



Additional Directions for Filing SAFETY Act Applications for Standards

1. Developers (“Sellers”) of Standards that are considered DHS National Standards should file applications for Designation and Certification, under BD-1. Please clearly identify the name of the standard(s) for which you are seeking coverage and review the instructions associated with that Block Designation and Certification.
2. If your entity is participating in the DHS National Standard Adoption process, please **DO NOT** file an application until that process is complete. At such time as a standard has been adopted, you should follow the instructions for completing a Block Designation and Certification application.
3. If your entity is promulgating a standard that is **not** a DHS National Standard and is **not** going through the DHS National Standard Adoption process, please file a complete SAFETY Act application, answering all questions. Please refer to the application kit and instructions for specifics. We recommend that your first file a Pre-Application with the Office of SAFETY Act Implementation to receive more targeted information about the filing of your particular application. However, in general, when providing responses to the questions, particularly D.10 and D.14, consider the following:
 - a. In response to Item D.10, you should provide information on your standards development process.
 - i. If you are accredited by an outside body (such as, ANSI) as a Standards Development Organization, please indicate that you are so accredited, your date of first accreditation, your date of most recent re-accreditation, and the results of your most recent accreditation process.
 - ii. If you are NOT accredited by an outside organization, you will be asked to provide additional information on your standards development processes, the personnel involved in standards development, method for reviewing a draft standard, and other information about your processes as deemed necessary for review by the Office of SAFETY Act Implementation.
 - b. In response to Item D.14, you should list the name of each standard you are seeking SAFETY Act protection for and provide a short description of each standard. **In general, each application should contain no more than 15 standards.** In addition,
 - i. For each application, please make sure to group standards that are related in content and function. For example, standards for personnel protection equipment should be submitted separately from standards for security practices. The Office of SAFETY Act Implementation can assist via pre-application with this process.
 - ii. Please describe how each specific standard or class of standards might result in your entity facing third-party claims arising from an act of terrorism.