



SPORTING ARMS AND AMMUNITION MANUFACTURERS' INSTITUTE, INC.

SINCE 1926

Standards Development and Maintenance Procedure

SAAMI-010

Effective 9-23-2021

Policy / Procedure Revision Dates						
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9/23/2021						



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1. Purpose

The purpose of this Procedure is to establish a uniform process that is accredited by the American National Standards Institute (ANSI) for the development and maintenance of American National Standard (ANS) by Sporting Arms and Ammunition Manufacturers' Institute, Inc. ("SAAMI"). This procedure meets the requirements found in the *ANSI Essential Requirements*.

2. Scope

This Procedure applies to the Sporting Arms and Ammunition Manufacturers' Institute, Inc. ("SAAMI").

3. Administrative

A. Standard Management

- i. The SAAMI Board of Directors (BOD) will serve as the overall supervisory body that reviews SAAMI's standards development and maintenance activities. The President is responsible for supervising SAAMI's day to day standards activity.
- ii. The SAAMI Technical Office is responsible for developing SAAMI's standards and maintaining the ANSs supported by SAAMI. The SAAMI Technical Office at the direction of the President, shall report biannually at the BOD meeting, the status of any new standards under development, and any maintenance activity such as revisions, reaffirmations, or withdrawals.
- iii. SAAMI shall take action to revise or reaffirm an ANS within five (5) years of the last approval date.

B. Records Retention

- i. Records concerning new, revised or reaffirmed ANSs shall be retained for one complete standards cycle, or until the standard is revised.
- ii. Records concerning withdrawals of any ANS supported by SAAMI shall be retained for at least five (5) years from the date of withdrawal.

C. Metrics

- i. SAAMI shall use the U.S. Customary System (USCS) for weights and measurements as the primary units of measurements in the ANSs supported by SAAMI.

- ii. For Cartridge and Chamber (C&C) and Velocity and Pressure Barrel (V&P) technical drawings, units of measurement shall be USCS with a conversion to approximate International Systems of Units (SI) measurements shown in parenthesis.
- iii. For cartridges of Commission Internationale Permanente pour l'Epreuve des Armes à Feu Portatives (CIP) origin, the C&C and V&P technical drawings unit of measure shall be SI with a conversion to approximate USCS measurements shown in parenthesis.

D. Interpretations

- i. All inquiries requesting interpretation of the language of ANSs supported by SAAMI shall be directed to SAAMI in writing and promptly acknowledged.
- ii. An interpretation shall be limited to providing clarification and explanation of the specific standard in question. Interpretations should not give rise to lengthy explanations that may inadvertently modify or amend the standard.
- iii. To the extent feasible, submitters shall pose their request for interpretation in the form of a specific question which can be answered with a “yes” or “no” response. Submitters who request open-ended interpretations (e.g. “Explain the meaning of ...?”) will be requested to resubmit their inquiry to comply with the above.
- iv. SAAMI shall advise the submitter in writing of the interpretation and maintain a record of all formal interpretations rendered.

E. Commercial Terms and Conditions

- i. SAAMI agrees to comply with the ANSI Commercial Terms and Conditions Policy that is found in the latest edition of the *ANSI Essential Requirements*.

F. Antitrust

- i. SAAMI agrees to comply with the ANSI Antitrust Policy that is found in the latest edition of the *ANSI Essential Requirements*. For further information see *SAAMI-011 – SAAMI Antitrust Policy and Guidelines*.

G. Patents

- i. SAAMI agrees to comply with the ANSI Patents Policy that is found in the latest edition of the *ANSI Essential Requirements*. For further information see *SAAMI-002 – SAAMI Intellectual Property Rights Policy - Patents and Trademarks*.



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4. Procedure

A. Development of a New American National Standard

- i. The development of a proposed new standard is initiated by a vote of the majority of the SAAMI Board of Directors (BOD). The board shall direct a working group be established consisting of SAAMI member company representatives with an interest in the standard being developed.
- ii. Based on the SAAMI BOD's approval of the development of a new standard, the SAAMI Technical Office will file a Project Initiation Notification (PINS) with ANSI.
- iii. The working group will develop a draft standard and obtain approval by the appropriate SAAMI committee (e.g.: Joint Technical Committee) and the Legal and Legislative Affairs Committee before seeking final approval by the SAAMI BOD.
- iv. Upon Final approval of the draft standard by the SAAMI BOD, the SAAMI Technical Office will begin the process of obtaining affirmation of the standard as an ANS as outlined in section 4 (c) below.

B. Withdrawal of a SAAMI Standard

- i. A vote of the majority of the SAAMI BOD may be taken to withdraw an ANS supported by SAAMI. The SAAMI Technical Office will immediately notify ANSI of the ANS withdrawal.
- ii. A vote of the majority of the SAAMI BOD may be taken to abandon the process of developing a proposed new standard or revised ANS. The SAAMI Technical Office will immediately notify ANSI of such actions.

C. New Standard Development, Reaffirmation or Revision of an American National Standard

i. Types of Standard Activity

1. **New Standard:** The process of affirming a SAAMI Standard as an ANS using the due process and consensus requirements outlined in this procedure.
2. **Reaffirmation:** The processing of reaffirming an ANS supported by SAAMI, where the ANS has not had any substantive changes made to the standard.
3. **Revision:** The processing of revising an ANS supported by SAAMI, where the ANS has had substantive changes the standard.



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4. SAAMI shall initiate a project whenever it undertakes one of the three standard activities. As outlined above, the SAAMI Technical Office will initiate a project to develop a new standard after a majority vote by the SAAMI BOD. The SAAMI Technical Office will initiate a project to reaffirm or revise an ANS supported by SAAMI upon approval by the SAAMI President.

ii. Notification of Standards Activity

SAAMI shall announce its standards activity in suitable media in order to allow the opportunity for participation by all directly and materially affected persons.

1. Project Initiation Notification System (PINS)

- a. At the initiation of a project to develop a new or revise an existing ANS, SAAMI will notify ANSI using the Project Initiation Notification System (PINS). SAAMI will file the PINS using ANSI's Standards Action Web Forms found on their website. The PINS filing triggers ANSI's publication process of the announcement in their publication *Standards Action*.
- b. SAAMI will include a statement as part of the PINS announcement that includes the following:
 - i. an explanation of the need for the project; and
 - ii. identification of the stakeholders (e.g., user, government agency, general interest, etc.) likely to be directly impacted by the standard.
- c. If there is a change in the identified stakeholders as a standard is developed, SAAMI shall submit a revised PINS to ANSI for publication.
- d. Publication of the PINS announcement by ANSI in *Standards Action* will trigger a thirty (30) day public comment period from the publication date, where individuals may comment if they assert that a proposed standard duplicates or conflicts with an existing ANS or candidate ANS that has been announced previously (or concurrently) in *Standards Action*. SAAMI will not accept any comments after the thirty (30) day comment period has ended.
- e. If SAAMI receives written comments within thirty (30) days from the publication date of a PINS announcement in *Standards Action*, and said comments assert that a proposed standard duplicates or conflicts

with an existing ANS or candidate ANS that has been announced previously (or concurrently) in *Standards Action*, SAAMI will comply with the ANSI PINS deliberation procedure that is found in the latest edition of the *ANSI Essential Requirements*.

2. Public Review

- a. Proposals for new ANS and proposals to revise, reaffirm, or withdraw approval of an existing ANS supported by SAAMI, shall be transmitted to ANSI using the BSR-8 form for listing in *Standards Action* in order to provide an opportunity for public comment. SAAMI will file the BSR-8 using ANSI's Standards Action Web Forms found on their website.
- b. SAAMI may choose from one of three (3) public comment period options:
 - i. Minimum of Thirty (30) Days – If the full text of the revision(s) can be published in *Standards Action*;
 - ii. Minimum of Forty-Five (45) Days – If the text of the revised documents are available in electronic format, deliverable within one day of a request, and SAAMI provides the source (website or e-mail address) where it can be obtained by the public to ANSI for announcement in *Standard Actions*; or
 - iii. Minimum of Sixty (60) Days – If neither of the aforementioned options is applicable.
- c. SAAMI will not accept any comments after the public comment period has ended.
- d. SAAMI shall attempt to file the BSR-8 concurrently with the balloting of the consensus body (see section iii). If substantive changes are made to the proposed new or revised ANS due to comments received from the public, consensus body members, or due to other circumstances, a BSR-8 must be filed with ANSI for an announcement in *Standard Actions* for another public comment period of those substantive changes.

iii. Obtaining Consensus and Publishing an ANS

1. Assembling a Consensus Body

- a. SAAMI will develop a list of potential consensus body members consisting of those organizations, companies, government agencies, individuals, etc. known to be, or who have indicated that they are, directly and materially affected by the standard, and have appropriate experience. SAAMI has identified the following interest categories in the commercial manufacturing of firearms and ammunition:
 - i. **User:** Organization (company, association, government agency, individual) that uses the products associated with the standard.
 - ii. **Government:** Government agency or department that has interest in the use of the products associated with the standard.
 - iii. **General Interest:** Organization or individual that has an interest and expertise in the use of the products associated with the standards, but neither produces nor uses them professionally.
 - iv. **Testing Laboratory:** Organization that tests the products associated with the standard to established specifications.
 - v. **Producer:** Manufacturer of the products associated with the standard.
 - vi. **Expert:** A person who has long term experience in the product field.

- b. SAAMI shall strive to maintain balance in the consensus body. The criteria for balance shall be that a) no single interest category constitutes more than one-third (1/3) of the membership of the consensus body dealing with safety-related standards or b) no single interest category constitutes a majority of the membership of a consensus body dealing with other than safety related standards. No individual shall represent more than one consensus body member.

- c. To determine consensus body participation, SAAMI will conduct a consensus body interest survey of potential consensus body members. SAAMI shall attempt to conduct the survey concurrently with the 30 day comment period following the PINS announcement (see section ii) In order to maintain balance and lack of dominance, SAAMI will identify protentional consensus body members in each of the interest categories (stakeholders) and invite them to participate in the consensus body in the capacity of their interest category. The survey shall consist of informational letter, interest survey response form, and copyright assignment & release form (if applicable).

- i. **Informational Letter:** Shall contain the proposed ANS's title, designation, scope, description, history of its development, purpose and intended application, explanation of the consensus body process, and response period open and close (due) dates.
 - ii. **Interest Survey Response Form:** Shall contain the proposed ANS's title, designation, interest category with definition, participation options, and response period open and close (due) dates.
 - iii. **Copyright Assignment & Release Form:** This form assigns consensus body member's right, title, and interest in and to any copyright rights on any comment, input, proposal, data, or other material that submit to SAAMI as part of the consensus process. This form is only submitted to consensus body members who have not served on a prior SAAMI consensus body.
- d. Potential consensus body members will have 30 calendar days to respond to SAAMI's interest survey. SAAMI may adjust the due date if it falls on a weekend or holiday. SAAMI may extend the response period beyond thirty (30) days at its sole discretion due to a lack of timely responses. SAAMI shall send reminders ten (10) days prior to and on the due date if not all interest surveys have been returned. SAAMI may adjust the reminder date if it falls on a weekend or holiday.
- e. All those who have agreed to participation in the consensus body shall be listed in the consensus body roster. The consensus body roster shall consist of their name, affiliation, and interest category. Affiliation refers to the entity that the consensus body member represents (which may or may not be that person's employer). If the consensus body member is serving in an individual capacity, then the name of the individual, that person's employer and interest category should be available. If a consensus body member is representing an organization, the organization may replace the individual representing them in the consensus body at their discretion. The consensus body roster shall be made available to interested parties upon written request.
- f. Once an interest survey has been completed for a proposed ANS, it need not be repeated for subsequent balloting of the document. In

addition, SAAMI may conduct a single interest survey for a group or category of proposed ANS.

2. Conducting a Ballot of the Consensus Body

- a. SAAMI may begin the balloting of the consensus body at its discretion after the interest survey period has closed. SAAMI shall transmit to each consensus body member an informational letter, consensus body roster, official ballot, and draft ANS under consideration.
 - i. **Informational Letter:** Shall contain the proposed ANS's title, designation, explanation of what is required for a consensus body member, and ballot period open and close (due) dates.
 - ii. **Consensus Body Roster:** Shall consist of their name, affiliation, and interest category.
 - iii. **Official Ballot:** Shall contain the proposed ANS's title, designation, voting options, and ballot period open and close (due) dates.
 - iv. **Draft ANS:** ANS will be in draft form without any ANSI branding.
- b. Consensus body members shall have thirty (30) calendar days from the ballot opening to submit their official ballot to SAAMI. SAAMI may adjust the due date if it falls on a weekend or holiday. SAAMI may extend the response period up to 60 days due to lack of response from consensus body members or if requested from a consensus body member giving a legitimate reason. SAAMI shall send reminders 10 days prior to and on the due date if not all ballots have been returned. SAAMI may adjust the reminder date if it falls on a weekend or holiday. If all ballots are received prior to ballot closing date, SAAMI may close the ballot period early.
- c. Consensus body members shall be allowed to submit one of the following voting options on their official ballot:
 - i. Affirmative;
 - ii. Affirmative, with comment;
 - iii. Negative, with reasons (the reasons for a negative vote shall be given and if possible, include specific wording or actions that would resolve the objection);
 - iv. Abstain

- d. SAAMI's criteria for obtaining consensus on a new, revised or reaffirmed ANS shall be a majority of the consensus body cast a vote (counting abstentions) and at least two-thirds (2/3) of those voting approve (not counting abstentions).

3. Consideration of Comments and Objections

- a. SAAMI shall give prompt consideration to the written views and objections of all participants, including those commenting on the PINS announcement or public comment listing in *Standards Action*. Comments related to the PINS announcement are handled in accordance with section 2.i.f above.
- b. A negative vote submitted by a consensus body member or written comments, submitted by a person during public review expressing disagreement with some or all of the proposed ANS is considered an objection.
- c. In connection with an objection articulated during a public comment period, or submitted with a ballot vote, an effort to resolve all expressed objections accompanied by comments related to the proposed ANS under consideration shall be made, and each such objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefor. If resolution is not achieved, each such objector shall be informed in writing that an appeals process exists within the procedures used by SAAMI. In addition, each objection resulting from public review or submitted by a member of the consensus body, and which is not resolved must be reported to the ANSI BSR.
- d. SAAMI shall not consider negative notes accompanied by comments not related to the proposed ANS under consideration, or negative votes without comments. SAAMI shall indicate conspicuously on the ballot that negative votes must be accompanied by comments related to the proposal and that votes unaccompanied by such comments will be recorded as "negative without comments" without further notice to the voter. If comments not related to the proposal are submitted with a negative vote, the comments shall be documented and considered in the same manner as the submittal of a new proposal. Such votes (i.e. negative vote without comment or negative vote accompanied by comments not related to the proposal) shall not be factored into the numerical requirements for consensus. SAAMI shall

not be required to solicit any comments from these negative voters and shall not be required to conduct a recirculation ballot of the negative vote. SAAMI shall report these votes as “negative without comment” in its final submittal to ANSI.

- e. Unresolved objections, attempts at resolution and any substantive changes made in a proposed ANS after the initial ballot has taken place shall be reported to the consensus body in order to afford all members of the consensus body an opportunity to respond, reaffirm, or change their vote. SAAMI will follow the balloting process outlined in Section ii, 2, however SAAMI may reduce the ballot period to fifteen (15) days based on the quantity of substantive changes.

iv. Submittal of a Proposed ANS to ANSI and Approval

1. Once SAAMI has completed the consensus process, any disposition of views and objection, or any appeals for a proposed new, revised, or reaffirmed ANS, SAAMI shall submit a BSR-9 to ANSI’s Board of Standard Review (BSR) for approval.
2. SAAMI shall provide the following the following information to ANSI BSR:
 - a. Title and designation of the proposed ANS;
 - b. Indication of the type of action requested (that is, approval of a new ANS or reaffirmation, revision, or withdrawal of an existing ANS);
 - c. A declaration that applicable procedures were followed;
 - d. A declaration that the proposed standard is within the scope of the previously registered standards activity
 - e. A declaration that conflicts with another ANS have been addressed in accordance with these procedures;
 - f. A roster of the of the consensus body that indicates: the vote of each member including abstentions and unreturned ballots, if applicable; the interest category of each member; and a summary thereof;
 - g. A declaration that all appeal actions related to the approval of the proposed standard have been completed;
 - h. A declaration that the criteria contained in the ANSI patent policy have been met, if applicable; and
 - i. Identification of all unresolved negative views and objection, with names of the objector(s), and a report of attempts towards resolution.
3. Once SAAMI receives approval from ANSI BSR for the ANS, the standard will be published by SAAMI no later than six (6) months following the approval



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date. SAAMI may also announce the approval and publication via a press release. ANSI will announce the approval of the BSR's final action in *Standards Action*.

D. Appeals

i. Appeals to SAAMI

1. Persons who have directly and materially affected interests and who have been or will be adversely affected by any procedural action or inaction by SAAMI with regard to the development of a proposed ANS or the revision, reaffirmation, or withdrawal of an existing ANS, have the right to appeal to SAAMI.
 - a. **Complaint:** The appellant shall file a written complaint with SAAMI within fifteen (15) 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 section(s) of these procedures that are 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.
 - b. **Fee:** SAAMI shall charge the appellant appeal fee of five hundred dollars (\$500). An appellant may request a waiver or fee reduction from SAAMI. Any waiver or fee reduction will be at SAAMI's sole discretion.
 - c. **Response:** Within thirty (30) days after receipt of the complaint, the respondent (SAAMI) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.
 - d. **Hearing:** If the appellant and the respondent are unable to resolve the written complain informally, SAAMI shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving a least ten (10) business day notice.
 - e. **Appeals Panel:** The appeals panel shall consist of three (3) individuals knowledgeable as to the procedure who do not have demonstrably real or apparent conflicts of interest with SAAMI or appellant. SAAMI and the appellant will select the members of the appeals panel. If the

appellant and SAAMI cannot agree on the composition of the panel within three (3) weeks from the start of the selection process, SAAMI may appoint the panel.

- f. Conduct of the Hearing:** The appellant has the burden of proof to demonstrate adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. SAAMI has the burden of demonstrating that it took all actions in compliance with these procedures. 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. The hearing may be conducted in person or via teleconference.
- g. Decision:** The appeals panel shall render its decision in writing within thirty (30) days to both parties, stating findings of act and conclusions, with reasons therefore, based on a preponderance of the evidence. The panel may dispose of the case in any of the following manners:

 - i. Finding for the appellant remanding the action to SAAMI with a specific statement of the issues and facts in regard to which actions or inactions were not in compliance with this procedure.
 - ii. Finding for the respondent, with specific statement of the facts that demonstrate SAAMI's actions or inactions were in compliance with this procedure.