

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

General: This form is to be used to notify ANSI of the initiation of a standards project. Information submitted on the PINS form (Page 1) will be added to ANSI's central data bank, which contains information relative to voluntary national standards and is a key resource in planning and coordination. The information on Page 2 is for Standards Committee purposes only. Note that submittal of a PINS is required for new and revised candidate American National Standards and prior to a BSR-8 (request for public review of draft).

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

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

1. Designation of Proposed Standard: This is the unique alphanumeric code used by the standards developer to refer to the project. It is the reference usually used when inquiries are received. "ANSI" should not be included in this designation as the pending project is not yet an American National Standard.
2. Title of Standard: This is the full title of the project or standard that is the subject of the form.
3. Project Intent: Check the line that corresponds to the type of action intended. The project intent relates to the status of the standard within the American National Standards process only. (Revisions of withdrawn/historical standards are considered "new standards.") Note that a PINS is required for a new or a revision to an current American National Standard. Include the designation of the standard being acted upon. If an International Standard is to be adopted as an American National Standard, please indicate the designation of the International Standard on the appropriate line and be sure that your organization is eligible to adopt the standard in compliance with applicable policies approved by the ANSI Board of Directors.
4. This standard contains excerpted text from an international standard, but is not an ISO or IEC adoption: Check here if this standard includes excerpted text from an ISO or IEC standards but is not an identical or modified adoption of an international standard
5. Provide an explanation of the need for the project: State the need and benefits of developing the standard for the industry.
6. Identify the stakeholder: State those likely to be directly impacted by the standard (e.g., owners/operators, regulators, architect-engineers, nuclear facilities, etc.)
7. Scope Summary (Scope): For the purpose of coordination of standards activity, this section of the form is key. The information should clearly indicate what is covered by the project in order to differentiate it from similar projects on file at ANSI. The scope should be a one-paragraph description not to exceed **650 characters including spaces**. It should be written as it will appear in the published standard (present tense verbs). Generally the scope starts with the words "This standard provides..." or something similar. The words "shall, should, and may" should be avoided in the scope. If necessary, the scope in standard may be longer provided that it is editorially the same.
8. Consumer Product or Service: Check the box provided if the project covers a consumer product or service.
9. Unit of Measurement: Check the unit of measure used in the project (i.e. Metric, English, both). If no measurements are included in the project, select "not applicable."