



**Procedures for Z50 Safety and Sanitation Committee
for the American Society of Baking
as an Accredited Standards Committee
February 12, 2015**

1.0 General

These procedures are intended to meet the requirements for due process and development of consensus for approval of American National Standards as given in Clauses 1 and 2 of the *ANSI Essential Requirements: Due Process Requirements for American National Standards*.

2.0 Organization of the committee

The Accredited Standards Committee (ASC) shall consist of its consensus body and secretariat. The ASC shall have a title, scope, and an interest classification system for its members. The membership shall be sufficiently diverse to ensure both reasonable balance and lack of dominance by a single interest category in accordance with Clauses 1.1 Openness, 1.2 Lack of Dominance, 1.3 Balance, of the *ANSI Essential requirements*.

2.1 Names of the organizations

The consensus body shall be called the Z50 Safety and Sanitation Committee, and referred to herein as the Accredited Standards Committee (ASC). The secretariat shall be the American Society of Baking.

3.0 Responsibilities

3.1 Consensus Body – ASB Z50 Safety and Sanitation Committee

The consensus body shall be responsible for:

- a) Proposing American National Standards within the scope of the ASC;
- b) Voting on approval of proposed American National Standards within the scope of the ASC;
- c) Maintaining the standards developed by the ASC in accordance with Clauses 3 and 4 of the *ANSI Essential requirements*;
- d) Adopting ASC policy and procedures for interpretations of the standard(s) developed by the consensus body (see 11.3 herein);
- e) Responding to requests for interpretations of the standard(s) developed by the consensus body (see 11.3 herein);
- f) Adopting ASC procedures and revisions thereof;
- g) Other matters requiring consensus body action as provided in these procedures

3.2 Secretariat – American Society of Baking

The secretariat shall be responsible for:

- a) Applying for ASC accreditation by ANSI and maintaining accreditation in accordance with ANSI requirements, including submission of the consensus body roster;
- b) Overseeing the consensus body's compliance with these procedures;
- c) Maintaining a roster of the consensus body and a list of standards for which the consensus body is responsible on the ASB website;
- d) Providing a secretary to perform administrative work, including secretarial services; preparation of meeting notices and the handling of meeting arrangements; preparation and distribution of meeting agendas, minutes, ballots, and draft standards; and maintenance of adequate records;
- e) Submitting candidate standards approved by the consensus body, with supporting documentation, for ANSI review and approval as American National Standards;
- f) Performing other administrative functions as required by these procedures;
- g) The administrative secretariat shall provide a written agreement to ANSI defining explicit division of these responsibilities if composed of more than one organization (i.e., co-

secretariats).

4.0 Officers

There shall be a chair appointed by the secretariat from the individual members or representatives of the consensus body, subject to approval by majority vote of the consensus body. The chair will serve until a successor is selected and ready to serve. A vice-chair shall be appointed by the chair and the vice-chair shall carry out the chair's duties if the chair is temporarily unable to do so. A secretary and membership chairman shall be appointed by the chair.

5.0 Membership

Members of the consensus body shall consist of organizations, companies, government agencies, individuals, etc., having a direct and material interest in the activities of the ASC. The selection and addition of members, along with their interest category, shall be subject to approval by a majority vote of the consensus body after the applicant has been processed in accordance with 5.1 herein. Any changes of members shall be subject to an annual approval by majority vote of the consensus body after a review of the membership in accordance with 5.2 herein.

5.1 Application

A request for membership on the consensus body shall be addressed to the chair or membership chairman. In addition, if the applicant is an organization, company, or government agency, it shall identify a representative (and an alternate, if desired).

5.1.1 Recommendation

In recommending appropriate action to the consensus body on applicants for membership, the chair or membership chairman shall consider the:

- a) Need for active participation by each interest;
- b) Potential for dominance by a single interest category;
- c) Balance of interest categories;
- d) Extent of interest expressed by the applicant and the applicant's willingness to participate actively;
- e) The representative identified by the applicant organization, company, or government agency.

5.1.2 Diverse interests

If distinct divisions of an organization demonstrate independent interests and authority to make independent decisions in the area of the activity of the ASC, each is permitted to apply for membership.

5.1.3 Combined interest

When appropriate, the secretariat may recommend that the applicant seek representation through an organization that is already a member and represents the same or similar interest.

5.2 Review of membership

The chair and membership chairman shall monitor the consensus body membership list with respect to the criteria of Clause 5 herein. Members are expected to fulfill obligations of active participation. Where a member is found in habitual default of these obligations, including lack of response to a written ballot, the chair or membership chairman shall direct the matter to the consensus body for appropriate action, which may include termination of membership.

5.3 Observers and individual experts

Individuals and organizations having an interest in the ASC's work may request listing as observers. The consensus body may also select individual experts to assist it. Individual experts shall serve for a renewable term of one year and shall be subject to approval by vote of the

consensus body. Observers and individual experts shall be advised of the ASC's activities, may attend meetings, and may submit comments for consideration, but shall have no vote.

5.4 Interest categories

All appropriate interests that are directly and materially affected by the standards activity of the ASC shall have the opportunity for fair and equitable participation without dominance by any single interest. Each member shall propose its own interest category as appropriate and in accordance with the consensus body's established categories. (See Clauses 1 and 2 of the *ANSI Essential Requirements*).

The interest categories shall be established or revised by a vote of the consensus body. The rationale for the selection of categories shall be included in the consensus body ballot and submitted to ANSI as part of the accreditation requirements.

The current Z50 Committee interest groups are: **Equipment User** (Bakery Operators, Owners, Managers, Supervisors, Users)
Equipment Manufacturer (Equipment Suppliers, Producers, Designers, Makers)
General Interest (All Other Members, including Marketing, Advertising, Ingredients, Energy, Safety, Shipping, Consultants, Associations)

5.4.1 Balance

The interest categories shall be maintained to achieve reasonable balance between categories. No single interest category shall constitute more than approximately one-third of the total committee membership, where ever practically possible.

5.5 Membership roster

The chair and membership chairman shall maintain a current and accurate consensus body roster and shall distribute it to the members and their consensus body representatives at least annually and otherwise on request. The roster shall include the following:

- a) Title of the ASC and its designation;
- b) Scope of the ASC;
- c) Secretariat: name of organization, name of secretary, and address (es);
- d) ASC Officers: chair and vice-chair;
- e) Members: name of organization or agency, its representative and alternate (as applicable), addresses, and business affiliations; or name, address, and business affiliation of individual member(s);
- f) Interest category of each member;
- g) Tally of interest categories: total of voting members and subtotals for each interest category;
- h) For each subgroup: title, chair, and names and addresses of all members.

6.0 Subgroups created by the consensus body

When one or more subgroups (subcommittees, working groups, technical subcommittees, writing groups, etc.) are formed to expedite the work of the consensus body, their formation (and later disbandment) requires approval by a majority vote of the consensus body and appropriate public notice. The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by the consensus body. The charge to the subgroup shall clearly state whether:

- a) The subgroup is responsible for the definitive content of one or more standards and for responding to views and objections thereon. Such subgroups shall maintain a membership roster in accordance with 5.5 (a) through 5.5 (h) herein, and shall comply



- with the provisions in 5.4, 7.1, and Clause 8.0 herein, as applied to voting on the standard(s); or
- b) The subgroup is responsible for assisting the consensus body (e.g. drafting all or a portion of a standard, drafting responses to comments, drafting positions on international standards, or other purely advisory functions).

6.1 Chairperson and members of subgroups

The chair and members of a subgroup shall be appointed by the chair of the consensus body and confirmed by the consensus body. The scope, duties, and membership of all subgroups shall be reviewed by the consensus body annually. The officers and members of a subgroup need not be members of the consensus body.

6.2 Approval of standards

Draft standards and any substantive change in the content of a standard proposed by a subgroup shall be referred to the consensus body for approval.

7.0 Meetings

An annual meeting of the ASC shall be held during the annual meeting of the secretariat, American Society of Baking. Additional consensus body meetings may be held, as decided upon by the consensus body, the chair, the secretariat, or by petition of five or more members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. Meetings of subgroups may be held as decided upon by the members or chair of the subgroup.

7.1 Open meetings

Meetings of the consensus body and all subordinate bodies shall be open to all members and others having a direct and material interest. At least four weeks' notice of regularly scheduled meetings of the consensus body shall be given by the secretariat in ANSI's *Standards Action*; or in other media designed to reach directly and materially affected interests; or in both. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available by the secretariat and shall be distributed in advance of the meeting to members and to others expressing interest. The secretariat may maintain a mailing list of other interests. In addition, the member's name, affiliation and interest category of each member of the consensus body shall be made available to interested parties upon request.

7.2 Quorum

At least 20% of the members of the consensus body shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions shall only be taken subject to subsequent confirmation by letter ballot or vote at a future meeting.

8.0 Voting

8.1 Vote

Except in regard to votes on membership and officer-related issues, each member shall vote one of the following positions:

- a) Affirmative;
- b) Affirmative, with comment;
- c) Negative, with reasons (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection);
- d) Abstain, with reasons.

For votes on membership and officer-related issues, the yes/no/abstain method of voting shall be followed.

8.1.1 Vote of alternate

An alternate's vote is counted only if the principal representative fails to vote.

8.1.2 Single vote

Generally, no representative shall have more than one vote. However, if two or more organizations appoint the same individual to represent each of them, that individual may cast a separate vote for each organization represented. The organizations shall confirm in writing to the secretariat that they are aware of and will accept the results. Additionally, representation of more than one organization by the same individual shall require approval by a majority of the consensus body, excluding the vote of that individual.

8.1.3 Voting period for letter ballots

The voting period for letter ballots shall end a maximum of four weeks from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the chair's option, when warranted.

A follow-up contact by letter, email or phone, requesting immediate return of the ballot shall be sent, as appropriate, to members and alternate members whose votes have not been received within ten working days before the ballot closes.

8.1.4 Absent member voting rights

Any member who is absent for a meeting vote on actions shown in Clause 8.2 or 8.3 herein, will have the right to vote on the action. The absent member will be contacted within 10 days after the meeting vote and given two weeks to respond with their written vote on the action. If no response is received within the two week period, a "Not Returned" vote will be recorded by the ASC member.

8.2 Actions requiring approval by a majority

The following actions require approval by a majority of the membership of the consensus body either at a meeting or by letter ballot:

- a) Confirmation of officers appointed by the secretariat;
- b) Formation of a subgroup, including its procedures, scope, and duties;
- c) Disbandment of subgroups;
- d) Addition of new consensus body members and designation of their interest categories;
- e) Approval of withdrawal of an existing standard.

8.3 Actions requiring approval by two-thirds of those voting

The following actions require a letter ballot or an equivalent formal recorded vote with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions:

- a) Adoption of ASC procedures, interest categories, or revisions thereof;
- b) Approval of a new standard or reaffirmation of an existing one;
- c) Approval of revision or addendum to part or all of a standard;
- d) Approval for submission to ANSI of change of ASC scope.

8.4 Authorization of letter ballots

A letter ballot shall be authorized by any of the following:

- a) Majority vote of those present at a consensus body meeting;
- b) The chair;
- d) The secretariat;
- e) Petition of five or more members of the consensus body.

8.5 Other review

Proposals for new American National Standards or reaffirmation, revision, or withdrawal of existing American National Standards shall be transmitted to ANSI for listing in *Standards Action* for comment.

The secretariat shall determine whether listing of proposed standards actions shall be concurrent with the final consensus body letter ballot and whether announcement in other suitable media is appropriate. The secretariat shall transmit a copy of the proposed new, revised, or reaffirmed standard to the administrator(s) of the appropriate ANSI group(s) at the same time.

Views and objections resulting from the above shall be dealt with in accordance with Clause 8.6 herein. Any substantive change made in the proposed American National Standard shall be relisted in accordance with 8.6.

8.6 Disposition of views and objections

When the balloting has been closed, the secretary shall forward the ballot tally to the chair of the consensus body or, if appropriate, of the subgroup; the chair shall determine whether the expressed views and objections shall be considered by correspondence or at a meeting.

Prompt consideration shall be given to the written views and objections of all participants, including those commenting on either the PINS announcement or public comment listing in *Standards Action*.

8.6.1 PINS announcement comments

If a developer receives written comments within 30 days from the publication date of a PINS (Project Initiation Notification System) announcement in *Standards Action*, and said comments assert that a proposed standard duplicates or conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously in *Standards Action*, a mandatory deliberation of representatives from the relevant stakeholder groups shall be held within 90 days from the comment deadline. Such a deliberation shall be organized by the developer and the commenter and shall be concluded before the developer may submit a draft standard for public review. If the deliberation does not take place within the 90-day period and the developer can demonstrate that it has made a good faith effort to schedule and otherwise organize it, then the developer will be excused from compliance with this requirement. The purpose of the deliberation is to provide the relevant stakeholders with an opportunity to discuss whether there is a compelling need for the proposed standards project. The outcome of such a deliberation shall be conveyed in writing by the developer and commenter (ideally as a joint submission) to the Board of Standards Review (BSR) for consideration should the developer ultimately submit the related candidate standard to ANSI for approval. While the outcome is not binding, participants are encouraged to develop a consensus on whether and how the standards development project should proceed.

8.6.1.1 PINS deliberation report

The outcome of a PINS deliberation shall be conveyed in writing (the "Deliberation Report") within 30 days after the conclusion of the deliberation by the developer to the commenter and to ANSI. Upon submission of the Deliberation Report, the developer may continue with the submission of the draft standard for public review. If additional deliberations take place, they should not delay the submission of the draft for public review, and an updated Deliberation Report shall be conveyed within 30 days after each deliberation. Any actions agreed upon from the deliberations shall be carried out in a reasonably timely manner, but normally should not exceed 90 days following the deliberation. Subsequently, the developer shall include all of the Deliberation Report(s) with the BSR-9 submittal to the ANSI Board of Standards Review (BSR) for consideration should the developer ultimately submit the subject standard to ANSI for approval. Stakeholders who were involved in the PINS deliberation process may also file separate Deliberation Report(s) with ANSI and the developer within 30 days after conclusion of any

deliberation for consideration by the BSR, if the standard is submitted to ANSI for approval.

8.6.2 Public review and consensus body comments

In connection with an objection articulated during a public comment period, or submitted in connection with a vote, an effort to resolve all expressed objections shall be made, and each objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefore. If resolution is not achieved, the objector shall be informed in writing that an appeals process exists within procedures used by the standards developer. In addition each objection resulting from public review or submitted by a member of the consensus body, and which is not resolved (see definition¹) must be reported to the Board of Standards Review.

When this process is completed in accordance with the written procedures of the standards developer, the standards developer may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them at the next review. Unresolved objections, attempts at resolution, and any substantive change made in a proposed American National Standard shall be reported to the consensus body in order to afford all members an opportunity to respond, reaffirm, or change their vote within four weeks. The definitions of substantive changes are listed in Annex A of *ANSI Essential requirements*.

8.7 Report of final result

The final result of the voting shall be reported, by interest categories, to the consensus body.

9.0 Submittal of standard

Upon completion of the procedures for voting, disposition of views and objections, and appeals, the proposed standard shall be submitted to ANSI by the secretariat.

The information supplied to ANSI by the secretariat shall include all relevant material required by ANSI as outlined in clause 4.2.1.1 of the *ANSI Essential Requirements*. If the secretariat does not submit the proposal to ANSI within a reasonable period of time, any member(s) of the consensus body may make the submittal.

10.0 Termination of ASC

A proposal to terminate an Accredited Standards Committee may be made by a directly and materially affected interest. The proposal shall be submitted in writing to the ASC and to ANSI and shall include at least the following:

- a) Reasons why the ASC should be terminated;
- b) The name(s) of the organization(s) that will assume responsibility for maintenance of any existing American National Standard(s) that is (are) the responsibility of the consensus body.

If it appears, after review by ANSI and discussion among the proponent of the action, the secretariat, and the ExSC or its designee, that the desired objectives can best be reached by termination, the proposal and supporting documentation shall be submitted to the committee with a letter ballot to terminate the committee and transfer responsibility, as appropriate, for the affected standards. The proposal for termination of the ASC shall be announced for comment in *Standards Action*.

11.0 Communications

Correspondence of ASC officers should be on "ASC correspondence" letterhead, or by electronic transfer means.

¹ Resolved: A negative vote cast by a member of the consensus body or a comment submitted as a result of public review where the negative voter agrees to change his/her vote or the negative commenter accepts the proposed resolution of his/her comment.

11.1 Formal internal communication

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (i.e., non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee chairs, the secretariat, and the consensus body officers.

11.2 External communication

Inquiries relating to the ASC should be directed to the secretariat, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the secretariat.

11.3 Requests for interpretation of standards

Written inquiries requesting interpretation of the ASC's approved American National Standards shall be responded to in accordance with the policy of the ASC (see 3.1(d) herein). Revisions to the standard resulting from requests for interpretations shall be processed in accordance with these Clause 17.0 of these procedures herein.

12.0 Appeals

Persons who have directly and materially affected interests and who have been or may be adversely affected by a procedural action or inaction of the consensus body or the secretariat shall have the right to appeal. This right to appeal shall be made know in writing (see clause 2.8 Appeals, in *ANSI Essential Requirements*) to any person receiving interpretations from the ASC.

12.1 Complaint

The appellant shall file a written complaint with the secretariat within thirty days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the clause(s) of these procedures or the standard that is at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

12.2 Response

Within thirty days after receipt of the complaint, the respondent (chair or secretariat representative) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

12.3 Hearing

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the secretariat shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten working days notice.

12.4 Appeals panel

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the respondent.

12.5 Conduct of the hearing

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the consensus body and the secretariat took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. *Robert's Rules of Order* (latest edition) shall apply to questions

of parliamentary procedure for the hearing not covered herein.

12.6 Decision

The appeals panel shall render its decision in writing within thirty days, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence presented to the appeals panel. Consideration shall be given to the following positions, among others, in formulating the decision:

- a) Finding for the appellant, remanding the action to the consensus body or the secretariat with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- b) Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the consensus body or the secretariat for appropriate reconsideration.

13.0 Parliamentary procedures

On questions of parliamentary procedure not covered in these procedures, *Robert's Rules of Order* (latest edition) may be used to expedite due process.

14.0 Metric Usage

In general, documents will contain Imperial units as the standard unit of measurement and Metric units as secondary unit of measurement, where ever deemed appropriate. Exceptions will be made where the baking industry has commonly used Metric units for a particular measurement.

15.0 ANSI Patent Policy

The ASB Z50 Committee will comply with the ANSI Patent Policy as stated in Clause 3.1 .of the *ANSI Essential Requirements*.

16.0 ANSI Anti-trust Policy

The ASB Z50 Committee will comply with the ANSI Anti-trust policy as stated in Clause 3.3 .of the *ANSI Essential Requirements*.

17.0 Record Retention

- a) The Chair of the committee will be responsible for retention of records during the Chair's terms and it is intended for the Chair to serve for at least one standard development cycle. "Records" includes all meeting minutes, correspondences and other business documents of the Z50 Committee.
- b) The ASB office will maintain a separate copy of the records for two standard development cycles.
- c) All records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal, in the ASB office files.
- d) After their term, the chair will be invited to serve as ANSI Liaison for the subsequent audit, and will have the required records available for the audit to support interpretation or historical questions resulting from the audit.

18.0 Interpretations policy to text procedures

All inquiries concerning interpretations of this procedure should be submitted to the secretariat in writing for review. Inquiries will be reviewed by the chair and vice chair, and a subcommittee deliberation may be used if deemed required. Approval of changes to procedures will be in accordance with section 8 of these procedures. Disposition of inquires will include responding within 45 days in writing to the requestor and notification of the right to appeal any ASC decision on interpretation of procedure text.

19.0 ANSI Commercial Terms and Conditions

It is this ASC's intent to comply with the ANSI Commercial Terms and Conditions Policy and



found in clause 3.2 of the *ANSI Essential Requirements*.

20.0 Committee Event Guidelines

An addendum to these procedures for Z50 Safety and Sanitation Committee shall be maintained by the current Chair and vice-Chair identifying the specific events and timelines generally required for the maintenance of the standards covered by the Z50 Committee. These events and timelines shall included recommended document and dates for submissions to ANSI.

21.0 Standards Interpretation Policy

In cases where additional explanation or instruction is required, such requests should be referred in writing to the American Society of Baking, 7809 N. Chestnut Avenue, Kansas City, MO 64119. The ASB office is instructed to forward all such requests to the Z50 Committee Chair. The Chair initiates contact with the requesting individual or organization. If the request has not been in writing, the Chair informs the requestor that all interpretation requests must be in writing.

The chair then explains that formal interpretations are most easily accomplished at the ASB annual meeting in February or March of each year. However, a teleconference can be arranged if a rapid interpretation is necessary. Requests are submitted to the consensus body for review. Approvals shall be in accordance with section 8 of these procedures.

The chair or an officer designated by the chair will report the consensus opinion to the requesting individual or organization. The right of appeal should be explained to the individual or organization if necessary. All responses shall be in writing.

The report will be maintained by the chair in accordance with the records retention policy.

22.0 Addendum

The intended purposed of this addendum is to support smooth transition of activities between members of the Z50 Committee when the membership personnel changes. This addendum should not replace any information found in the Policy and Procedures or of the ANSI Essential Requirements.

Committee & Submittal Event Guidelines

- 1) Annual Meeting – Email 6 week notice, including date, time, and place. Coordinate publication of meeting place and time with ASB.
- 2) PINS – Submit at the initiation of a project to develop or revise an American National Standard.
- 3) Ballot – Commence process when Standards work is completed. Use approved Ballot with identified closing date. Follow up regularly to encourage participation (minimum 10 days before closing). Report results to committee members using membership format, showing vote results by interest group.
- 4) BSR8 – Submit after Ballot voting is complete.
- 5) BSR9 – Submit after Public Review period is completed.
- 6) 5 Year Cycle – Reaffirm Standard if no work has been done during the last 5 years. Allow time for Ballot approval process in the 5 year cycle.
- 7) PINS, BSR8, and BSR9 should be processed using the ANSI website found at <http://psawebforms.ansi.org/> (PINS & BSR8) and psa@ansi.org (BSR9).