



Approved December 20, 2021

ASABE Recognized Documents Approval Procedures

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1 Terms

- 1.1 **Adoption:** document recognized as being officially reviewed, balloted, and approved by the committee of record through an accredited SDO using a consensus-based procedure. Nationally adopted documents may have deviations from international documents, and may be cited in regulation.
- 1.2 **Ballot:** structured survey provided to members of a group.
- 1.3 **Consensus:** general agreement characterized by the absence of sustained opposition to substantial issues by a concerned interest, and by a process that considers the views of all parties concerned and reconciles any conflicting arguments.
- 1.4 **Document(s):** product of a development process including standards, technical specifications, technical reports, and other documents as determined relevant
- 1.5 **Recognized document(s):** document which the committee has reviewed and deemed relevant to industry interests; however, full adoption has not been pursued due to the resources required to review, audit, ballot, and publish the document. This list is a low overhead method of conveying important and relevant standards to the public.
- 1.6 **Standard:** document developed using an established process of review and approval through an agreed upon set of procedures
- 1.7 **Standards Development Organizations (SDO):** organization, or part thereof, that accepts responsibility for the development, publication and maintenance of standards and other documents.
- 1.8 **Technical report:** document that describes the process, progress, or results of technical or scientific research or the state of a technical or scientific research problem. It might also include recommendations and conclusions of the research. Unlike other scientific literature, such as scientific journals and the proceedings of some academic conferences, technical reports rarely undergo comprehensive independent peer review before publication.
- 1.9 **Technical specification:** detailed description of technical requirements, usually with specific acceptance criteria, stated in terms suitable to form the basis for the actual design development and production processes of an item having the qualities specified in the operational characteristics.

2 Recognized Documents List

Recognized documents are used to provide information, direction, and support for United States needs regarding agricultural and related systems, in lieu of the extensive resources required to develop or adopt an ANS.

- 2.1 Any document developed may be considered for the Recognized Documents list
- 2.2 The list should be considered annually during the responsible technical committee meeting and revised as needed.
- 2.3 The recognized list of documents should reflect the needs of industry and organizations involved in agricultural and biological systems.
- 2.4 For dated recognized documents, only the edition cited applies unless noted. For undated recognized documents, the latest approved edition of the document (including any amendments) applies.

- 2.5 The approved list shall be made publicly available by ASABE through available media platforms.
- 2.6 No interpretation shall be made of the identified documents by ASABE staff or members. The selection and use of any recognized document is the responsibility of the individual using the document.
- 2.7 Recognized documents shall be identified as possible sources of additional information and direction in lieu of any other approved documents.
- 2.8 A recognized document is not equivalent to an international or regional document adoption, which are subject to a rigorous consensus-based accredited process.
- 2.9 ASABE staff shall document all approval processes for recognized documents.

3 Selection of a recognized document

- 3.1 Any member of ASABE may present an international or regional document to be considered for addition to the recognized list.
 - 3.1.1 Presentation of additions to the recognized list shall be made to the appropriate ASABE technical committee leadership or ASABE staff via email or other written communication.
 - 3.1.2 All recommendations shall include a brief justification.
 - 3.1.3 ASABE staff shall obtain a copy of the proposed document for review purposes.
- 3.2 Approval for a recognized document shall be by electronic ballot.
 - 3.2.1 **Vote choices shall be:**
 - a) approve
 - b) disapprove
 - c) abstain
 - 3.2.1.1 Comments may accompany any vote.
 - 3.2.2 **Greater than 50%** of the ASABE technical committee shall vote “approve” on the ballot.
 - 3.2.3 **AND at least 75%** of the ASABE technical committee, less abstentions and disapprovals without comment, who respond to the ballot shall vote “approve” on the ballot.
 - a) If numerical requirements are not achieved, the document is not added.
 - b) A document may be recommended to the appropriate ASABE technical committee at a future date with amended justification if it does not achieve the required approvals for addition.
 - 3.2.4 Notification of approved recognized documents shall be made to the responsible technical Standard Oversight Committee and associated technical committees.
- 3.3 These procedures shall be amended by at least 75% of STC-01, less abstentions, who respond to the ballot voting “approve”.

3.3.1 Notification of approved amendment of these procedures shall be made to ASABE Standards and Technical Council and all technical community Standards Oversight Committee.