OSAC Working with an SDO Process Description

This process begins after an OSAC Subcommittee has identified a need for a standard and has determined that such a document does not exist in published form. This project can range from a draft revision to an existing standard, a preliminary concept for a new standard (that has not been thoroughly developed) or a new draft document that is in a more mature state of development that is ready for a Standard Developing Organization's (SDO's) voluntary consensus standards development process.

SDO-0   The Subcommittee identifies the need for a standard within an OSAC priority area (and initiates Kavi Project).

SDO-100   OSAC Subcommittee determines whether the item is a standard, consulting the QIC liaison as needed. OSAC Subcommittee recommends that the standard be routed through the *OSAC Working with an SDO Process*.

SDO-200   Subcommittee identifies relevant SDO (working with their Quality Infrastructure Committee [QIC] liaison for assistance as needed).

     During this step, the subcommittee elects to develop a draft document or refine an existing draft (communicating their intent with the relevant Scientific Area Committee [SAC] as appropriate, typically through the Priority Action Reports). The Subcommittee will route the draft standard and associated materials[1] through the Subcommittee review, any designated subject matter expert review, and may also elect to seek Level 1 comments[2] from OSAC Resource Committees through working group meetings, e-mail, and other venues.

SDO-300   Subcommittee completes **QIC Form 6: SDO Process Request** form. Subcommittee submits packet to begin approval routing via Kavi. At this stage, the Subcommittee may again elect to submit materials to the Resource Committees for their review and comment (Level 2 comments, via Kavi) using the "add comment" feature. Subcommittees may also elect to bypass the RCs at this time and submit the packet directly to the SAC[3].

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[1] For standards that are more mature, Subcommittees may also elect to complete and store accompanying **Registry Request Packet** forms at this time to include 1) **QIC Form 1: Technical Merit Worksheet** 2) **QIC Form 3: Registry Request** 3) **QIC Form 4: Impact Worksheet** 4) **QIC Form 5: Harmonization Worksheet,** even though they are not required at this stage. (One benefit to completing the forms and performing the analysis is that it may help facilitate the development of the most robust, coherent, and unified draft standard possible, which may facilitate its chances of reaching the OSAC Registry.)

[2] Refer to *OSAC Member Comments Guide* for definition of comment levels.

[3] Subcommittee should work with their SAC on the SAC-specific direction on preferred level of Resource Committee engagement. Some SACs may prefer Subcommittees always submit to Resource Committees (RCs) at this stage.

OSAC Working with an SDO Process Description

SDO-400   SAC votes on whether to submit standard to an SDO (and confirms the standard designation is appropriate). The vote should be recorded in meeting minutes or through a Kavi ballot. If no, proceed to 425. If yes, proceed to 450.

SDO-425   SAC disapproves submission. SAC completes a ***QIC Template B: Justification for Non-Approval,*** and sends justification to Subcommittee. Proceed to 475.

SDO-450   SAC approves submission. Proceed to 500.

SDO-475   Requesting subcommittee reviews non-approval form and determines appropriate next steps.

SDO-500   Subcommittee assigns liaison (from within the Subcommittee) to coordinate with the SDO throughout the remainder of the SDO project duration.

SDO-600   Subcommittee liaison determines whether selected SDO has an existing committee or subcommittee. If no, proceed to SDO-625. If yes, proceed to SDO-700.

SDO-625   Follow the SDO's process to create a new committee.

SDO-700   Follow the SDO's process required to develop a new work item or enter the standard or standard revision into the SDO's cycle. Submit latest OSAC draft to the SDO.

SDO-800   Subcommittee SDO liaison alerts the SAC when public comment period at the SDO is approaching.

SDO-900   SDO Public Comment Period Opens. SAC posts link on OSAC page to solicit OSAC member comments through the SDO. The OSAC Subcommittee and SAC that submitted the work item may collaborate to provide a collective OSAC response to the open comment period, and/or provide individual comments.

SDO-1000   Subcommittee SDO liaison works with SDO Committee assigned to the document to help adjudicate all comments received[4].

SDO-1100   SDO finalizes and publishes the standard.

SDO-1200   QIC adds standard to the *NIST Catalog of Forensic Science Standards*

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[4] This step might include the need to revise document based on public comments, re-ballot the document, and return to earlier phases in this process or the SDO's process.

SDO-1300   Subcommittee begins analysis on whether the published standard should be submitted for *OSAC Registry Approval Process*.