



OSAC Standards/Guidelines Registry Approval Process Description

This process begins with a published or completed standard or guideline that an Organization of Scientific Area Committees (OSAC) subcommittee has deemed to be technically sound (via a Technical Merit Rating of 1 or 2 on the **Quality Infrastructure Committee [QIC] Form 1: Technical Merit Worksheet**), and that the subcommittee QIC liaison has confirmed to be either developed through an established standards development organization (SDO) or through another approved process (**QIC Form 2: Standards Development Process Worksheet**).

- RA-0 OSAC subcommittees may recommend standards or guidelines to be added to the *OSAC Registry of Approved Standards* or the *OSAC Registry of Approved Guidelines*.
- RA-100 Complete and compile all **Registry Request Packet** forms to include 1) **QIC Form 1: Technical Merit Worksheet** 2) **QIC Form 2: Standards Development Process Worksheet** (if applicable) 3) **QIC Form 3: Registry Request** 4) **QIC Form 4: Impact Worksheet** 5) **QIC Form 5: Harmonization Worksheet**. Submit to appropriate SAC via Kavi workspace. (See separate procedure for Kavi Liaisons.)
- RA-200 SAC reviews **Registry Request Packet**. If the SAC provides comments to a form, they should preface the change with “SAC/RA-XXX/YYYY-MM-DD”, inserting the project stage at which the change was made as well as the date of the change). Units should then upload new versions of forms as “revisions” in Kavi. The SAC can also provide feedback on the subcommittee’s designation of standard versus guideline.
- RA-300 SAC votes on whether to issue a public **Notice of Intent to Add to Registry (Template A)**? If no, proceed to 350. If yes, proceed to 400.
- RA-350 SAC Disapproval of **Notice of Intent**: SAC completes a **QIC Template B: Justification for Non-Approval**. SAC sends justification and **Registry Request Packet** back to subcommittee.
- RA-375 Requesting subcommittee reviews all comments and determines appropriate next steps. If the subcommittee elects to resubmit the packet, they should begin the project again at RA-0, and be sure to include a documented response to the relevant **QIC Template B: Justification for Non-Approval**.
- RA-400 SAC Approval of **Notice of Intent**: If SAC votes to approve posting for public comment (Note: this is not official SAC approval of the standard/guideline registry addition), SAC completes **QIC Template A: Notice of Intent to Add to Registry**. SAC issues notice on OSAC Public Workspace, notifies the subcommittee, the Forensic Science Standards Board (FSSB), and the National Institute of Standards and Technology (NIST) who will



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distribute an announcement via “GovDelivery” that is disseminated to 5,500 Forensics News subscribers.

- RA-500 SAC sends posted **Notice of Intent** and **Registry Request Packet** to Resource Committee Chairs.
- RA-600 Resource Committee Chairs disseminate materials to their units and discuss/collect any comments. The QIC Impact Task Group will also review the impact of the document on the workplace, if implemented. Other OSAC units are encouraged to comment via the public comment mechanism. Resource Committees submit comments via Kavi before public comment period end date.
- RA-700 After the 30-day public comment period, the subcommittee reviews and adjudicates comments from the public and from Resource Committees.
- RA-800 QIC performs process control check on comment adjudication.
- RA-900 If the QIC confirms compliance with the comment adjudication process, proceed to 1000; if the QIC does not confirm compliance, return to 700.
- RA-1000 SAC either confirms that the **Registry Request Packet** is complete (proceed to 1100) or returns to subcommittee with a request for additional information (return to 700).
- RA-1100 SAC votes to approve recommended document onto the Registry. (2/3 votes is required for approval.) If not approved, proceed to 1150. If approved (as a guideline) proceed to 1200. If approved (as a standard) proceed to 1600.
- RA-1150 SAC publically posts comment adjudication and notifies subcommittee of decision.
- RA-1175 SAC completes **QIC Template B: Justification for Non-Approval Template** and returns packet to subcommittee.
- RA-1200 SAC posts comment adjudication, administers the public appeals process, and notifies subcommittee of decision.
- RA-1300 SAC resolves appeals. If appeals are resolved, proceed to 1400. If appeals cannot be resolved, return to 1100.
- RA-1400 SAC sends completed **Registry Request Packet** and approval documentation to QIC.
- RA-1500 QIC updates the *OSAC Registry of Approved Guidelines* to include the new approved guideline (including the date it was approved) and notifies the SAC and subcommittee.



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RA-1600	SAC sends Registry Request Packet to FSSB and notifies subcommittee of decision.
RA-1700	FSSB votes to approve the standard onto the Registry. (2/3 vote is required for approval.) If not approved, proceed to 1750. If approved, proceed to 1800.
RA-1750	FSSB posts comment adjudication and notifies subcommittee of decision.
RA-1775	FSSB completes the QIC Template B: Justification for Non-Approval Template . FSSB sends packet to subcommittee, and notifies the SAC. Return to 375.
RA-1800	FSSB posts comment adjudication, administers public appeals process, and notifies SAC and subcommittee of decision.
RA-1900	FSSB resolves appeals. If appeals are resolved, proceed to 2000. If appeals cannot be resolved, return to 1775.
RA-2000	FSSB sends Registry Request Packet to QIC.
RA-2100	QIC updates <i>OSAC Registry of Approved Standards</i> to include the new approved standard (including date approved) and notifies the FSSB, SAC, and subcommittee.