# OSAC Registry Approval Process Description

This process begins with a published or completed standard that an Organization of Scientific Area Committees (OSAC) subcommittee (SC) has deemed to be technically sound (via a positive Technical Merit Rating 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 to be added to the *OSAC Registry.* Standards that have completed/coming from the *OSAC Working with a SDO process*, proceed to RA-100.  All other documents proceed to RA-25.

RA – 25  SC determine whether the project is interdisciplinary by evaluating whether it could impact other subcommittees or committees.  Examples might include documents which address overall quality requirements (such as what a quality system should include – proficiency testing, written protocols, validation of methods, etc.) or requirements for common elements – reporting conclusions and opinions, ensuring proper qualifications of associations, etc. If there is any potential that the project is interdisciplinary, send out an inquiry to all potentially impacted subcommittees.  If all responses are negative (no impact to any other SC), then proceed to step RA-30.  If any responses are affirmative (yes), proceed to RA-40

RA – 30  SC to send out finalized published standard to Resource Committees (HFC, LRC, and QIC) and the Statistics Task Group (STG) for review and input. Comments should be related to why or why not the standard should be approved for the OSAC Registry.

RA –40  The FSSB must approve the creation of any new "virtual" subcommittee (VSC) prior to their formation. If no, proceed to RA-50. If yes, proceed to RA-60.

RA – 50  SC that initiated/submitted the VSC proposal to the FSSB must determine next appropriate action, continue with the SDO process as single discipline document OR abandon the standard.

RA – 60  Form an interdisciplinary VSC and identify relevant SAC. VSC completes subcommittee tasks.  Create an interdisciplinary virtual subcommittee (VSC) as follows:

- VSC must include equal representation from all impacted subcommittees and SAC's.
- All representatives are contributors and voting members, providing their input on behalf of their subcommittee.

RA – 70       SC/VSC initiates **QIC Form 1: *Technical Merit Worksheet*** and records all relevant discussion points, ballots, and dissenting views.

RA – 75       SC/VSC deliberates and discusses all comments received. SC/VSC decides to proceed or withdraw from the Registry Approval Process after receiving comments from the RCs/STG. If no, proceed to RA-90. If yes, proceed to RA-100.

RA – 90       If SC/VSC decides to withdraw the standard from the process, notify the SAC and the QIC. documenting reasons on QIC Form 1.  File and save all documents generated during the evaluation process. Proceed to step RA-2200 (End).

RA – 100       SC/VSC completes and submits the ***Registry Request Packet*** to the appropriate SAC(s) and submits to appropriate SAC(s) via Kavi workspace using Projects.

                 ***Registry Request Packet*** includes:
                 (1) ***QIC Form 1: Technical Merit Worksheet***
                 (2) ***QIC Form 2: Standards Development Process Worksheet*** (if applicable)
                 (3) ***QIC Form 3: Registry Request Form***
                 (4) ***QIC Form 4: Impact Worksheet***
                 (5) ***QIC Form 5: Harmonization Worksheet***.

RA – 200       SAC reviews ***Registry Request Packet***.  If the SAC provides comments on any OSAC forms submitted in the ***Registry Request Packet***, they should preface the change with "SAC/RA-XXX/YYYY-MM-DD", inserting the project stage (XXX) at which the change was made as well as the date (YYYY-MM-DD) of the change). Units should then upload new versions of the forms as "revisions" in Kavi.

RA – 300       SAC votes on whether to issue a public ***Notice of Intent to Add to Registry (Template A)***. If no, proceed to RA-350. If yes, proceed to RA-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.  (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 the appropriate step in the SDO Process, and be sure to include a documented response to the relevant ***QIC Template B: Justification for Non-Approval***. (END)

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RA – 400    SAC Approval of **Notice of Intent**: SAC votes to approve posting for OSAC Registry Comment Period (Note: this is not official SAC approval of the Registry addition) SAC completes *QIC Template A: Notice of Intent to Add to Registry*.

RA – 500    SAC issues notice of intent letter, and notifies National Institute of Standards and Technology (NIST) OSAC Affairs.

RA – 600    OSAC Affairs distributes an announcement via "GovDelivery" that is disseminated to Forensics News subscribers and posts on the OSAC Website. OSAC Affairs also alerts the Forensic Science Standards Board (FSSB) and the Subcommittee Chairs of the open comment period.  All OSAC units and/or individual members are encouraged to comment via the OSAC Registry Comment mechanism before the closing date.  *The QIC Impact Task Group will survey the forensic community for input regarding the impact of the standard on the workplace, if implemented. (30 Days)*

RA – 700    After the 30-day OSAC Registry Open Comment Period, the SC/VSC reviews comments, discusses comments with commenters to resolve comment and formally adjudicates all comments received on a worksheet. ***See RA-700: Adjudication of Public Comments for Addition to the OSAC Registry*.** QIC members are available to assist SCs/VSCs with comment resolution.

RA – 750    Following comment adjudication, SC/VSC votes on whether the project will proceed through the RA process.  If no, proceed to RA-775. If yes, notify QIC and proceed to RA-800.

RA – 775    If SC/VSC decides to withdraw the standard from the RA process, notify the SAC and the QIC, documenting reasons on **QIC Form 1**.  If the subcommittee elects to resubmit the *Registry Request Packet*, they should begin the project again at the appropriate step in the *Working with an SDO Process*, and be sure to include a resolution to the concerns of the commenter. File and save all documents generated during the evaluation process. Proceed to step RA-2200 (End)

RA – 800    QIC performs process control check on formal comment adjudication.

RA – 900    Does the QIC confirm SC/VSC compliance with the comment adjudication process. If no, notify SC/VSC and return to RA-700.  If yes, notify SAC and proceed to RA-1000

RA – 1000    SAC reviews the **Registry Request Packet** to determine if it is complete. If no, notify SC/VSC and return to RA-700.  If yes, proceed to RA – 1100.

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RA – 1100    SAC votes on whether to recommended addition of document to OSAC Registry. (2/3 vote is required for approval.) If no, proceed to RA-1175. If yes, proceed to RA-1600.

RA – 1175    SAC completes *QIC Template B: Justification for Non-Approval Template* and returns packet to SC/VSC. (END)

RA – 1600    SAC sends *Registry Request Packet* to FSSB and notifies SC/VSC of decision.

RA – 1700    FSSB votes on whether to approve the standard onto the OSAC Registry. (2/3 vote is required for approval.) If no, proceed to RA-1775. If yes, proceed to RA-1800.

RA – 1775    FSSB completes the *QIC Template B: Justification for Non-Approval Template*. FSSB sends packet to SC/VSC, and notifies the SAC.  (END)

RA – 1750    OSAC Affairs reviews documents to determine if comments were received during open comment period. If no, then there is no need for an Appeal panel, proceed to RA-2000. If yes, proceed to RA-1800.

RA – 1800    OSAC Affairs posts comment adjudication on website/public Kavi workspace. OSAC Affairs notifies SC/VSC and any commenters on the standard, and opens the 30-day appeals process. If a commenter wishes to appeal, they must do so within 30 days. If there is an appeal, an Ad hoc Appeal Panel will be established (*OSAC Registry Approval Process RA-1200 + RA-1800 Public Appeals*)

RA – 1950    Appeal panel determines if the appeal is denied. If no, proceed to 1975. If yes, proceed to RA-2000. Once the Appeal panel has reached a decision, the QIC notifies SAC and SC/VSC of decision.

RA – 1975    If SC/VSC decides to withdraw the standard from the RA process, they will notify the SAC and the QIC, documenting the reasons on *QIC Form 1*.  If the subcommittee elects to resubmit the packet, they should begin the project again at the appropriate step in the SDO Process, and must include a resolution to the concerns of the appeal commenter. File and save all documents generated during the evaluation process. Proceed to step RA-2200 (End)

RA – 2000    FSSB sends *Registry Request Packet* approval notice to OSAC Affairs and the QIC.

RA – 2100    QIC updates *OSAC Registry* to include the new approved standard (including date approved) and notifies the FSSB, SAC, and SC/VSC.

RA – 2200    All documents and records generated during the evaluation process must be retained, (End)