

The completed form should be submitted via e-mail to the responsible Section Manager and the N13 Chair.

Date:

PINS (PROJECT INITIATION NOTIFICATION SYSTEM) INFORMATION FORM

For the Health Physics Society Accredited Standards Committee N13 *Radiation Protection*

1. Submitter: (Specify submitter's name and complete contact information; all entries are required.)	Name:			
	Organization:			
	Address:			
	City, ST, Zip:			
	E-Mail			
	Phone:			
	Fax:			
2. Accredited Standards Developer Acronym:	<input type="checkbox"/> HPS	<input type="checkbox"/> Other (specify)		

3. Designation of proposed standard:				
4. Title of standard:				
5. Project intent: (Select from dropdown menu.) ANS = American National Standard	SELECT ONE			
6. Supersedes or affects another ANSI standard:	<input type="checkbox"/> Yes (specify)		<input type="checkbox"/> No	
7. Brief explanation of project need:				
8. Identify the stakeholders likely to be directly impacted by the standard. (e.g., industry sector, government, consumer, medical, environmental, etc.)				
9. Identify ISO or IEC standard to be adopted.				<input type="checkbox"/> N/A
10. Includes text from an ISO or IEC standard?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
11. Consumer product or service:	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
12. Unit of measure:	<input type="checkbox"/> U.S.	<input type="checkbox"/> Metric/SI	<input type="checkbox"/> Both	<input type="checkbox"/> N/A
13. Revises a previous PINS submittal?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
14. Scope Summary: (Provide a one paragraph description, not to exceed 500 characters.)				

*NOTE: Adoption of an ISO or IEC standards require compliance with ANSI's Sales & Exploitation Policy.

PINS Form Instructions for Health Physics Society Accredited Standards Committee N13

For further clarification please refer to ANSI Essential Requirements: Due process requirements for American National Standards

Enter your data for the standard or project into the fields provided. Fields marked with an **asterisk *** below indicates that data entry is required. When you have completed entering your information, save the file and send it to the HPS Secretariat, in care of Nancy Johnson, njohnson@burkinc.com.

0. **Date***: Insert the date of the PINS Form submittal to the HPS Secretariat.
1. **Submitter***: Provide complete contact information, typically for the Working Group Chair.
2. **Accredited Standards Developer Acronym***: Normally "HPS" (Health Physics Society). If the project is a joint project, the standards developer assuming administrative responsibility for the project should be entered.
3. **Designation of proposed standard***: Enter the unique alpha-numeric code used to refer to the draft standard. "ANSI/HPS" should be included in this designation only if the standard already exists, e.g., ANSI/HPS N13.1. A new project is not yet an American National Standard; enter "13.XX., to be determined."
4. **Title of standard*** This is the full title of the standard for which the form is submitted. It should be clear and as concise as possible.
5. **Project Intent***: Select the type of project action intended from the list. The project intent relates to the status of the standard within the American National Standards (ANS) process only. For N13 the most common uses are noted by ➡ and are "Create new standard;" "Revise current standard," or "Reaffirm current standard."
6. **Supersedes or affects another ANSI standard**: Specify designation(s) of approved ANSI standard(s) to be superseded. This relates to the currently approved ANSI standard(s) being affected by the project action.
7. **Brief explanation of project need***: Provide appropriate justification of the need for the project.
8. **Identify stakeholders***: List the relevant stakeholders, (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard.
9. **Identify ISO or IEC standard to be adopted**: If an International Standard(s) is to be adopted as an American National Standard, please specify the designation(s) of either the ISO or IEC standard(s).
10. **Includes text from ISO or IEC standard?*** Check Yes if this standard includes excerpted text from an ISO or IEC standard(s) but is not an identical or modified adoption of an international standard.
11. **Consumer product or service***: Check the box provided if the standard covers a consumer product or service.
12. **Unit of measure***: Select the unit of measure used in the standard (i.e., U.S., metric/SI, both) If no measurements are included in the standard, select "not applicable."
13. **Revises a previous PINS submittal?***: **Note: A revised PINS is only required if the previously identified stakeholders have changed substantively (see details of "8. Identify Stakeholders" on this form).**
14. **Scope summary***: Provide a one paragraph description of contents of standard, not to exceed 500 characters. The information should clearly indicate what is covered by the standard in order to differentiate it from similar standards within N13 or other projects on file at ANSI, such as those in N42. Please note in the scope if this standard is intended to be submitted for consideration as an ISO or ISO/IEC JTC-1 standard.

Submit the completed form via e-mail to the responsible Section Manager and N13 Chair. Alternatively, send to Nancy Johnson, HPS Secretariat, njohnson@burkinc.com.