 9.1.3.

19.2.6 Cover sheet details (ASABE National Forward):

19.2.6.1 ASABE and International Document Revision History

An example is provided below.

Example: Proposed by the Advisory Engineering Committee of the Farm and Industrial Equipment Institute: adopted by ASAE March 1959; revised 1961, 1962, 1963, June 1964, December 1966, March 1971, February 1972, April 1974, February 1975; revised editorially April 1977; reconfirmed December 1979, December 1984, December 1989; revised December 1991; reaffirmed December 1996, December 1997, December 1998; revised editorially March 1999; reaffirmed December 1999; reaffirmed for one year January 2001; Adoption with modification of ISO 730-1:1994 (E) and addition of ASAE Forward with deviations (Dec 2001);

19.2.6.2 ASABE National Forward - Section 0

19.2.6.2.1 Paragraph 0.1

This section describes the relationship between the ASABE standard and the nationally adopted International Standard and includes information regarding the need for technical deviation(s). This section should also note if the International Standard was based on the technical content and provisions of the original ASABE Standard. Only those aspects relative to the deviation rational should be included.

Example: This ASAE document, Three-Point Free-Link Attachment for Hitching Implements to Agricultural Wheel Tractors, is equivalent to ISO 730-1:1994 except for technical deviations noted in the following forward sections. (Note: The referenced date "1994" is the adoption date of the ISO standard.) These technical deviations pertain to those provisions where harmonization could not be achieved between the ASAE and the International Standard. Additionally, ISO 730-1:1994 does not contain some technical information that has been in the content of ASAE Standard S217. The responsible ASAE technical committee considered this information relevant and important to maintain in the document.

19.2.6.2.2 Paragraph 0.2

This section describes the subject content and describes the relationship of the scope between the International Standard and the ASABE standard. The scope may be deviated to be either broader or narrower.

Example 1: This standard sets forth requirements for the attachment of three-point hitch implements or equipment to the rear of agricultural wheel tractors by means of a three-point free-link in association with a power lift and is identical to the ISO standard scope.

Example 2: This standard sets forth requirements for the attachment of three-point hitch implements or equipment to the rear of agricultural wheel tractors by means of a three-point free-link in association with a power lift and is identical to the ISO standard scope except for exclusion of track-type agricultural tractors.

19.2.6.2.3 Paragraph 0.3

This section provides (if required) additional documentation of normative references or deviations to normative references specified by the ISO standard. The adopting committee shall review the status of all international normative references. If the normative references have not been adopted by ASABE, additional domestic references or explanations maybe included here. For example: other SDO's may have adopted the reference.

19.2.6.2.4 Paragraph 0.4

This section denotes that the document has been adopted as an American National Standard.

19.2.6.2.5 Additional Paragraphs Additional section 0.X paragraphs and subparagraphs may be added as needed. Include documentation of ASABE technical deviations from the referenced International Standard.

19.3 Committee Review of ASABE and International Documents

19.3.1 Published Documents

- ASABE standards committees should review existing International Standards to determine if there is a corresponding ASABE document published which results in duplication and if the International Standard is a candidate for Adoption without deviations.
- If an International Standard exists, but it is not technically equivalent to the ASABE Standard, the ASABE standards committee should submit revisions to the appropriate US TAGs that would make the International Standard technically equivalent to the ASABE Standard.
- If there is no International Standard, the ASABE standards committee should propose the ASABE Standard to the appropriate US TAG's for potential adoption as an International Standard.

19.3.2 Draft Document

- ASABE committees should review new and current International Standards work items to determine if there is a corresponding ASABE document either published or under development.
- If both an international development committee and ASABE are working on similar documents, ASABE should work only on the international document.
- If there is no corresponding ASABE document, the ASABE committee should consider providing expertise for the International Standard development as appropriate.

Annex A

(Informative)

(See section 2) Example of Safe Practice Messages

Safe practice messages. These safe practice messages are recognized as being effective for enhancing safety, but may not be adequate, complete or entirely applicable for every situation. They may not cover all possible hazardous situations; hence, they should be interpreted judiciously and not necessarily reproduced verbatim in communications to users:

- All circuits not known to be “dead” must be considered “live” and dangerous;
- All exposed conductors, terminals, and components should be regarded as energized and treated accordingly;
- Metal tools, flashlights, metallic pencils, and other exposed conducting objects should not be used while working near energized electrical equipment;
- Precautions should be taken to avoid grounding your body while using electrical measuring apparatus or making adjustments to energized electrical equipment;
- All equipment should be de-energized before connecting or disconnecting leads
- Loose clothing should not be worn while working near rotating equipment.

Annex B

(Normative)

Guidelines for Addressing Ballot Comments

Guidelines for addressing ballot comments on draft standards that have been approved by Standards Development Committees

1 Objectives

1.1 To provide a means for addressing disapproval votes and other ballot comments on drafts that have been approved by the required 3/4 committee vote.

1.2 To speed the standards adoption process when possible by promptly addressing disapproval votes and other ballot comments.

1.3 To provide clarification and documentation of the development standards committee's position prior to submission of the approved draft to the Division 03 Standards Committee.

2 Procedures

Where ballot issues have been referred to the Division 03 Standards Committee require resolution prior to moving the standard forward for publication, (section 8.5.4.c) the following process shall be followed:

2.1 The Division 03 Standards Committee chair, assisted by the ASABE Director of Standards, shall promptly appoint a small task group to make a concerted effort to resolve summary/reason(s) for disapproval votes and other ballot comments on a draft standard. The task group should include:

- A sponsor (ASABE member) to lead the activity of the task group; preferably a member of the division standards committee;
- A representative from the ASABE committee that developed the draft, or an individual involved with development of the draft if the draft was prepared outside of ASABE;
- Others as needed.

2.2 The task group shall complete its work within 30 days of its appointment.

2.3 Members of the task group shall take into account the interest of the groups they represent; therefore, formal approval of those groups will not be required or sought.

2.4 The task group shall promptly consider each ballot comment and seek consensus on how it should be addressed. If the task group concludes that the draft must be revised, specific language for the revision shall be prepared. Agreement among task group members on actions taken is expected; however, unanimous position by the task group is not necessary.

2.5 The task group shall prepare a statement giving the rationale for its action on each comment. The statement should also include names of individuals, committees, and organizations involved.

2.6 The task group shall send copies of the statement (Annex B, section 2.5) to the ASABE Director of Standards and the chair of the Division 03 Standards Committee. Included shall be a recommendation to – rebalot the standards developing committee to incorporate specific technical or substantive changes.

2.7 Concurrent with the recommended action on the drafts, the ASABE Director of Standards shall send the statement of the task group to persons who submitted disapproval votes or comments.