



BCSI

Social

Economic

Environmental

Benefit Corporation

Standards Institute

Standards Development

Manual of Procedures

Approved, 05032012

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ABBREVIATIONS AND ACRONYMS

ANSI	American National Standards Institute
BCSI	Benefit Corporation Standards Institute
ED	Executive Director
ISC	Independent Substantive Changes
ISO	International Organization for Standardization
JSC	Joint Standards Committee
MOP	Manual of Procedures
OM	Organizational Member
OR	Organizational Representative
PPR	Publication Public Review
SC	Standards Coordinator
SDC	Standards Development Committee
SDCWP	Standards Development Committee Work Plan
SDP	Standards Development Process
SDS	Standards Development Subcommittee
SM	Standards Manager
SMC	Standards Management Committee
SP	Standards Project
SPP	Standards Project Proposal

LIABILITY OF PROJECT COMMITTEE AND SUBCOMMITTEE MEMBERS

BCSI POLICY INDEMNIFICATION (Board approved)

Resolved, that this Corporation, as a matter of policy to the full extent permitted by the law of the State of California, shall indemnify any member, director, officer, employee, agent or volunteer of the Corporation made, or threatened to be made, a party to an action or proceeding, whether civil or criminal, including an action by or in the right of any other corporation serves or served in any capacity at the request of this Corporation, by reason of the fact that he or she is or was a member, director, officer, employee, agent or volunteer of this Corporation, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred as a result of such action or proceeding, or any appeal therein, if such member, director, officer, employee, agent or volunteer acted in good faith for a purpose which he or she reasonably believed to be in the best interests of this Corporation and, in criminal actions or proceedings, in addition, had no reasonable cause to believe that his or her conduct was unlawful, except that no indemnification shall be made in respect of any claim, issue or matter as to which such member, director, officer, employee, agent or volunteer shall have been adjudged to be liable for gross negligence or willful misconduct in the performance of his or her duty to this Corporation.

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1. PURPOSE

To provide detailed procedures to be followed by Benefit Corporation Standards Institute, Inc. (hereinafter "BCSI") including relevant descriptions of its processes, in developing consensus based standards.

2. SCOPE

- 2.1. This manual establishes criteria and procedures for:
 - 2.1.1. Development, revision, reaffirmation, maintenance or withdrawal of BCSI Standards
 - 2.1.2. Development of addenda to BCSI Standards
 - 2.1.3. Responding to requests for interpretation
- 2.2. This manual does not apply to documents developed by BCSI that are not consensus based standards.
- 2.3. Consensus standards are developed and published to define minimum values or acceptable criteria whereas other documents, such as guidelines or design guides, may be developed and published to encourage enhanced performance.
- 2.4. BCSI Standards are for adoption and use by benefit corporations on a voluntary basis.

3. DEFINITIONS

- 3.1. **ANSI** - An organization responsible for the identification and approval of a single consistent set of voluntary standards designated as American National Standards; and for the coordination among standards developers to ensure that national standards needs are met without conflict or unnecessary duplication in their requirements.
- 3.2. **BCSI** - Benefit Corporation Standards Institute, Inc., a 501(c)(3) public benefit standards setting organization.
- 3.3. **CONSENSUS** - General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests by a process that involves seeking the views of all parties concerned and to reconcile any conflicting arguments. Consensus does not necessarily entail unanimity.
- 3.4. **INTEREST** - The perspective of a Standards Development Committee member, as judged by his or her present and past sources of income, fees or reimbursements of appropriate expenses, in the context of the work of a BCSI committee.

- 3.5. **INTEREST CATEGORIES** - A classification of project committee member interests. For some projects, it may be appropriate to designate subcategories of one or more interest category. Default interest categories are:
- 3.5.1. **Producer** - Those directly concerned with the production or distribution of the product or service involved, including industry associations representing producers or distributors, or those receiving substantial support from a producer directly concerned.
 - 3.5.2. **User** - Those who use the product or service involved, or those who receive substantial support from a user directly concerned, but are not involved with its production or distribution. This reference is not to users of the standard, but to users of the product or service covered by the standard.
 - 3.5.3. **General** - Those who have interests other than those described above and may include consulting engineers or employees of appropriate government agencies, researchers, educators, nationally recognized testing laboratories or educational institutions, and codes-oriented individuals.
 - 3.5.4. Additional examples of interest categories and subcategories that have been used can be obtained from the Standards Manager (SM).

4. BCSI OVERVIEW

- 4.1. **HISTORY** - Established in 2012 as a public benefit corporation, exempt from income tax under Section 501(c)(3) of the Internal Revenue Code, to facilitate and promote the use of benefit corporations to improve society and the environment.
- 4.1.1. Additional information may be obtained through BCSI's website at www.bcorpoinstitute.org.
- 4.2. **MISSION** – The development of sound standards for voluntary adoption by benefit corporations through an open, standardized process. As benefit corporations become more prevalent, BCSI will expand its range of standards for adoption by various industry segments.
- 4.3. **GOVERNANCE** – BCSI's Board of Directors is elected in accordance with its Bylaws, and is the supreme oversight and leadership body of the corporation. The Board has the ultimate responsibility and accountability to direct all of the activities and affairs of the corporation.
- 4.3.1. Board policy requires that all activities are in accordance with:
 - 4.3.1.1. International Standards Organization (ISO) ISO Standards 65 (Latest Edition)
 - 4.3.1.2. American National Standards Institute (ANSI) Essential Requirements (January 2012 Edition) for ANSI accredited standards development organizations.

- 4.3.2. The Board will not interfere with the function of the Standards Management Committee (SMC), the Standards Development Committees (SDCs) and the consensus process, provided that established policies, including this Manual of Procedures, are observed.
- 4.3.3. The Board appoints the members and chair of the Standards Management Committee (SMC).

4.4. KEY POSITIONS

- 4.4.1. **Executive Director (ED)** - Is responsible for the day to day operation and management, subject to the oversight and directives of the Board of Directors. He or she is responsible for the supervision and oversight of employees and consultants.
- 4.4.2. **Standards Manager (SM)** - Is responsible for the standards development functions. He or she reports to and is directed by the Executive Director. The Standards Manager works with the Standards Management Board and Standards Development Committees, as well as any subcommittees and work groups.
- 4.4.3. **Standards Coordinator(s) (SC)** – Optional. May be appointed by the SM in concurrence with the ED as workload demands increase. Will be subject to oversight by ED. Provides administrative assistance and support necessary to the standards development process, including preparation of agendas, taking of meeting minutes, collation of comments on documents, record keeping and similar activities.

5. STANDARDS MANAGEMENT COMMITTEE (SMC)

- 5.1. **PURPOSE and SCOPE** – The SMC is charged with oversight of all standards development processes, and ensures that all standards development policies and procedures are met. The SMC is subject to oversight and direction of the BCSI Board of Directors. The SMC works with the Standards Manager (SM), and oversees the Standards Development Committees (SDCs), Standards Development Sub-committees (SDSs) and all other participants to set the direction for and oversee all activities. SMC will periodically, review and recommend revisions to the standards development policies and procedures as necessary.
- 5.2. **RESPONSIBILITIES** - Include:
 - 5.2.1. Coordination of standards development work
 - 5.2.2. Establishment and oversight of Standards Development Committees (SDCs), including:
 - 5.2.2.1. Project parameters (purposes, scope, depth, etc.)
 - 5.2.2.2. Appointment of members and chairs
 - 5.2.2.3. Approval of work and actions
 - 5.2.2.4. Establishment of priorities

- 5.2.2.5. Ratification of any sub-committees and work groups
- 5.2.2.6. Handling of appeals
- 5.2.3. Response to interested parties concerns
- 5.2.4. Coordination with experts
- 5.2.5. Conformance with ISO and ANSI requirements
- 5.3. **COMPOSITION** - Shall consist of not less than five (5) persons, nor more than twelve (12) persons, including the chair, as appointed by the Board of Directors. Terms shall be two (2) years, without term limit to the number of terms; however, may be removed at any time by the Board of Directors. The Board shall endeavor to appoint members on a rotating basis to minimize disruption due to turnover.
- 5.4. **APPOINTMENT PROCESS** - Candidates shall be recommended and presented to the BCSI Board of Directors by the ED.
- 5.5. **MEMBER CRITERIA** - Members shall be persons experienced with the standards development process. The committee need not be “balanced,” as the term is used in this Manual; however, the Board shall endeavor to appoint a diverse and broadly experienced SMC. Members will be considered and evaluated based on their knowledge of:
 - 5.5.1. The standards development process
 - 5.5.2. Benefit corporations
 - 5.5.3. Standards in general
 - 5.5.4. Positive social impact (PSI) and environmental sustainability (ES) issues
- 5.6. **CHAIR** and **VICE CHAIR** - Shall be appointed by the Board of Directors for a three-year term, without limit to the number of terms; however, may be removed at any time by the Board of Directors. The vice-chair shall fulfill the duties of the chair when the chair is unavailable.
- 5.7. **CHAIR RESPONSIBILITIES** – Include:
 - 5.7.1. Chair SMC meetings with a goal of reaching consensus
 - 5.7.2. Conduct activities in accordance with BCSI policies
 - 5.7.3. Overall management of the SMC
 - 5.7.4. Coordination with the SM with respect to all aspects of the standards development processes
 - 5.7.5. Report to the ED concerning all standards development matters
 - 5.7.6. Ensure fairness in SMC and SDC activities, including avoiding dominance of discussions and/or input by one or more groups and ensuring that all points of view may be freely expressed

- 5.7.7. Ensure that SMC and SDC decisions and documents are clearly formulated
- 5.7.8. Assist with any appeals or special processes directed by the ED or Board

6. STANDARDS DEVELOPMENT COMMITTEE (SDC)

- 6.1. **PURPOSE** and **SCOPE** – To conduct all the technical work necessary to promulgate a BCSI standard, including drafting standards, due process and procedures, and submittal of final standards for publication
 - 6.1.1. Is proscribed and overseen by the SMC.
 - 6.1.2. May establish and dissolve Standards Sub-Committees (SDSs) as necessary.
 - 6.1.3. Has no uniform term of existence; it exists for as long as necessary to complete its mission.
- 6.2. **RESPONSIBILITIES** - Shall serve as the primary work force for developing and interpreting BCSI standards, as authorized by the SMC, including responsibility for:
 - 6.2.1. Proposal of new Standards Projects (SP) for recommendation to the SMC, including the identification of existing standards within the scope of the project.
 - 6.2.2. Applying BCSI policies, including this Manual, as authorized.
 - 6.2.3. Establishing any necessary Standards Sub-Committees (SDS) including, appointing the SDS Chair, appointing SDS members, approving scope of work and actions taken, as well as establishing SDS priorities.
 - 6.2.4. Maintaining BCSI standards within the scope of the SDC.
 - 6.2.5. Coordinating activities with the SMC and SM.
- 6.3. **COMPOSITION** - Shall include individual members and some designated SDCs may have organizational members, subject to approval of the SM as follows:
 - 6.3.1. Solicited through a call for members announcement, and:
 - 6.3.1.1. Individual members are appointed as “personal members,” not as representatives of any organization, corporation, partnership, or employer. Individual members may not appoint a proxy.
 - 6.3.1.2. Organizational members shall, at their discretion, select their organizational representative (OR) and an alternate, to participate in committee activities in the same manner as an individual member; however, they may not serve as a Chair or Vice Chair.
 - 6.3.2. All SDC Members, Individual or Organizational, shall:
 - 6.3.2.1. Comply with all rules and procedures
 - 6.3.2.2. Serve until the project has been completed and the SDC discharged.

- 6.3.2.3. Attend meetings and participate in other SDC activities, such as conference calls, letter ballots, e-mail correspondence, etc., and:
 - 6.3.2.3.1. Failure to regularly do so, without acceptable reason, shall be sufficient cause for the Chair to recommend removal from the SDC's membership roster.
 - 6.3.2.4. Be knowledgeable in the standard or guideline.
- 6.4. **MEMBER CRITERIA** - Requires persons experienced with the subject matter of the standards development project and "balanced," as the term is used in this Manual. Members will be considered and evaluated based on their knowledge of:
- 6.4.1. The subject matter of the standards development project
 - 6.4.2. The standards development process
 - 6.4.3. Benefit corporations
 - 6.4.4. Standards in general
 - 6.4.5. Positive social impact (PSI) and environmental sustainability (ES) issues
- 6.5. **ORGANIZATIONAL MEMBERS** – Shall be nominated by the SDC Chair, subject to the approval of the SM. The organizations Organizational Representative (OR) may then serve as a voting member of the committee, and:
- 6.5.1. Shall normally be a governmental agency, public interest group, or organization that represents a number of entities such as a trade association.
 - 6.5.2. Shall not be educational institutions or corporations and partnerships engaged in commerce.
 - 6.5.3. Shall be informed of the availability of organizational memberships on specific SDCs by one or more of the following:
 - 6.5.3.1. Posting on the BCSI Web Site
 - 6.5.3.2. Press releases to the applicable trade press
 - 6.5.3.3. Direct communication to potential materially-affected organization
 - 6.5.4. The Chair should consider the following criteria in nominating organizational members:
 - 6.5.4.1. Degree to which members of the organization are materially affected by the mandatory requirements of the standard
 - 6.5.4.2. Willingness of the organization to abide with the terms of organizational membership
 - 6.5.4.3. Capability of the organization to provide an individual with appropriate technical or scientific qualifications to serve as their representative, and if desired, another individual with appropriate technical or scientific qualifications to serve as an alternate organizational representative

- 6.5.4.4. Ability of the representative of the organization to represent the interests of the members of the organization
- 6.5.5. To be appointed an OM, the organization shall agree to:
 - 6.5.5.1. Participate in a constructive way
 - 6.5.5.2. Provide an individual with appropriate technical or scientific qualifications to serve as its OR, and if desired, another individual with appropriate technical or scientific qualifications to serve as an alternate
 - 6.5.5.3. Empower its designated OR or alternate to vote on all motions that come before the SDC or SDS to which they are assigned
 - 6.5.5.4. Encourage the constituency of the organization to provide input and public review comments to the OR
 - 6.5.5.5. Encourage OR to provide consolidated public review comments from their constituency
 - 6.5.5.6. Provide feedback to the constituency of the organization on the disposition of input and public review comments submitted by the organization's representative
 - 6.5.5.7. Not expect any financial support from BCSI for expenses related to participation in the activities of the SDC or SDS.
- 6.5.6. The number of ORs appointed to serve as voting members shall not exceed 1/3 of the combined number of members appointed to serve on the committee.
 - 6.5.6.1. If the number of ORs on the SDC temporarily exceeds the prescribed maximum number due to resignation, removal or death of individual members, appointment of replacement individual members of the SDC should be expedited by the SM
- 6.6. **APPLICATION** - Each member shall submit to the SM, for consideration in determining project committee membership, the following executed forms:
 - 6.6.1. Application For Project Committee Membership
 - 6.6.2. Potential Sources of Bias/Conflict of Interest
 - 6.6.2.1. Identifying any pertinent interests, including any sources of financial support that might affect the choice of interest categories in the deliberations of the SDC.
 - 6.6.3. If a joint sponsorship agreement exists for the standard, the provisions of such agreement shall take precedence.
 - 6.6.4. When a completed profile is on file, the candidate will be requested to update the information, and:
 - 6.6.4.1. Once appointed, an individual member shall notify the SDC Chair and SM in writing of any significant change in these relevant relationships throughout their tenure.

- 6.6.4.2. The SM will submit copies of all application information to the SDC Chair for consideration.
- 6.6.5. Except as noted below, only BCSI staff, BCSI Board, SMC, and SDC Chair, , shall have access to, and copies of, biographical data, bias and conflict of interest information, which shall be treated as sensitive and confidential material, unless a compelling extenuating reason exists as determined by the SM, and:
 - 6.6.5.1. No person authorized to have access to this data shall use the information for other than BCSI purposes and shall not release any information contained therein without the express approval of the person involved.
 - 6.6.5.2. The potential sources of bias and conflict of interest data only shall be made available by the Chair for viewing by Members but may not be copied by any party to which it is shown.
- 6.7. **SIZE** - Shall consist of no less than five (5) voting members with no upper limit, including the Chair.
- 6.8. **APPOINTMENT PROCESS** SDC members shall be recommended and presented to the SMC by the SM in concurrence with the ED.
- 6.9. **BALANCE** - SDC shall have voting members from at least the interest categories set forth in the SDC Work Plan (SDCWP), and:
 - 6.9.1. All SDCs should include at least one public member, one or more participants in the industry segment of the Standard, and at least one person proficient in the subject of benefit corporations.
 - 6.9.2. The Chair's recommendation shall include a report on committee balance for voting members, and:
 - 6.9.2.1. If alternate interest categories (producer, user, general interest) would ensure broader consensus, or are better suited to a particular project, the SDC Chair shall submit a recommendation to the SM for approval, demonstrating committee balance structure using the alternate interest categories.
 - 6.9.2.2. Definitions for the alternate interest categories must be submitted with the recommendation.
 - 6.9.3. BCSI's requirements for balance flow from ANSI's "due process criteria."
 - 6.9.3.1. The *ANSI Essential Requirements for the Development and Coordination of American National Standards* state, "Historically the criteria for balance are that:
 - 6.9.3.1.1. No single interest category constitutes more than one-third of the membership of a consensus body dealing with safety or

- 6.9.3.1.2. No single interest category constitutes a majority of the membership of a consensus body dealing with product standards.”
- 6.9.4. To ensure balance, no interest category shall have a majority except with the recorded assent of the members in the other categories and approved according to this Manual.
 - 6.9.4.1. A balance within SDSs is desirable but not required.
- 6.9.5. In forming the SDC, the Chair should keep in mind that the purpose of balance is to help arrive at a consensus by ensuring all viewpoints are considered in the SDC’s deliberations.
 - 6.9.5.1. It is the belief of BCSI (embraced in our procedures) that when there is a balance of interests on the committee and when representatives of “all directly and materially affected interests” constructively participate in the SDC, SDS, or in other advisory activities and consensus is reached, a fair standard will result.
- 6.9.6. There shall not be more than two members from any one company, association, agency, etc.
- 6.10. **CONSULTANTS** – SDC Chair may appoint or remove consultants who are experts in a specific section of the Standards Project, and:
 - 6.10.1. Consultants are listed with the membership roster for convenience but are not members of the SDC or SDSs and shall not vote.
 - 6.10.2. A limit of three consultants may be assigned to a SDC or SDS
 - 6.10.3. Consultants’ terms shall expire at the end of the tenure of the Chair making the appointment.
- 6.11. **RESIGNATION and REMOVAL** - The SDC Chair may:
 - 6.11.1. Accept a member’s written resignation without approval; however:
 - 6.11.1.1. The member will not be removed from the roster until the SM receives copies of the letter of resignation and the Chair’s response.
 - 6.11.2. Recommend removal of a member from the roster for due cause, by submitting a recommendation and justification in writing to the SM, and:
 - 6.11.2.1. Chair recommendations for termination of the membership can be based on a failure to actively participate in the proceedings or meet SDC responsibilities, including but not limited to:
 - 6.11.2.1.1. Missing two consecutive SDC meetings without prior approval from the SDC Chair
 - 6.11.2.1.2. Failure to attend at least 50% of scheduled SDC meetings within any twelve month period

- 6.11.2.1.3. Failure to return at least 60% of the letter ballots within any twelve month period.
- 6.11.2.2. The submittal shall include a copy of the Chair's notification to the member of intent to recommend removal, and:
 - 6.11.2.2.1. The SM will transmit the recommendations of the Chair and related correspondence for action in a meeting or by letter ballot.
 - 6.11.2.2.2. The SMC or Chair may call an executive session of the SMC or the SDC to discuss the matter.
 - 6.11.2.2.3. Failure to fully disclose relevant relationships shall be grounds for removal from the SDC.
- 6.12. **OFFICERS** - Consist of a Chair, Secretary, and in some cases also Vice Chair(s) and Subcommittee Chair(s), as designated by the SMC.
 - 6.12.1. Only individual members as defined in this Manual are eligible to serve as Chair, Vice Chair or a SDS Chair.
 - 6.12.2. The SMC shall appoint the SDC Chair in accordance with the provisions of this Manual.
 - 6.12.3. The Chair shall appoint a Secretary and recommend a Vice Chair, if the size or activity of the SDC warrants one.
 - 6.12.4. The Vice Chair shall be approved by SM.
 - 6.12.5. Chair is responsible for the organization and functioning of the SDC with duties including, but not limited to:
 - 6.12.5.1. Chair SDC meetings with a goal of reaching consensus
 - 6.12.5.2. Conduct activities in accordance with BCSI policies
 - 6.12.5.3. Overall management of the SDC
 - 6.12.5.4. Coordinate with and report to the SM with respect to all aspects of the standards development processes
 - 6.12.5.5. Ensure fairness in SDC activities, including avoiding dominance of discussions and/or input by one or more groups and ensuring all points of view may be freely expressed
 - 6.12.5.6. Ensure SDC decisions and documents are clearly formulated
 - 6.12.5.7. Assist with any appeals or special processes directed by the ED or BCSI Board
 - 6.12.5.8. Prepare agendas for all committee meetings
 - 6.12.5.9. Ensure minutes are prepared and distributed following each committee meeting
 - 6.12.5.10. Recommend SDC roster changes as needed
 - 6.12.5.11. Appoint ad hoc working groups whenever necessary to carry out SDC work

- 6.12.5.12. Ensure the SDC makes steady progress and meets targets indicated in the SDCWP.
- 6.12.6. Vice Chair, in the absence of the Chair, shall assume the duties of the Chair at any scheduled or called meeting of the committee, and:
 - 6.12.6.1. The Vice Chair shall perform other duties that may be assigned by the Chair.
 - 6.12.6.2. In the event the Chair is unable to perform the Chair's duties, the Vice Chair shall assume all duties of the Chair until a successor is selected.

7. STANDARDS DEVELOPMENT SUB-COMMITTEES (SDS)

- 7.1. **PURPOSE** and **SCOPE** – SDC Chair may organize the committee structure using Standards Development Sub-Committees (SDS). If an SDS is created, the SDC Chair's recommendation for SDS Chair must be approved by the SM.
- 7.2. **RESPONSIBILITIES** - Responsibilities of various SDSs typically are to develop drafts of one or more assigned clauses of a standard or guideline, annexes, or addenda; prepare a system of units; prepare text in appropriate language; establish educational activities; develop draft responses to requests for interpretation; or develop proposed responses to comments resulting from public review. Subcommittee actions shall be submitted as recommendations for action by the parent SDC.
- 7.3. **COMPOSITION** - SDS composition shall be determined by the SDC, with the ratification of the SMC.
- 7.4. **MEMBER CRITERIA** - Shall be determined by the SDC, and ratified by the SMC. SDS need not be "balanced," as the term is used in this Manual.
- 7.5. **APPOINTMENT** - Members of an SDS shall be appointed by the SDC, and ratified by the SM.
- 7.6. **CHAIR** shall be appointed by the SDC, and ratified by the SM, and
 - 7.6.1. Shall have the same responsibilities as the SDC chair, except as may be otherwise provided by the SDC.

8. AD HOC COMMITTEE or TASK GROUP

- 8.1. **PURPOSE** and **SCOPE** - An ad hoc committee or task group may be established to develop a specific standard, carry out a special project, conduct research or address any other matter related to BCSI Standards. An ad hoc committee or task group shall dissolve when its work is completed.
- 8.2. **RESPONSIBILITIES** - An ad hoc committee or task group shall be responsible to carry out the work specified by the SMC.

- 8.3. **COMPOSITION** - The composition of an ad hoc committee or task group shall be determined by the SMC.
- 8.4. **MEMBER CRITERIA** - The criteria for members of an ad hoc committee or task group shall be determined by the SMC, and need not be a “balanced,” as the term is used in this Manual.
- 8.5. **APPOINTMENT** - Members of an ad hoc committee or task group shall be appointed by the SMC.
- 8.6. **CHAIR** - Shall be appointed by the SMC, and:
- 8.6.1. Shall have the same responsibilities as the SDC chair, except may be as otherwise provided by the SDC.

9. JOINT STANDARDS COMMITTEES (JSC)

- 9.1. BCSI may participate in standard setting with other standards setting organizations, and:
- 9.1.1. At those times, BCSI shall enter into a written agreement approved by the boards of all participating organizations.
- 9.1.2. The written agreement shall clarify what policies and procedures shall be used.
- 9.1.3. The BCSI Board or SMC shall identify the SDC, Ad Hoc Committee or task group that will participate in the work.

10. STANDARDS DEVELOPMENT PROCESS (SDP)

10.1. GENERAL APPROACH:

- 10.1.1. **Consensus** - BCSI endeavors to promulgate standards that are sound, credible and consensus based in order that those standards will be widely accepted, and:
- 10.1.1.1. For this reason, BCSI will employ the processes set forth in the ANSI Essential Requirements document, latest edition.
- 10.1.1.2. In order to achieve consensus, BCSI will provide reasonable opportunity for notice, discussion, negotiation, and resolution of substantial objections prior to finalizing a standard applicable to benefit corporations.
- 10.1.1.3. A BCSI standard may cite, reference or accept as equivalent any other standard deemed credible and appropriate by the SMC.
- 10.1.2. **Normative Standards** - Information or references may be included in a standard, and standards may encourage objectives of positive social impact (PSI) and environmental sustainability (ES).

- 10.1.3. **Contractual Language, Commercial References, Proprietary Sources of Material, and Patent** - BCSI Standards shall not:
- 10.1.3.1. Contain commercial references or contractual language;
 - 10.1.3.2. Require proprietary materials or specific sources of supply or testing with no alternatives; or
 - 10.1.3.3. Require use of a patented item with no alternatives.
- 10.2. **PROJECT APPROACH:**
- 10.2.1. When the need for a new standard or guideline is recognized by an interested party, the interested party may submit a Standards Project Proposal (SPP) to the SM.
- 10.2.1.1. SPP shall include a proposed title, purpose, scope and interest category description, and may include suggestions, including a first draft of a standard, for SMC and SDC.
 - 10.2.1.2. The SM may then recommend to SMC that a SDC be formed for the development of a new standard.
 - 10.2.1.3. Proposals for revision of a currently published BCSI Standard are also submitted to the SM.
 - 10.2.1.4. The SMC will vote to authorize (or refuse to authorize) any Standards Project (SP), to develop or revise a standard or guideline.
- 10.2.2. **Criteria** - The SMC shall authorize or refuse to authorize a SP based upon its determination of whether or not the proposed standard:
- 10.2.2.1. Would further BCSI's public benefit mission
 - 10.2.2.2. Is necessary, including review of the existence of appropriate standards and whether the subject of the standard would be sufficiently compelling.
- 10.3. **SDC ACTIVITY INITIATION** - A SDC may conduct business (for example, pass motions) only after the SDC's membership roster has been approved by the SMC; however:
- 10.3.1. Chair may hold organizational meetings for individuals interested in becoming members of the SDC
 - 10.3.2. Group may begin developing the standard or guideline.
- 10.4. **STANDARDS DEVELOPMENT COMMITTEE WORK PLAN (SDCWP)** - Shall be developed by the SDC Chair and submitted to the SM for approval, and:
- 10.4.1. If a replacement Chair is selected for an existing SDC, the Chair and SM shall develop a SCWP if one does not exist.
 - 10.4.2. **Content** - shall include at least the following elements:
 - 10.4.2.1. Approved SP documents
 - 10.4.2.2. Five-year ANSI cycle date for revision projects (obtain from SM)
 - 10.4.2.3. Major project milestones and estimated date of completion for each milestone

- 10.4.2.4. Plans for interim meetings and any support that will be requested to facilitate them
 - 10.4.2.5. Interest category plan
 - 10.4.2.6. A communication plan to promote development of consensus prior to public review among materially affected interests who are members of the project committee
 - 10.4.2.7. The planned style and format as related to the intended audience/users of the document.
- 10.4.3. **Approval** - A draft SDCWP shall be submitted by the SDC Chair for written approval by the SM and the SMC. Any subsequent changes to the SDCWP shall be approved by the same procedure.
- 10.4.4. **Submission Deadlines** - Newly formed draft SDCWPs are to be submitted for approval no later than three months from the date the full SDC roster is approved, and:
- 10.4.4.1. Any subsequent changes to the SDCWP shall be approved by the same procedures.
- 10.5. **SDC PROCEDURES** – After authorization of the SDC, the committee:
- 10.5.1. Can propose revisions to the scope and parameters established by the SMC; however, cannot make such changes without their approval.
 - 10.5.2. Begin work on drafting the standard, either directly or through SDS.
 - 10.5.3. Shall adhere to the rules of this Manual.
 - 10.5.4. Shall draft standards labeled sequentially and by date
 - 10.5.5. Shall hold meetings in person, telephonically or other by electronic means in conformance with the “Meetings” chapter of this Manual.
- 10.6. **STANDARD DRAFTS, ADDENDUM or REVISION DOCUMENTS** – Committee shall develop a draft of the proposed or revised standard, guideline or addendum using the approved structure and style templates set forth in the BCSI Style Manual.
- 10.6.1. Drafts should be as completed as expeditiously as possible
 - 10.6.2. Working Drafts shall include:
 - 10.6.2.1. The following statements:
 - 10.6.2.1.1. *This is a working draft document intended for review only by BCSI groups and other designated reviewers and is not for distribution to any private interests, individuals or third parties that are not designated as BCSI reviewers for this document.*
 - 10.6.2.1.2. *This document may not be distributed in whole or in part in either paper or electronic form outside of the SDC without the express permission of the Standards Manager and shall include a statement indicating such.*

- 10.6.2.1.3. *The appearance of any technical data or editorial material in this draft document does not constitute endorsement, warranty or guaranty by BCSI of any product, service, process, procedure, design, or the like, and BCSI expressly disclaims such.*
- 10.6.2.2. A copyright notice, the month, the day, and year, and “BCSI,” shall be marked on the cover of all copies of working drafts.
- 10.6.3. **Committee Draft** is a working document created or used by a SDC SDS, ad hoc committee, task force or other body, and:
- 10.6.3.1. Shall be numbered sequentially and dated for reference purposes.
- 10.6.4. **Draft Standard** is a final draft by an SDC, that will typically be circulated for comment and input by appropriate stakeholders, and:
- 10.6.4.1. Are subject to update and revision based on input from stakeholders and the public.
- 10.6.5. **Preliminary Draft Standard** is as defined above, that is proposed for comment and input by appropriate stakeholders.
- 10.6.6. **Final Draft Standard** is as defined above, for which all stakeholder comments and inputs have been addressed.
- 10.6.7. **Published Standard** is a standard that has been adopted and published by BCSI.
- 10.7. **APPROVAL OF STANDARDS** - shall be forwarded by the SDC Chair to the SM prior to approval, including:
- 10.7.1. SDC Chair’s Publication Public Review Draft Submittal Form
- 10.7.2. Final electronic copy of draft in Microsoft Word format
- 10.7.3. Draft marked to show all changes made since last public review (if there was a prior public review), using the Track Changes feature of Microsoft Word or a suitable equivalent as determined by the SMC.
- 10.7.4. All documentation of communications between SDC members and commenters from the last full public review and any subsequent reviews
- 10.7.5. Artwork (legible, reproducible and electronic)—in JPEG, TIFF of 600 dpi or better and in native file format
- 10.7.6. Letter ballot responses from each member of the SDC or a roll call vote if at a meeting
- 10.7.7. Written response to objectors on letter ballot vote advising each of the dispositions of the objection(s) and the reasons why.

- 10.7.8. **SMC Review** of draft standards, including preliminary draft standards and final draft standards, are subject to clearance by the SMC prior to moving to the next stage of the standards development process, and:
- 10.7.8.1. The SMC will review said documents and procedures to ensure that the standards conform to BCSI standards philosophy and purposes, and to provide any necessary direction or feedback to the SDC.
 - 10.7.8.2. Additionally, the SMC will review existing standards of other standards setting organizations to assess the appropriateness of the standard.
 - 10.7.8.3. Upon conclusion of its review, the SMC shall either approve the standard as written, or return the standard to the SDC with comments and guidance concerning the standard.
 - 10.7.8.4. Approval Criteria to any proposal to approve, revise, or reaffirm a standard, shall ensure:
 - 10.7.8.4.1. Due process requirements were met
 - 10.7.8.4.2. Consensus was achieved
 - 10.7.8.4.3. The standard is within the purpose and scope approved by the SMC
 - 10.7.8.4.4. Any identified significant conflict with another BCSI Standard was resolved
 - 10.7.8.4.5. Prohibitions of commercial references, exclusive use of proprietary materials, or prescribing a proprietary agency for quality control or testing are met
 - 10.7.8.4.6. Any evidence provided that the proposed standard is contrary to public interest, contains unfair provisions, is unsuitable for national use, contradicts federal or state law or regulation, or is technically inadequate is considered
 - 10.7.8.4.7. Standards that duplicate an existing or proposed BCSI Standard are not approved unless there is a compelling need.

11. Meetings

- 11.1. **OPEN MEETINGS** - All SDC meetings are open, on a space-available basis, to observation by directly and materially interested persons who are not members of the committee; however, participation in the meeting is only by permission of the Chair.
- 11.2. **SMC MEETINGS** – Shall meet as needed, and:
- 11.2.1. A quorum for SMC meetings shall be a simple majority of appointed members
 - 11.2.2. Meetings may be electronic, telephonic or in person.

- 11.3. **SDC MEETINGS** – Chair(s) of newly formed SDCs shall hold an organizational meeting at the first opportunity, and as often as needed thereafter, making use of teleconferences, e-mail, Internet file servers and collaboration sites to support their deliberations, and:
- 11.3.1. The SM shall be invited to all meetings
 - 11.3.2. A quorum is required to take any action requiring a vote at a meeting of a SDC or SDS, a simple majority of the voting membership shall be present and constitute a quorum.
 - 11.3.3. Chairs shall schedule the dates, times and places of meetings through the ED, and:
 - 11.3.3.1. Meetings shall be announced on the BCSI Web Site
 - 11.3.3.2. Chairs must contact the ED to cancel reserved space or to change meeting dates or times.
 - 11.3.3.3. Interim meetings are encouraged, and
 - 11.3.3.3.1. Indication of expected meeting schedule and nature of BCSI support needed shall be included in the SDCWP
 - 11.3.3.3.2. Authorization of the Chair's request for interim meeting support must be approved by the SM and SMC Chair
 - 11.3.4. Advanced approval is required for reimbursement and transportation funds:
 - 11.3.4.1. Limited funds may be available to reimburse facility, equipment and refreshment expenses
 - 11.3.4.2. Limited reimbursement may be available for transportation expenses for critically needed members in hardship cases
 - 11.3.4.3. All funds must be requested by the Chair in advance of deadlines set by the SM.
 - 11.3.4.3.1. Requests shall include justification of the need
 - 11.3.4.4. Where exceptional support from an outside source may raise questions about the appearance of undue influence, the SM may request that the Chair obtain approval from the SMC Chair prior to the meeting.
 - 11.3.4.4.1. Exceptional support includes lodging and airfare and may include full meals (breakfast, lunch, and dinner).
 - 11.3.4.4.2. Exceptional support does not include meeting rooms, audio-visual equipment, copies of committee materials for the meeting, snacks and refreshments, local shuttle service, access lines for conference calls, and a web server for the committee.
 - 11.3.5. SDS are encouraged to have interim meetings as needed subject to the same rules and constraints as SDC meetings

- 11.3.6. Chair shall preside over meetings of the SDC, and:
- 11.3.6.1. In the absence of the Chair the Vice Chair or other designee will preside
 - 11.3.6.2. Conduct of SDC meeting or part of a meeting shall be governed by *Sturgis Rules of Parliamentary Procedure, latest edition*, when:
 - 11.3.6.2.1. SDC meeting agenda item is intended to result in a standards action or an official interpretation of a standard; or
 - 11.3.6.2.2. Under other circumstances when a SDC member requests that the meeting be conducted under Sturgis Rules.
- 11.3.7. **MINUTES**:: shall be kept of all meetings, including:
- 11.3.7.1. Date, time and place of meeting, member attendance, motions and resulting votes, and action items assigned.
 - 11.3.7.2. A list of visitors shall be attached.
 - 11.3.7.3. Minutes shall contain a record of what was done at a meeting, not what was said, and shall summarize significant discussions.
 - 11.3.7.4. All draft minutes shall include the following notice on the bottom of the cover page: *“These draft minutes are not the official minutes until approved by this committee.”*
- 11.3.8. **VOTING**: Actions by SDCs and SDSs, unless otherwise specified, require approval by a majority of those voting at a meeting, and:
- 11.3.8.1. Standards actions, and issuance or revision of an official interpretation require affirmative votes of the majority of the membership and of at least two-thirds of those voting, excluding abstentions.
 - 11.3.8.2. When recorded votes for standards actions are taken at meetings, members who are absent shall be given the opportunity to vote before or after the meeting, before the ballot closes.
 - 11.3.8.3. Written reasons for any negative votes or abstentions shall be included, in writing, within the continuation ballot.
 - 11.3.8.3.1. When negative votes are recorded without comments no response is required and the negative voter shall not be offered the right to appeal.
 - 11.3.8.4. After the ballot closes any recirculation shall be conducted in accordance with this Manual.
- 11.3.9. Correspondence, Ballots, Drafts and Minutes shall be distributed by the Chair, or the Chair shall see that the Secretary distributes such to the full SDC roster, including the SM
- 11.3.10. Chair shall ensure the SM receives reports covering the status of committee progress and future plans.

11.3.11. These reports are due in time for the Liaison to report at the next regularly scheduled SMC meeting.

12. CONSIDERATION OF AND RESPONSE TO PUBLIC REVIEW COMMENTS

12.1. **COMMENTS** to public review drafts shall be submitted in writing by US Mail, electronic mail, or electronically via the online contact form on the BCSI Web Site.

12.1.1. Failure to bring procedural violations to the attention of the SM will eliminate the violations as subject for acceptable public review comments.

12.1.2. The SDC shall review all comments received and determine if they are within scope. In order to be considered within scope, a comment on the substance of the public review draft must cite a specific clause, table or figure, and provide a description of the claimed deficiency or error.

12.1.3. For public reviews the cited section must be within the stated scope of the review.

12.1.4. When the basis of a comment is procedural, the commenter shall identify the specific BCSI requirement that was not followed.

12.1.5. In-scope comments received during the public review period shall be reviewed by the SDC for decision as to whether to incorporate them in the draft or take other appropriate action.

12.1.6. Comments received after the public review period has closed, or have been determined to be out of scope, may be considered by the SDC or may be deferred for consideration at a later time as a new proposal.

12.1.7. If the comment is deferred the commenter shall be notified.

12.2. **NEW PROPOSALS** for standards under continuous maintenance will be processed in accordance with Continuous Maintenance Procedures. New proposals for standards under periodic maintenance will be retained by the SM until the next revision or reaffirmation.

12.3. **BURDEN OF PROOF** - Comments submitted during open public review shall be based upon procedural or substantive grounds or both.

12.3.1. When a substantive comment is submitted, it shall be the burden of the commenter to identify one or more acceptable changes that would resolve the comment and to show the reason for the change.

12.3.2. When the basis of a comment is procedural, the commenter shall identify the specific BCSI requirement that was not followed and why.

12.3.3. Procedural violations of the MOP are not appealable to the Board.

- 12.4. **RESPONSE, REPLY AND RESOLUTION** - Comments shall be grouped (e.g., by section of the public review draft) and then distributed to the assigned SDC members to draft recommended responses for approval by the SDC, and they shall:
- 12.4.1. Determine the commenter's intent and what change(s) the commenter would require for resolution of the comment.
 - 12.4.1.1. This may require direct communications with the commenter.
 - 12.4.2. Before responses are formally sent to the commenters, they must be approved by an affirmative vote of the SDC.
 - 12.4.2.1. Once approved, official responses shall be sent by the Chair to the commenter's.
 - 12.4.3. The SDC shall review the commenter replies to determine if the submitted response has resulted in a resolved comment.
 - 12.4.3.1. If not, further iterations of the response/reply cycle shall be undertaken until the comment is resolved or it is determined that a resolution is not possible.
 - 12.4.3.2. If a reply to the committee response is not received within the reply deadline date set by the Chair on the commenter response form (a reply time of less than 14 days shall be approved by the SM), the commenter shall be considered to be unresponsive and BCSI will record their comment as resolved.
 - 12.4.3.2.1. The commenter shall be notified of this action and informed that an appeals process is available in accordance with BCSI rules.
 - 12.4.4. The SDC shall maintain a record of communications with commenters that are outside of the messages exchanged.
 - 12.4.4.1. Examples include telephone calls, e-mail, and in person discussion. This documentation shall also become part of the record submitted when requesting publication approval.
- 12.5. **EFFORT TO RESOLVE** - The SDC shall respond to each commenter indicating the proposed disposition of comments and provide a rationale for the decision.
- 12.5.1. **Disposition** - The SDC shall also inform commenters of the disposition of editorial comments.
 - 12.5.2. **Rejection** - In cases where the SDC has proposed not to incorporate a comment, the commenter shall be notified and given an opportunity to present additional arguments supporting the proposal.
 - 12.5.2.1. The SDC shall attempt to resolve all comments.
 - 12.5.2.2. All contacts with commenter's shall become a part of the file.
 - 12.5.3. **Personal Participation** - At any time during the comment resolution process the Chair can invite the commenter to personally participate in a meeting of the SDC.

- 12.5.3.1. The commenter is given an opportunity to present supporting information and materials and discuss any issues directly with SDC members.
- 12.5.3.2. After a full airing of views with participation of the commenter, the SDC can vote a final disposition of the comment.
- 12.5.3.3. The commenter then makes a determination whether or not the comment is resolved.
- 12.5.3.4. Documentation of the discussion in the form of an excerpt from the minutes of the meeting and any relevant presentations or supporting materials that were discussed shall be entered into the record as part of the SDC response.
 - 12.5.3.4.1. The commenter's decision on whether or not the comment is resolved is recorded when the commenter replies to the SDC response.
 - 12.5.3.4.2. At that point the resolution process for this comment is completed.
- 12.5.4. **Professional Judgment** - In cases where consensus for a requirement in a standard is based on professional judgment, a summary rationale for arriving at such a judgment shall be documented and provided to the commenter as part of the SDC response.
 - 12.5.4.1. Where the professional judgment of the committee relies on research data, the source of the data and a summary analysis of the degree of applicability to the case presented in the standard shall be provided.
- 12.5.5. **Unresolved Commenter's** - If attempts to resolve a comment fail and the commenter is still unresolved, the commenter and comment shall be listed as unresolved in the Chair's Final Publication Submittal Form.
- 12.6. **RECOMMENDATION FOR PUBLICATION or WITHDRAWAL** - Where comments were submitted during a publication public review, the SDC must process the comments and then determine whether to reconsider their prior vote for publication public review. The SDC has four choices:
 - 12.6.1. The SDC may find that no changes need to be made to the publication public review draft. If there are unresolved comments, the SDC shall confirm, by another vote, its recommendation for publication.
 - 12.6.1.1. If there are no unresolved comments, the prior SDC recommendation for publication public review still stands.
 - 12.6.2. The SDC may find only non-substantive (e.g., editorial) changes need to be made to the publication public review draft.
 - 12.6.2.1. The SDC shall confirm by a vote that all changes made as a result of the public review were non-substantive.
 - 12.6.2.2. If there are unresolved comments, the SDC shall confirm, by another vote, its recommendation for publication.
 - 12.6.2.3. If there are no unresolved comments, the prior SDC recommendation for publication public review still stands.

- 12.6.3. The SDC may find that substantive changes need to be made to the previous publication public review draft.
 - 12.6.3.1. In this case, the SDC must then vote for a revised publication public review.
 - 12.6.3.2. This second vote automatically supersedes the previous recommendation for publication public review.
- 12.6.4. The SDC may find that the previous publication public review document should be discontinued.
 - 12.6.4.1. In this case, the SDC must rescind their previous recommendation for publication and vote for discontinuance.

13. REVISION OF PUBLICATION DRAFT

- 13.1. **SUBSEQUENT FULL PUBLIC REVIEW** - After consideration of comments or because of new information received, the SDC may decide on changes in the draft that are considered substantive and that require another public review of the complete draft.
 - 13.1.1. In this case, the commenters shall be notified that no formal response will be sent, another full publication public review will take place, and the dates of the public review will be announced by BCSI.
 - 13.1.2. The SDC is not required to respond to each comment. Any substantively changed draft must be approved and resubmitted by the SDC for publication public review.
- 13.2. **INDEPENDENT SUBSTANTIVE CHANGES (ISCs)** - After consideration of comments or because of new information received, the SDC may decide on changes in the draft that the SDC considers substantive and that require another publication public review.
 - 13.2.1. Comments on sections that are addressed by the ISCs need not be resolved. The SDC shall approve and submit a revised draft identifying the ISCs, and a publication public review limited to ISCs shall be conducted.
- 13.3. **UPDATING OF REFERENCES** - The SDC shall review appropriate sections of the latest version of normative references used in the draft to determine if the version should be updated.
- 13.4. **FORMAT OF ISC** - The SM, in coordination with the SDC Chair, shall determine the format of publication public review of ISCs, i.e., whether to review the changes alone or as incorporated in revised sections, subsections, pages or the full draft standard, guideline or addendum.
 - 13.4.1. The ISC draft shall clearly indicate which portions are subject to public review and comment.

14. SDC SUBMISSION OF FINAL PUBLICATION DRAFT

- 14.1. **PUBLICATION RECOMMENDATION** - After the comment resolution process has concluded, the SDC Chair shall notify the SM that the draft can proceed to publication approval.
- 14.1.1. BCSI Staff shall then process the draft and move it forward for approval in accordance with BCSI Policy.
 - 14.1.2. The final draft may include only non-substantive or editorial changes.
 - 14.1.3. All changes shall be marked for staff review.
 - 14.1.3.1. In cases where the SDC and BCSI Staff disagree on whether the changes are editorial or substantive, the final decision shall be made by SM
 - 14.1.4. The SDC shall send each commenter a copy of any changes made subsequent to actions taken in response to the comment.
 - 14.1.5. Publication shall occur within one year of the close of the last public review comment period.
 - 14.1.5.1. Under special circumstances a request for an extension can be made.
- 14.2. **CRITERIA FOR RECOGNIZING CONTRIBUTORS IN PUBLISHED SDCWP** - The list of contributors to a published SDCWP should normally consist of all voting and non-voting members who served on the SDC during the development of the SCDWP.
- 14.2.1. All voting members at the time of the SDC vote for publication will be designated as such.
 - 14.2.2. Chair may request removal of specific names from the list if there is supporting documentation to prove the individual never actively participated in the development of the SDCWP.
 - 14.2.3. Chair may also request the addition of specific names of individuals who made significant contributions to the development of the SDCWP even though they were not officially members of the SDC.
- 14.3. **FINAL PUBLICATION PACKAGE** - The following items must be forwarded by the SDC Chair to the SM prior to publication approval:
- 14.3.1. SDC Chair's Final Publication Submittal Form
 - 14.3.2. Final electronic copy of draft in Microsoft Word format
 - 14.3.3. Final draft marked to show changes made since last public review, preferably using the Track Changes feature of Microsoft Word
 - 14.3.4. Artwork (legible, reproducible and electronic) in JPEG, TIFF, 600 dpi or better and native file format
 - 14.3.5. List of contributors
 - 14.3.6. Record of final letter ballot, SDC roll call, and any recirculation vote recommending publication.

15. SDC DISCHARGE

- 15.1. Upon publication of the standard, the SDC will be discharged unless the life of the SDC has been temporarily extended for a stated purpose.
 - 15.1.1. Addendum - When an SDC identifies a need to immediately develop an addendum to a recently published standard or guideline, the life of the SDC may be extended to process the addendum.

16. MISCELLANEOUS RULES

- 16.1. **PUBLICATION OF ERRATA** - When it is determined that a published standard contains errors, an errata sheet may be prepared at the discretion of the SM. Published errata are posted on the BCSI Web Site.
- 16.2. **RESPONSE TO INTERPRETATION REQUESTS** - Interpretation requests for a standard or guideline must be submitted to the SM in writing.
 - 16.2.1. The response will be in accordance with this Manual.
- 16.3. **EMERGENCY INTERIM STANDARDS ACTION** - When a proposal for Emergency Interim Standards Action is received by an existing SDC from the SM, the committee shall submit a recommendation within 14 days to the SM on what, if any, standards action should be taken.
 - 16.3.1. A proposed Emergency Interim Standards Action may also be initiated by the project committee.
- 16.4. **VIOLATIONS OF BCSI PROCEDURES** - Claims that violations of BCSI procedures that have been, or are occurring, should be immediately brought to the attention of the SM, who will inform the SMC Chair and the SDC Chair for prompt corrective action, if justified.