



**Introduction to the
American Academy of Forensic Sciences
Standards Board**

Introduction



- [Teresa Ambrosius](#), Secretariat



- Mary McKiel, Communication Liaison



- Technical Coordinator – Position to be filled

Background



- 2009 National Research Council report
- Forensic community need for standardization
- AAFS decides to become a Standards Developing Organization (SDO)

AAFS-Standards Board (ASB)



- Wholly owned subsidiary of [AAFS](#)
- Established and staffed – 2015/2016
- Accredited by the [American National Standards Institute](#) (ANSI) – 2016
- Partially funded by a grant through the [Laura and John Arnold Foundation](#)
- Consists of Consensus Bodies (CB), a Board of Directors, and Staff



ASB Board of Directors

- Appointed by AAFS Board of Directors from AAFS membership
- Directors serve 3 years
- Current Chair: Lucy A. Davis
- Directors include:

Jennifer Limoges	Christine Funk
David Baker	Lindsey Thomas
Julie Howe	Linton Mohammed

ASB Consensus Bodies: Structure



- Established on the basis of scope-of-work
- 7 to 25 members
- Administered by the Secretariat with the Officers (Chair, Vice-Chair, and Secretary) selected directly by the Consensus Body



Active Consensus Bodies

- Anthropology
- Bloodstain Pattern Analysis
- Disaster Victim Identification
- DNA
- Dogs and Sensors
- Firearms and Toolmarks
- Footwear and Tire
- Forensic Document Examination
- Friction Ridge
- Medicolegal Death Investigation
- Toxicology
- Wildlife Forensics

ASB Consensus Body: Membership



- Open to all materially interested and affected individuals, companies, and organizations
- Applications reviewed, and members appointed by the Academy Standards Board
- Membership balance and interest categories conform to ANSI *Essential Requirements* for balance, lack of dominance, due process



ASB CB Selection Process

ASB reviews applications and approves membership based upon:

- Need for active participation by each interest category
- Potential for achieving or maintaining balance and non-dominance
- Applicant's expressed interest and willingness to participate
- Qualifications of representatives identified by the applicant organization, company, or government agency, and
- Qualifications of members who are considered subject matter experts



ASB Interest Categories

Eight interest categories:

- Academia
- Consumer Groups
- General Interest
- Laboratories and/or Testing Facilities
- Producers
- Subject Matter Experts
- User/Government
- User/Industry

Overall ASB Document Process



- ASB Document Process follows ANSI accredited procedures.
 - New Work Proposal (NWP) submitted to, and approved by consensus body
 - NWP approved by ASB to ensure alignment with overall mission of the organization
 - Consensus Body (CB) develops document with support of Working Groups (WG)
 - Document given public review
 - Consensus body or working group review all comments
 - If no unresolved negative comments, document forwarded to ANSI for approval as an ANS
 - Document publicly available on ASB website (asb.aafs.org)

ASB Consensus Body: Functions



- Creating and approving by consensus Forensic Standards, Best Practice Recommendations, and Technical Reports
- Considering comments, views, and objections to ballots and resolving all negative comments received in connection with the development of documents
- Responding to requests for interpretations of Forensic Standards published by the ASB
- Consensus body meetings are open to the public. All meetings are posted on the public calendar which can be found on the Consensus Bodies page of the ASB website.



Working Groups

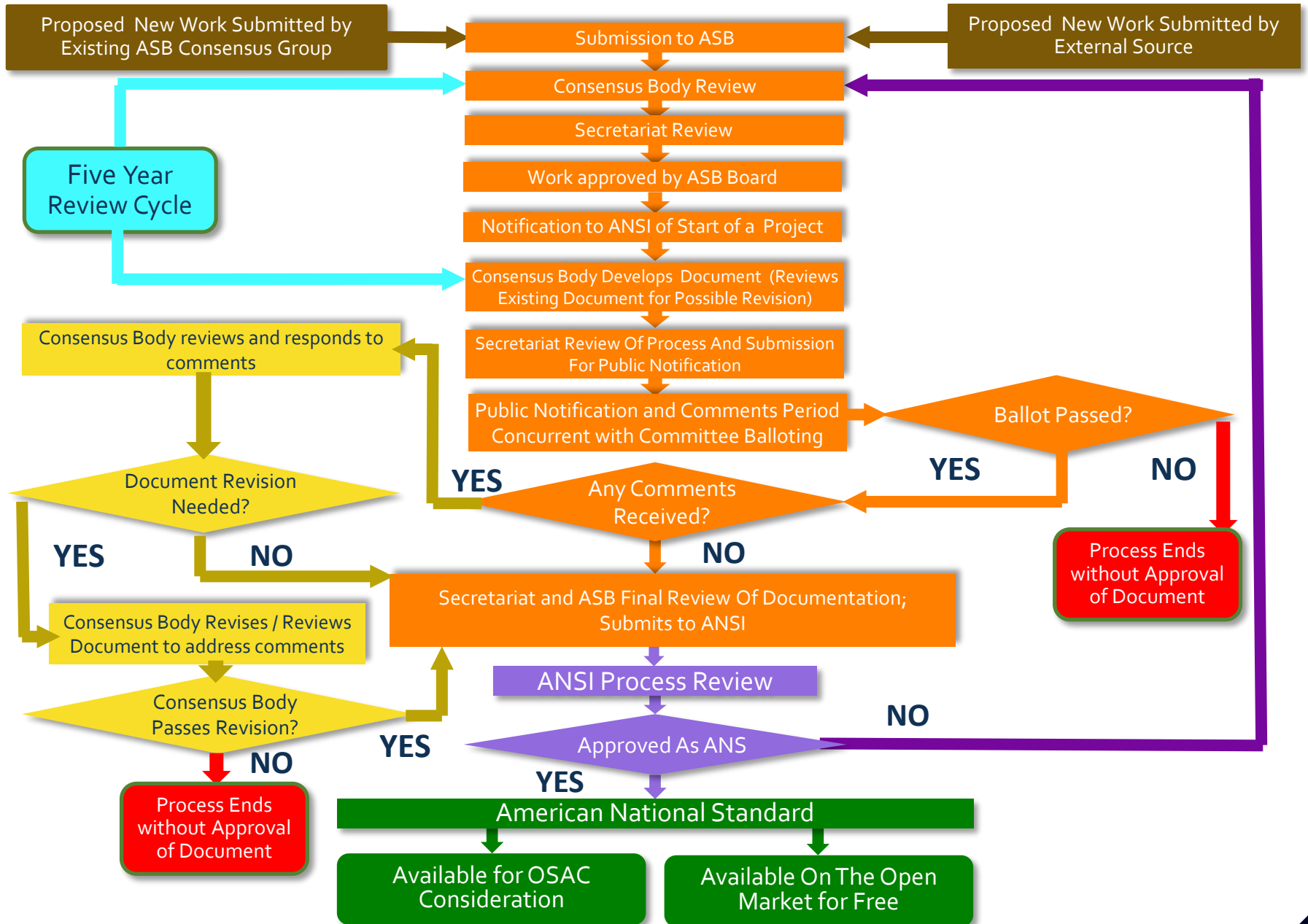
- Working subsets of CBs
- Work on document or issue assigned by CB
- Develop draft documents to be considered and voted upon by the full CB
- Meetings do not have to be open
- No specific limitation on number of participants
- Participants do not need to be members of the CB
- CB members may participate in Working Groups

ASB New Work Proposal Form



- Must be submitted to the ASB prior to Consensus Body beginning work on the document
- The NWP will be reviewed by the CB, the ASB, and submitted to ANSI to verify that there is no duplicative work by another Standards Developing Organization. If there are no changes and no other SDO is doing the work then the CB or Working Group can begin.
- Available on the [Documents and Forms section of the ASB website.](#)

Academy Standards Board (ASB) Document Preparation Process



ASB Style Guide



- The purpose is to ensure consistency in format, and to maximize usability of the documents
- Developed to provide guidance for preparing documents that will be published by the Academy Standards Board (ASB) and submitted to the American National Standards Institute (ANSI)
- PDF can be downloaded from [Documents & Forms](#) site
- Each standard (S), technical report (TR) and best practice recommendation (BPR) prepared for approval by consensus bodies of the ASB shall conform to this style manual
- Currently under revision.

Key Elements from the Style Guide



- General guidance for document organization
 - Cover Page
 - Title Page
 - Foreword
 - Table of Contents
 - Scope (Section 1)
 - Normative References (Section 2)
 - Terms and Definitions (Section 3)
 - Requirements (Section 4)
 - Conformance (Section 5)
 - Annexes
 - Supplemental information
 - Last Annex – Bibliography (non-normative documents)



Additional Style Guide Elements

- General writing tips
- Formatting and organization of Figures and Tables
- Normative References vs. Bibliography
- Expression of Provisions (shall, should, may, can)
- Patents and Copyrights
- Numbers, Units of Measurement, and Equations
- Sample Format for an ASB Document

Conformance



- CB determines if the document is intended for conformity assessment
- Conformance section (usually Section 5) states whether the document is or is not intended for conformity assessment
- The Conformance section may only identify the types of assessments that may be performed to validate conformance to the standard, but cannot address who performs such assessments
- The ASB adheres to the functional approach to conformity assessment (Principal 3 of ISO/IEC 17007)

Patent and Copyright Guidelines



- **What:** The ASB is required by the ANSI accreditation to adhere to specific Copyright and Patent policies in all Standards, Technical Reports, and Best Practice Recommendations.
- **When:** When a document is being developed, the working group must be aware of any copyright and patent infringement.
- **Roles:** The working group shall notify the Secretariat of any copyright or patent issues that need to be resolved, if they cannot be resolved, the content of the document must be revised to comply with the copyright and patent procedures.
- **Impact:** Participants shall not provide any documents, data, or information if the use of such material by the ASB in a document would infringe upon the rights of any third parties in the information including, but not limited to, copyrights, patents, trade secrets, trademarks, publicity, and privacy. Participants shall notify ASB staff if a participant determines that any information that is contained in a final or draft document would violate the rights of third parties if published by the ASB.

Copyright Policy



This document is provided by the AAFS Standards Board for free. You are permitted to print and download the document and extracts from the document for your own use, provided that:

- you do not modify this document or its related graphics in any way;*
- you do not use any illustrations or any graphics separately from any accompanying text; and,*
- you include an acknowledgement alongside the copied material noting the AAFS Standards Board as the copyright holder and publisher.*

You expressly agree not to reproduce, duplicate, copy, sell, resell, or exploit for any commercial purposes, this document or any portion of it. You may create a hyperlink to <http://asb.aafs.org> to allow persons to download their individual, free copy of this document. Your hyperlink must not portray AAFS, the AAFS Standards Board, this document, our agents, associates and affiliates in an offensive manner, or be misleading or false. You may not use our trademarks as part of your link without our written agreement for you to do so.

The AAFS Standards Board retains the sole right to submit this document to any other forum for any purpose.

Certain commercial entities, equipment or materials may be identified in this document to describe a procedure or concept adequately. Such identification is not intended to imply recommendations or endorsement by the AAFS or the AAFS Standards Board, nor is it intended to imply that the entities, materials, or equipment are necessarily the best available for the purpose.

This document is copyrighted © by the AAFS Standards Board, LLC. 2017 All rights are reserved, asb.aafs.org.

Patent Policy



- **Patents:** The ASB complies with the Patent Policy in the *ANSI Essential Requirements-2016*. The subsequent information is modified from this document to refer specifically to the ASB.
- **Inclusion of Patents in American National Standards:** There is no objection in principle to drafting an American National Standard (ANS) in terms that include the use of an essential patent claim (one whose use would be required for compliance with that standard) if it is considered that technical reasons justify this approach.
- **Responsibility for identifying patents:** Neither the ASB nor ANSI is responsible for identifying patents for which a license may be required by an American National Standard or for conducting inquiries into the legal validity or scope of those patents that are brought to their attention.
- **Additional information on ASB Copyright and Patent Policies available on Kavi ([15-Copyright_Patent_Guidelines.pdf](#))**

ASB Collaboration and Balloting Site



- ASB Workspace is hosted by HigherLogic® (previously called Kavi®)
- Consensus Bodies and Working Groups post and collaborate on documents, post meeting agendas and minutes, schedule meetings, and vote on ballots
- Managed by ASB staff
- Consensus bodies and working groups are required to use the site for document collaboration



Disaster Victim Identification Consensus Body

Viewing Groups

- Home
- Documents
- Roster
- Calendar
- Comments
- Ballots
- Action Items
- Discussions
- Settings

Add

show all activity types

Group Info

Group Chair: Dr. John A Williams, Western Carolina University
jwilliams@email.wcu.edu

Post to Discussions: dvi_cb@workspace.aafs.org

My Profile

Quick Add Document

Start a Jot

Documents Open for Comment

New Message

Charter

Contact Chair: dvi_cb-chair@workspace.aafs.org

Recent Activity

Subscribe via RSS

- Groups - DVI-122117Minu...** Discussion
Added by: Dr Jason Byrd
Thu, Dec 21 2017 2:36 pm EST
Messages in discussion: 1
- DVI-122117Minutes.docx** Document
Uploaded by: Dr Jason Byrd
Thu, Dec 21 2017
State: Draft
- DVI Consensus Body Meeting** Event
by Brad Wing on Thu, Dec 21 2017
Scheduled for: Thu, Dec 21 2017 1:00 pm EST
Location: Zoom
- FW: Cloud Recording - Te...** Discussion

Current Status of ASB



- Over 50 New Work Proposals submitted
- Over 10 posted for public comment
- 2 Technical Reports Published:
 - ASB Technical Report 025, *Crime Scene/Death Investigation – Dogs and Sensors – Terms and Definitions*, First Edition, 2017
 - ASB Technical Report 033, *Terms and Definitions in Bloodstain Pattern Analysis*, First Edition, 2017
- Published documents available on the asb.aafs.org website.

Questions?



Send any additional questions to :

asb@aaafs.org

Join our LinkedIn page:



[AAFS Standards Board \(ASB\)](#)