

2013 NFPA Reference Book

Containing

**2013 NFPA Standards
Directory**

Committee Officers Guide

NFPA Manual of Style

2013
NFPA Standards Directory

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NFPA STANDARDS DIRECTORY

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AN INTRODUCTION TO THE NFPA STANDARDS DEVELOPMENT PROCESS

SAFETY IS EVERYBODY'S BUSINESS

Disasters can occur anywhere, and they often occur when we least expect them. NFPA® codes and standards are there to provide us with ways to prevent their occurrence, manage their impact, and protect us. One of the most notable features about NFPA's Standards Development Process is that it is a full, open, consensus-based process. "Full consensus" means that anybody can participate and expect fair and equal treatment. This is because safety is everybody's business.

NFPA's unique standards development process incorporates a balance of interests, ensuring that all affected parties have a voice.

A UNIQUELY OPEN PROCESS

Today's NFPA® codes and standards trace their origins to the nineteenth century development of automatic sprinkler systems. From the beginning, sprinklers performed well as extinguishing devices; however, they originally were installed in so many different ways that their reliability was uncertain.

In 1895, a small group of concerned citizens representing sprinkler and fire insurance interests gathered in Boston, Massachusetts, to discuss the different approaches. They knew that nine radically different standards for pipe sizing and sprinkler spacing could be found within 100 miles of the city. This installation nightmare had to be resolved. The group eventually created a standard for the uniform installation of sprinklers. This standard, which eventually became NFPA 13, *Standard for the Installation of Sprinkler Systems*, prompted the creation of NFPA as an organization and was NFPA's first safety document. Today NFPA develops some 300 safety codes and standards that deal with a range of subjects related to fire, electrical, chemical, building, and life safety.

NFPA codes and standards can be found in use throughout the world. Whether it's in a computer room in the Pentagon, a research station in Antarctica, a power plant in the Middle East, the space shuttle, the home-town drycleaner or perhaps a historical library in Scotland, NFPA codes and standards are used to provide safety to life and protection of property.

WHAT THE NFPA PROCESS CAN DO FOR YOU.

Who is NFPA?

Founded in 1896, NFPA grew out of that first meeting on sprinkler standards. The *Bylaws* of the Association that were first established in

1896 embody the spirit of the codes and standards development process. Article 2 of these bylaws states in part:

"The purposes of the Association shall be to promote the science and improve the methods of fire protection and prevention, electrical safety and other related safety goals; to obtain and circulate information and promote education and research on these subjects; and to secure the co-operation of its members and the public in establishing proper safeguards against loss of life and property."

The NFPA mission today is accomplished by advocating consensus codes and standards, research, training, and education for safety related issues. NFPA's *National Fire Codes*® are administered by more than 250 Technical Committees comprised of approximately 8,000 volunteers and are adopted and used throughout the world. NFPA is a nonprofit membership organization with more than 70,000 members from over 100 nations, all working together to fulfill the Association's mission.

What type of people are NFPA members? NFPA membership is comprised of architects and engineers (22%); business and industry (5%); health care facilities (12%); fire service (20%); insurance (3%); federal, state, and local government (9%); safety equipment manufacturers and distributors (12%); trade and professional associations (6%); and other fields and disciplines (11%).

The Making of an NFPA Code or Standard

The NFPA Board of Directors has general charge of all of the activities of the NFPA. The Board of Directors issues all of the rules and regulations that govern the development of NFPA codes and standards. The Board also appoints a 13-person Standards Council to oversee the Association's codes and standards development activities, administer the rules and regulations and act as an appeals body.

Members of the Standards Council are thoroughly familiar with the codes and standards development functions of the Association and are selected from a broad range of interests. Appointed by and reporting to the Standards Council are the more than 240 Code-Making Panels and Technical Committees that serve as the primary consensus bodies responsible for developing and revising NFPA codes and standards. In addition to acting on their own proposed changes, these technical committees and panels act on

proposed changes to NFPA documents that can be submitted by any interested party.

To conduct their work, Committees and Panels are organized into projects with an assigned scope of activities. Depending on the scope, a project may develop one code or standard or a group of related codes and standards, and the project may consist of a single Technical Committee or multiple Committees and Panels coordinated by a Correlating Committee that oversees the project to resolve conflicts and ensure consistency.

For more than one hundred years, NFPA has kept in step with the needs of the safety community, serving as an authoritative source for information, education, and timely research worldwide.

Rules and Participants

The primary rules governing the processing of NFPA codes and standards are the *NFPA Regulations Governing the Development of NFPA Standards*.

Other applicable NFPA rules include the *Bylaws*, the *Technical Meeting Convention Rules*, the *Guide for the Conduct of Participants in the NFPA Standards Development Process*, and the *Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council*. All rules and regulations are available on request from NFPA or can be downloaded from NFPA's website at www.nfpa.org/regs. This pamphlet is intended to give general information on NFPA's standards development process. All participants, however, should refer to the actual rules and regulations for a full understanding of this process and for the rules that govern participation.

Participants in NFPA's standards development process are as follows:

- Interested parties including the general public
- Technical Committees, Panels, Correlating Committees
- NFPA Membership
- Standards Council
- NFPA Board of Directors

Starting a New Project

Anyone can submit a request for a project to develop a new code or standard in accordance with NFPA Regulations, provided the necessary information is submitted on the New Project Initiation Form (www.nfpa.org/newprojectidea). The Standards Council reviews all requests and, if appropriate, directs that a notice be published in *NFPA News*, and on the NFPA website (www.nfpa.org). This notice asks for:

- input or need on the proposed project;
- information on organizations that may be involved in the subject matter;
- a listing of available resource material; and
- an indication of who is willing to participate in the project if it is approved.

The Standards Council reviews all input and information it receives about the proposed new project and, if the Standards Council determines the proposed project should proceed, it either assigns the project to an existing Technical Committee or Panel, or establishes a new one.

The mission of the nonprofit NFPA is to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating consensus codes and standards, research, training and education.

ESTABLISHING A CONSENSUS BODY

In the NFPA standards development process, NFPA Technical Committees and Panels serve as the principal consensus bodies responsible for developing and updating all NFPA codes and standards. Committees and Panels are appointed by the Standards Council and typically consist of no more than thirty voting members representing a balance of interests. NFPA membership is not required in order to participate on an NFPA Technical Committee, and appointment is based on such factors as technical expertise, professional standing, commitment to public safety, and the ability to bring to the table the point of view of a category of interested people or groups. Each Technical Committee is constituted so as to contain a balance of affected interests, with no more than one-third of the Committee from the same interest category. The categories generally used by the Standards Council to classify Committee members are summarized below. The Committee must reach a consensus in order to take action on an item.

CLASSIFICATION OF COMMITTEE MEMBERS



Insurance



Consumer



Enforcing Authority



Labor



Installer/
Maintainer



Manufacturer



Applied Research/
Testing Laboratory



User



Special
Expert

THE STANDARDS DEVELOPMENT PROCESS

The NFPA process encourages public participation in the development of its codes and standards. All NFPA codes and standards (also referred to here as NFPA “Standards”) are revised and updated every three to five years in revision cycles that begin twice each year and that normally take approximately two years to complete. Each revision cycle proceeds according to a published schedule that includes final dates for all major events in the process. The process contains four basic steps as follows:

1. Input Stage;
2. Comment Stage;
3. Association Technical Meeting;
4. Council Appeals and Issuance of Standard.

Standards Development Process Facts:

- *Standards are updated every three to five years.*
- *Approximately 8,000 volunteers serve on NFPA Technical Committees.*
- *Technical Committees and Panels represent a variety of balanced interests.*
- *Approximately 250 different Technical Committees and Panels are responsible for document development.*

STEP 1 - INPUT STAGE

Public Input. As soon as the current edition is published, the development of the revised edition begins. A new or revised NFPA Standard enters one of two revision cycles available each year (annual or fall cycle). The revision cycle begins with the acceptance of Public Input, the public notice asking for any interested party to submit input on an existing Standard or a committee-approved new draft Standard. The Call for Public Input is published in *NFPA News*, the *U.S. Federal Register*, the American National Standards Institute’s *Standards Action*, on NFPA’s website, and other publications. The electronic submission system is available on NFPA’s website on the document’s information page at www.nfpa.org/document# (example: www.nfpa.org/101). After the Public Input closing date, the Committee or Panel has a period after the closing date to hold their First Draft Meeting.

First Draft Meeting. After the Public Input closing date, the Technical Committee or Panel holds their First Draft Meeting where the Committee revises the Standard. The Committee considers and provides a response to all Public Input. The Committee will use the input in order to help develop First Revisions to the Standard which results in a complete and fully integrated draft known as the First Draft. The First Draft has initial agreement by the Committee based on a simple majority vote during the Meeting to establish a consensus. The final position of the Committee is established by a ballot.

Committee Ballot on First Draft. The First Revisions developed at the First Draft Meeting are balloted; this means that the text the Committee wants revised in the Standard is on the ballot for approval by the Committee. Committee-approved revisions are called First Revisions, and each must be approved by two-thirds of the Committee to appear in the First Draft. Any First Revisions that do not pass the ballot appear in the First Draft Report as Committee Inputs.

First Draft Report Posted. The First Draft Report is posted on the NFPA website. The First Draft Report serves as documentation of the Input

Stage and is published for public review and comment. The First Draft Report consists of the First Draft, Public Input, Committee Input, Committee and Correlating Committee Statements, Correlating Input, Correlating Notes, and Ballot Statements. The Report also contains a list of Technical Committee and Correlating Committee Members. The public reviews the First Draft Report in order to submit Public Comments on the First Draft, leading to the next stage of the process.

STEP 2 - COMMENT STAGE

Public Comment. Once the First Draft Report becomes available, there is a public comment period during which anyone may submit a Public Comment on the First Draft. Any objections or further related changes to the content of the First Draft must be submitted at the Comment stage. After the Public Comment closing date, the Committee has a period of time to hold their Second Draft Meeting.

No Public Comments Received-Consent Document. Where no Public Comments are received and the Committee agrees that no Second Revisions are needed, the document does not continue through the Comment Stage and is sent directly to the Standards Council for issuance. Such documents are referred to as Consent Standards. When Public Comments are received and/or the Committee has additional revisions, a Second Draft Meeting is held and the Comment Stage continues.

Second Draft Meeting. After the Public Comment closing date, the Technical Committee or Panel holds their Second Draft Meeting. The Committee starts with the First Draft and makes any additional revisions to the draft Standard. All the Public Comments are considered, and the Committee provides an action and response to each Public Comment. The Committee will use the Public Comments in order to help develop Second Revisions to the Standard which results in a complete and fully integrated draft known as the Second Draft. Like the First Draft, the Second Draft has initial agreement by the Committee based on a simple majority vote during the Meeting to establish a consensus. The final position of the Committee is established by a ballot.

Committee Ballot on Second Draft. The Second Revisions developed at the Second Draft Meeting are balloted; this means that the text the Committee wants revised in the Standard is on the ballot for approval by the Committee. Committee-approved revisions are called Second Revisions, and each must be approved by two-thirds of the Committee to appear in the Second Draft. Any Second Revisions that do not pass the ballot appear in the Second Draft Report as Committee Comments.

Second Draft Report Posted. The Second Draft Report is posted on the NFPA website. The Second Draft Report serves as documentation of the Comment Stage and is published for public review. It consists of the Second Draft, Public Comments with corresponding Committee Actions and Committee Statements, Correlating Notes and their respective Committee Statements, Committee Comments, Correlating Revisions, and Ballot Statements. The Report also contains a list of Technical Committee and Correlating Committee Members. The public reviews the Report in order to decide if they want to submit a NITMAM (see Step 3).

STEP 3 - ASSOCIATION TECHNICAL MEETING

Following the completion of the Input and Comment stages, there is further opportunity for debate and discussion of issues through the Association Technical Meeting (Technical Meeting) that takes place at the NFPA Conference & Expo® each June.

Notice of Intent to Make a Motion (NITMAM). Where authorized, anyone who is not satisfied with the work of the Committee can submit a NITMAM. A NITMAM is an amending motion that will be heard by the NFPA Membership for consideration and debate at the Association Technical Meeting; these motions are attempts to change the resulting final Standard from what the Committee submitted for consideration as the Second Draft. Those Standards with no NITMAMs move directly to Standards Council for issuance (see Step 4). The Association Technical Meeting provides an opportunity for the NFPA membership to amend the Technical Committee Reports (i.e., the Committee's or Panel's work) on each proposed new or revised Standard.

Before making an authorized motion at an Association Technical Meeting, the intended maker of the motion must file, in advance of the session, and within the published deadline, a NITMAM. A Motions Committee appointed by the Standards Council then reviews all notices and certifies all proper amending motions. The Motions Committee can also, in consultation with the makers of the motions, clarify the intent of the motions and, in certain circumstances, combine motions that are dependent on each other so that they can be made in one single motion. A Motions Committee report is published in advance of the Association Technical Meeting listing all certified motions. Only Certified Amending Motions, together with certain allowable Follow-Up Motions (that is, motions that have become necessary as a result of previous successful amending motions) are permitted at the Association Technical Meeting.

The specific rules for the types of amending motions that can be made and who can make them are set forth in NFPA's rules, which should always be consulted by those wishing to bring an issue before the membership at an Association Technical Meeting.

What Amending Motions are Allowed. The motions allowed by NFPA rules provide the opportunity to propose amendments to the text of a proposed Standard based on published Second Revisions, Public Comments, and Committee Comments. Allowable motions include motions to accept Public and Committee Comments in whole or in part, to reject a Second Revision (change accepted by the Committee) in whole or part and can include the related portions of First Revisions. In addition, under certain specified instances, motions can be made to return an entire NFPA Standard to the Committee. This means the Standard will not be issued at this time and will be returned to the Committee to continue its work.

Who Can Make Amending Motions. Those authorized to make motions are also regulated by NFPA rules. In the case of a motion to Accept a Public Comment or an Identifiable Part of a Public Comment, the maker of the motion is limited by NFPA rules to the original submitter of the Comment or his or her duly authorized representative. In all other cases, anyone can make these motions. For a complete explanation, NFPA rules should be consulted.

Action on Motions at the Association Technical Meeting. In order to actually make a Certified Amending Motion at the Association Technical Meeting, the maker of the motion or his or her designated representative must sign in at least one hour before the Technical Meeting begins. In this way a final list of motions can be set in advance of the Technical Meeting. The presiding officer in charge of the Technical Meeting opens the floor to motions on the Standard from the final list of Certified Amending Motions as sequenced by the Motions Committee followed

by any permissible Follow-Up Motions. Debate and voting on each motion proceeds in accordance with NFPA rules. NFPA membership is not required in order to make or speak to a motion, but voting is limited to NFPA members who have joined at least 180 days prior to the session and have registered for the Technical Meeting. At the close of debate on each motion, voting takes place, and the motion requires a majority vote to carry. In order to amend a Technical Committee Report, successful amending motions must be confirmed by the responsible Technical Committee or Panel, which conducts a written ballot on all successful amending motions following the meeting and prior to the Standard being forwarded to the Standards Council for issuance.

STEP 4 - COUNCIL APPEALS AND ISSUANCE OF STANDARD

One of the primary responsibilities of the NFPA Standards Council, as the overseer of the NFPA standards development process, is to act as the official issuer of all NFPA codes and standards.

Consent Standards. Some Standards receive no controversial proposed changes, and therefore, no NITMAMs are filed. In some cases, NITMAMs are submitted on Standards up for revision, but none of the NITMAMs are certified as proper by the Motions Committee. In both these cases where no NITMAMs are submitted or no NITMAMs are certified as proper for a specific Standard, the Standard is not placed on the agenda for the Association Technical Meeting, but is instead sent directly to the Standards Council for issuance. Such Standards are referred to as Consent Standards.

Issuance of Standards. When the Standards Council convenes to issue an NFPA Standard it also hears any appeals related to the Standard. Appeals are an important part of assuring that all NFPA rules have been followed and that due process and fairness have been upheld throughout the standards development process. The Council considers appeals both in writing and through the conduct of hearings at which all interested parties can participate. It decides appeals based on the entire record of the process as well as all submissions on the appeal. After deciding all appeals related to a Standard before it, the Council, if appropriate, proceeds to issue the Standard as an official NFPA Standard. Subject only to limited review by the NFPA Board of Directors, the decision of the Standards Council is final, and the new NFPA Standard becomes effective twenty days after Standards Council issuance.

SEQUENCE OF EVENTS FOR THE STANDARDS DEVELOPMENT PROCESS

As soon as the current edition is published, a Standard is open for Public Input.

Step 1 – Input Stage

- Input accepted from the public or other committees for consideration to develop the First Draft
- Committee holds First Draft Meeting to revise Standard (23 weeks)
Committee(s) with Correlating Committee (10 weeks)
- Committee ballots on First Draft (12 weeks)
Committee(s) with Correlating Committee (11 weeks)
- Correlating Committee First Draft Meeting (9 weeks)
- Correlating Committee ballots on First Draft (5 weeks)
- First Draft Report posted

Step 2 – Comment Stage

- Public Comments accepted on First Draft (10 weeks)
- If Standard does not receive Public Comments and the Committee does not wish to further revise the Standard, the Standard becomes a Consent Standard and is sent directly to the Standards Council for issuance (see Step 4)
- Committee holds Second Draft Meeting (21 weeks)
Committee(s) with Correlating Committee (7 weeks)
- Committee ballots on Second Draft (11 weeks)
Committee(s) with Correlating Committee (10 weeks)
- Correlating Committee First Draft Meeting (9 weeks)
- Correlating Committee ballots on First Draft (8 weeks)
- Second Draft Report posted

Step 3 – Association Technical Meeting

- Notice of Intent to Make a Motion (NITMAM) accepted (5 weeks)
- NITMAMs are reviewed and valid motions are certified for presentation at the Association Technical Meeting
- Consent Standard bypasses Association Technical Meeting and proceeds directly to the Standards Council for issuance
- NFPA membership meets each June at the Association Technical Meeting and acts on Standards with “Certified Amending Motions” (certified NITMAMs)
- Committee(s) and Panel(s) vote on any successful amendments to the Technical Committee Reports made by the NFPA membership at the Association Technical Meeting

Step 4 – Council Appeals and Issuance of Standard

- Notification of intent to file an appeal to the Standards Council on Association action must be filed within 20 days of the Association Technical Meeting
- Standards Council decides, based on all evidence, whether or not to issue the Standard or to take other action

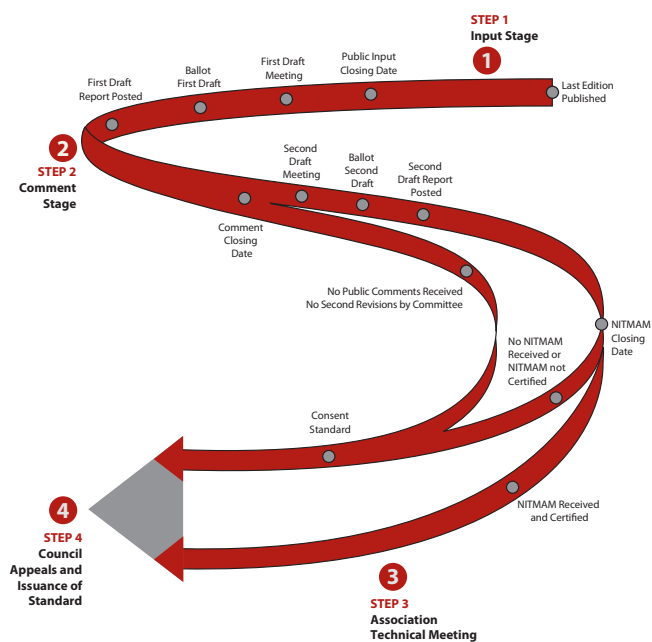
Notes on Sequence of Events for the Standards Development Process:

- Time periods are approximate; refer to published schedules for actual dates.
- It takes approximately 101 weeks for Annual revision cycle documents receiving certified amending motions.
- It takes approximately 141 weeks for Fall revision cycle documents receiving certified amending motions.

NFPA OFFERS RESOURCES TO SUPPORT ITS STANDARDS DEVELOPMENT PROCESS AND IMPROVE PUBLIC SAFETY

NFPA documents are constantly evolving based on extensive public input and the dedicated involvement of highly qualified committee and panel volunteers. NFPA Technical Committees and others work to keep their documents current with the latest knowledge and technologies.

THE STANDARDS DEVELOPMENT PROCESS



In addition to the time and resources contributed by the thousands of dedicated volunteers, the Association helps facilitate the work of the Technical Committees and otherwise promotes NFPA’s public safety mission with these important resources:

1. Statistical Data: The Fire Analysis and Research Division’s One-Stop-Data-Shop (OSDS) produces a large range of annual reports and special studies on the aspects of the nation’s fire problems. The data from the OSDS may be requested by Technical Committee Chairs or Staff Liaisons regarding a specific fire hazard or safety issue. National estimates of specific fire problems are generally compiled from the NFPA survey with details from the United States Fire Administration’s National Fire Incident Reporting System (NFIRS). Various other data resources are also used as appropriate.

2. Event Analysis: In order to provide new information and learn lessons that can assist NFPA Technical Committees and others, the NFPA Fire Investigations Department conducts on-site investigations of disasters or near-disasters occurring all around the world. The department’s reports analyze significant events (e.g., fires or explosions) focusing on how NFPA codes and standards were utilized and how NFPA codes and standards might have provided additional protection in cases where the documents were not followed.

3. Research: The Fire Protection Research Foundation (FPRF) is an important resource for the NFPA codes and standards making process. The FPRF conducts independent research on specific topics of relevance to NFPA’s technical committee and code-making panel projects. Research reports are published and are utilized by Technical Committees as a resource for pertinent up-to-date information. From time to time, Committees will directly seek specific research to be done regarding the subject covered by their document. The FPRF will determine whether or not the specific study has been done before, and if it has not, they can facilitate obtaining the needed information from research, testing, consulting, or other sources. Some of these projects are completed using the FPRF/NFPA Code Fund, which is supported each year by a

financial contribution from NFPA. Any representative from the Technical Committees can submit ideas to the Code Fund. The submitted project ideas are reviewed on an annual basis.

4. Empowerment Through Education: The NFPA Public Education Division is the source of fire and other hazard information to reduce residential fire deaths, injury, and property loss. The division focuses on three objectives:

- Position the NFPA Public Education Division as the primary source for fire and life safety information.
- Continuously improve strategies to train the fire service how best to reach high-risk populations.
- Increase awareness of and involvement in Fire Prevention Week.

Activities within the division include reaching out to local fire departments and schools through fire safety campaign kits and an annual Scholastic project, networking with state/provincial fire safety educators, providing fire safety information on nfpa.org and fun activities on sparky.org, advancing various training opportunities at the NFPA Conference & Expo, producing the monthly Safety Source e-newsletter, and maintaining technically correct fire safety messaging through the Educational Messages Advisory Committee. High-risk outreach activities engaging the very old, very young, urban and rural poor, and people with disabilities are an integral part of NFPA's public education efforts. These activities include outreach to urban communities, older adults, people with disabilities and Latino populations. NFPA's public education programs include the Learn Not to Burn® Preschool Program and Remembering When™: A Fire and Falls Prevention Program.

NFPA is the official sponsor of Fire Prevention Week each year to increase public awareness of the importance of fire safety education. Fire Prevention week is held throughout the U.S. and Canada during the week of October 9, to commemorate the anniversary of the Great Chicago Fire. For more than 85 years, NFPA has established the theme and developed the proclamation signed by the President of the United States each year. NFPA also devotes resources to a campaign of theme-related products and materials to help communities promote local programs related to Fire Prevention Week.

5. Literature Archives: The Charles S. Morgan Technical Library is one of the main resources used by Technical Committees to obtain both current and archival information pertinent to NFPA codes or standards. Library staff can assist committee members in tracing changes to codes, providing previous substantiation and supporting documents, and researching the origins of an article or paragraph. The library contains a large fire science collection, with more than 28,000 books, technical reports, videos, journals, and non-NFPA codes. Unique to the collection are Proceedings from NFPA and NBFU annual meetings, papers presented at NFPA annual meetings, original NFPA and NBFU standards going back to 1896, older technical committee reports and comments, and copies of NFPA publications.

6. Annual Conference: NFPA's Conference & Expo takes place each June and is one of the premier events of its kind. The Conference & Expo

entails both the NFPA Annual Meeting and the Association Technical Meeting where NFPA proposed codes and standards are brought to the NFPA membership for debate and voting. It also features guest speakers and hundreds of educational programs as well as the country's largest exposition on fire and life safety products and services.

7. Worldwide Communications: NFPA Public Affairs Department oversees the corporate communications activities of the Association and coordinates public awareness and media inquiries, especially following highly publicized fire incidents and other disasters when the news media and others look to NFPA for information.

8. Technology Features: One of today's most important communication tools is the NFPA website, which provides direct support for the standards development process including the electronic submission system of public input and comments. To view document and committee specific information for a relevant NFPA code or standard, go to the document information pages on our website at: www.nfpa.org/document# (example: www.nfpa.org/101).

9. Community Partnerships: To better serve the safety community, other constituents, and its members, NFPA has established Regional Offices throughout North America and an International Operations Division which has offices in Asia, Europe, and Latin America. The primary objective of these offices is to assist constituents with the adoption and formal recognition for the use of NFPA codes and standards. NFPA endeavors to reach every audience with necessary safety information and publishes a wide range of handbooks, reference books, textbooks, videos, field guides, and training manuals.

10. Technical Questions: NFPA's 35+ person Technical and Engineering Staff serve as the staff liaisons to the NFPA Technical Committees that develop the codes and standards. These staff members are available to NFPA members and public sector officials to answer questions about the codes and standards. Each year, the staff handles tens of thousands of inquiries. For more information about submitting your questions, go to the "Technical Questions" tab on the document information pages.

11. Higher Learning: The Professional Development Department conducts specialized training seminars and workshops on NFPA codes and standards and other safety-related subjects. These popular sessions are offered to the general public but are often held for a particular audience. Training seminars and workshops occur regularly around the world and provide the latest information on the application of NFPA codes and standards as well as other state-of-the-art safety related technologies.

12. Certification: NFPA's Certification Department presently offers four recognized certification programs designed to document the minimum competency of and professional recognition to those individuals within the specified field of practice. Based on NFPA codes, standards, and technical publications, the programs are: Certified Fire Protection Specialist, Certified Fire Inspector I and II, and Certified Fire Plan Examiner. Information for each of the programs is available at www.nfpa.org/certification.

REGULATIONS AND PROCEDURES

SPECIAL NOTICE ON NFPA REGULATIONS

Note: Updates throughout the year will be posted on the NFPA website at: www.nfpa.org/Regs

In November 2010, the NFPA Board of Directors approved a comprehensive set of revisions to the NFPA *Regulations Governing Committee Projects* (the *Current Regulations* or *Regs*), the regulations that govern NFPA's standards development process. The American National Standards Institute (ANSI) approved them in August 2011. The new Regulations have been renamed the *Regulations Governing the Development of NFPA Standards* (the *New Regulations* or *Regs*). These *New Regulations* (www.nfpa.org/newregs) will be in effect for Standards reporting

in the Fall 2013 Revision Cycle and all subsequent revision cycles. Standards reporting up to and including the Annual 2013 cycle will operate in the *Current Regulations*. During the transition period, NFPA standards development will be operating under two sets of *Regulations*. In this section of the *NFPA Standards Directory*, both sets of *Regulations* are clearly identified with an appropriate footer on each page. The software development, testing, pilot projects, and training for the *New Regulations* will continue in 2013.

REGULATIONS AND PROCEDURES

AN INTRODUCTION TO THE NEW REGULATIONS GOVERNING THE DEVELOPMENT OF NFPA STANDARDS

The new NFPA *Regulations Governing the Development of NFPA Standards* (the *New Regulations* or *Regs*) printed in this Directory reflect countless hours of work and the efforts of NFPA constituents at all levels. Beginning as a project of the NFPA Standards Council and the Council's policies and procedures task group, a review of the NFPA process was undertaken with an eye towards building on, improving, and clarifying what has proved to be a highly successful and effective standards development process. An in-depth analysis of the existing procedures, coupled with the results of surveys of Technical Committee members and others active in the NFPA Standards process, revealed that, while NFPA had the "gold standard" when it came to standards development, the process could be improved and made more user-friendly. It was found that balloting of Committee Members on proposed changes to NFPA Standards could be confusing. Amending Motions made at NFPA Technical Meetings were complicated and difficult to follow. Moreover, it became clear that, while the primary function of the standards development process was to develop and achieve consensus around the actual text of a proposed Standard, the process itself was not conducive to the development of successive drafts, and often no complete draft

Standard was available, only a "recipe" for the Standard in the form of the published Committee Actions on Proposals and Comments. What was needed was a revised standards development process that could take advantage of web-based tools and technology to enable a more draft-focused approach to standards development, the ultimate goal being a more effective process that was easier to participate in and to understand.

A drafting task group was subsequently convened early in 2010 to begin the task of drafting a set of revised regulations. The task group was made up of members of the Standards Council and NFPA Board of Directors along with NFPA staff support. Feedback on the new process was solicited from active Technical Committee members throughout the NFPA, as well as approximately 200 and 150 attendees at the Standards Council Forum meetings held at the 2010 and 2011 NFPA Conference and Expos, and approximately 200 Technical Committee Chairs at Chair Training Forums held at NFPA Headquarters.

The New Regulations have now been completed and approved by the NFPA Board of Directors and by the American National Standards

Institute (ANSI) for use beginning with Standards reporting in the Fall 2013 revision cycle. There are many changes that have been made throughout the *New Regulations* to improve clarity and readability. The principal changes, however, appear in Section 1.4, *Defined Terms*, and in Section 4, *Development and Revision of NFPA Standards*. What follows is a general description of those changes.

THE NEW PROCESS: CONTINUITY AND CHANGE

It is important to stress that, in the *New Regulations*, the core principles and major steps in the NFPA standards development process have been fully retained and have, indeed, been strengthened. The process remains committed to the principles of consensus standards development: where consensus Technical Committees and Correlating Committees develop new and revised NFPA Standards; where the public is offered multiple opportunities to provide input and raise concerns; where standards-related activities are timely published and available for public review through Technical Committee Reports; where debate and consideration of Amending Motions are conducted at annual Technical Meetings of the NFPA membership; and where appeals are available to the NFPA Standards Council.

SO WHAT IS NEW?

First, the *New Regulations* embrace new technology. A main goal of the regulations revision project was to allow the NFPA standards development process to take full advantage of the tools and benefits available through the use of the Internet. The *New Regulations* call for the creation of an “NFPA Standards Development Site,” currently under development, that will act as a centralized entry point for participants in the NFPA process and as a centralized place for the publication of standards development information. The site will be used for the submission of all public proposals and for the publication of Technical Committee Reports and other information. (*New Regs* at 4.2.5.1). And because of the site’s central location, web-based access, and ability to employ hyperlinks, legislative text displays of proposed standards revisions, and other useful features, it is anticipated that the new site will be convenient, efficient, and easy for participants to use. It will also permit the more accurate and timely publication of new and revised NFPA Standards.

In order to make the standards development process more user-friendly and to take advantage of web-based technology, the process needed to be simplified. Committee actions needed to be more focused on the development and display of the actual text of the proposed new or revised NFPA Standard. Here is a brief description of how that has been accomplished for each stage of the process.

THE INPUT STAGE

As in the current process, the development of new or revised NFPA Codes, Standards, Guides, or Recommended Practices (NFPA Standards) will still take place in two principal stages. Under the *Current Regulations*, those stages are known as the Proposal Stage and the Comment Stage. In order to reflect the slightly different role that the first stage

of the process will now play, the Proposal Stage has been renamed the Input Stage. A revision cycle will begin, as it does today, with a call for the public to submit proposed revisions, and members of the public will submit what will now be called Public Input in much the same way that they now submit Public Proposals.

The Input Stage, however, will differ from the Proposal Stage primarily in how the Technical Committees respond to Public Input. Under the *Current Regulations*, the Committees must focus their meetings on reviewing and acting to accept or reject each Public Proposal. These Committee actions are then balloted and published and often only much later used by editors to construct the final Standard. Under the *New Regulations*, the Committee will focus at its meeting on developing a complete draft of the proposed new or revised NFPA Standard. The Input Stage has been recast as a preliminary stage for assisting the Committee in developing that draft and for raising new issues for public review and consideration. Committees will still review all Public Input and provide limited responses. (*New Regs.* at 4.3.7). However, a Technical Committee will not be required to formally accept or reject Public Input. The Committee’s focus, instead, will be on using the advice and input submitted by the public in order to develop a complete and fully integrated draft that will be known as the First Draft.

Under the *New Regulations*, the revisions decided on at the Technical Committee meeting must, as today, be submitted to a written ballot to assure the necessary two-thirds Committee support. The creation of a complete First Draft will greatly clarify and improve the balloting process. In order to ballot the First Draft, the Committee will segment the revisions in that draft into individual revisions (known as *First Revisions*) for the purpose of balloting. The segmenting process will be at the discretion of the Technical Committee, but no individual revision can be smaller than an individual numbered or lettered section of a Standard or larger than a chapter. For each revision, the Technical Committee will develop an associated Committee Statement explaining its rationale for the revision. (*New Regs* at 4.3.9.3).

The First Revisions are then submitted to a ballot of the Technical Committee and, in order to remain in the First Draft, a revision must be confirmed by a two-thirds affirmative vote of the Committee. This sounds much like what Committees do under the *Current Regulations* except for an important innovation. Under the *Current Regulations*, the Committees do not directly ballot the actual revisions to an NFPA Standard. Rather, a Committee accepts or rejects each submitted Proposal in whole, in principle, and/or in part and then ballots, not the revised text of the Standard, but the Committee’s action on each Proposal. A ballot that asks whether a Committee Member “agrees with a Committee Action to Accept a Proposal” is fairly straightforward, but the ballot gets much more complicated when, as an example, it asks whether a Committee Member “agrees with a Committee Action to Accept a Proposal in Principle in Part as modified by the Technical Committee.” And a ballot can get positively brain twisting when it asks whether a Committee Member agrees with a negative action as, for example, when the ballot asks whether the Member “agrees to accept the rejection of the Proposal.” As the examples illustrate, balloting on the Committee action on a Proposal rather than on the Standard text that results from the action

can yield results that can be difficult to understand. Moreover, where different Proposals propose conflicting revisions to a Standard, there is a danger that the Committee's actions on the Proposals may yield inconsistent or contradictory Standard text. While this does not happen frequently, in large documents where a Committee is processing hundreds of Proposals, a Committee may inadvertently lose track of the text that is resulting from its various actions, and the result can be the unintentional approval of inconsistent revisions. The *New Regulations* clear up this potential for confusion by simply having the Committee create a full draft of the Standard that the Committee can view as an integrated whole, and that it can directly ballot to make sure that all new Standard text has the necessary two-thirds Committee support.

Note that, for simplicity's sake, this summary is focusing on the role of the Technical Committee. But for those Technical Committees whose work is supervised by a Technical Correlating Committee, the Correlating Committee will review the First Draft and create Correlating Notes and Revisions to that draft much as it develops correlating notes and actions during the Proposal Stage today. Although the name "Technical Correlating Committee" has been shortened for clarity and convenience to "Correlating Committee," the role of this committee has not changed and its functions under the *New Regulations* will remain largely the same as under the *Current Regulations* (*New Regs* at 3.4 and 4.3.11).

PUBLICATION OF THE FIRST DRAFT REPORT

Once the Committee balloting is complete, a report of the Technical and Correlating Committee activities will, as today, be published for public review and comment. Consistent with the new focus on the development of the actual draft of the new or revised Standard, the publication (currently called the Report on Proposals or ROP) will be called the First Draft Report. (*New Regs* at 4.3.12). Similar to the ROP, it will contain a complete record of the first stage, including all Public Inputs, Committee Statements, as well as other relevant input such as Correlating Notes and Inputs (i.e. Correlating Committee guidance [*New Regs* at 4.3.3.1 and 4.3.11.2]) and Committee Inputs (i.e., First Revisions that have failed Committee Ballot [*New Regs* at 4.3.10.1]). Unlike the ROP, it will be published on the new NFPA Standards Development Site and will be a truly online publication that will display the complete First Draft, showing all First Revisions in legislative text and conveniently linking those revisions to any related Public and other Inputs, Correlating Notes, and Committee Statements. It is further envisioned that users will be able to customize, download, and print materials in the Report that is of interest to them.

THE COMMENT STAGE

The Comment Stage under the *New Regulations* will operate much like the Comment Stage in the current process: the public reviews the First Draft Report; interested participants submit Public Comments proposing further changes to the NFPA Standard; the Committee responds to each Comment, accepting or rejecting it, and providing a Committee Statement with the rationale for its actions; the Committee ballots; and, in the case of Committees supervised by a Correlating Committee, the

Correlating Committee reviews the Committee work and takes action within the limits of its authority (*New Regs* at 4.4).

While similar to the Comment Stage in the *Current Regulations*, the new Comment Stage is marked by two significant changes. First, like the new Input Stage, it adopts a more draft-oriented approach. A Committee must respond to each Comment submitted and, unlike the Input Stage, the Committee must formally accept or reject the Comment in accordance with new Section 4.4.8.1. As with the Public Input Stage, however, the Committee does not ballot on the Committee action to accept or reject the Comment. Rather, based on the review and consideration of the Public Comments and other information, the Technical Committee develops a Second Draft of the new or revised NFPA Standard incorporating any revisions to the First Draft. The Committee then segments the Second Draft into individual Second Revisions for purpose of balloting, and proceeds to conduct its ballot on the draft itself rather than on its actions on Comments (*New Regs* at 4.4.8 and 4.4.9). Second Revisions that fail ballot are deleted from the Second Draft and reclassified for publication as Committee Comments (*New Regs* at 4.4.10.1). A new process for supplementary balloting is also created which can be used when necessary for certain failed revisions and other situations where it would be beneficial to clarify the intent of the Committee (*New Regs* at 4.4.10.2). Where a Committee is supervised by a Correlating Committee, the Correlating Committee then reviews the Second Draft and, within the limits of its authority, can reject a revision or make a Correlating Revision (*New Regs* at 4.4.11).

The second significant change is that the Comment Stage takes on a more centralized role than in the current process. As mentioned earlier, the first stage, or Input Stage, in the *New Regulations* is a preliminary stage where the Committee is not required to formally accept or reject Public Input. It is only the Comment Stage that will serve as the formal public review and comment period where the Committee gives consideration to the written views and objections of the public and formally accepts or rejects each Comment (*New Regs* at 4.4.1[b], 4.4.8.1 & 4.4.8.2). Objections to the content of the First Draft must, therefore, be submitted at the Comment Stage, and the submission of Public or other Inputs during the Input Stage is not sufficient to preserve the right to make an Amending Motion at the NFPA Technical Meeting. Interested participants, therefore, must carefully review the First Draft to see if concerns raised during the Input Stage have been adequately addressed. If not, and if the participant wishes to pursue an issue further — through an Amending Motion and Standards Council appeal — the participant must file an appropriate Public Comment.

Centralizing the formal public review and comment period into a single Comment Stage will, it is believed, have several advantages. First, it is hoped that it will significantly ease the workload of the Committee, particularly during Input Stage when the Committee can focus on developing its First Draft rather than on providing formal responses to each Public Input. Moreover, it is expected that many, if not most, issues raised during the Input Stage will be satisfactorily addressed by the Committee in the First Draft so that formal Committee Action on Comments at the Comment Stage will be limited to only those issues that genuinely remain in contention.

Second, by limiting formal public review and comment to a single Comment Stage, the Technical Committee Reports (i.e., the First Draft and Second Draft Reports) will become more logical and easy to understand. Readers of the Second Draft Report will always know, by simple reference to the Second Draft, exactly what the Committee has developed by way of its final proposed new or revised NFPA Standard, and by simple reference to the Comments and associated Committee Actions and Statements, readers will be able to see exactly what issues or concerns may remain in play and open for further efforts at resolution through Amending Motions at the NFPA Technical Meeting. As will be seen, limiting formal public review and comment to the Comment Stage also allows for a significant simplification and clarification of those Amending Motions.

PUBLICATION OF THE SECOND DRAFT REPORT

Once the Committee (and Correlating Committee) has completed work and balloted the Second Draft, a report of activities, including all Comments, Committee Actions, and Statements and a complete Second Draft with appropriate links to all related Comments will be published on the NFPA Standards Development Site. This Report will be called the Second Draft Report (replacing what is currently called the Report on Comments or ROC (*New Regs* at 4.4.12)).

CONSIDERATION OF PROPOSED NFPA STANDARDS AT THE NFPA TECHNICAL MEETING (TECH SESSION)

The publication of the Second Draft Report will set the stage for the filing of Notices of Intent to Make Amending Motions (NITMAMs), the certification of proper Amending Motions by the Standards Council Motions Committee, and the forwarding of proposed NFPA Standards with certified Amending Motions to the NFPA membership for consideration and debate at the NFPA Association Technical Meeting (*New Regs* at 4.5.1–4.5.2). This process will proceed much as it does now, the principal difference being in the number and types of available Amending Motions.

The *Current Regulations* present an array of complicated motions that require a detailed study of both the Report on Proposals and Report on Comments. Acceptable motions include such daunting examples as a “motion to accept in principle in part the Proposal as modified by the Technical Committee” or a “motion to return a portion of a report in the form of identifiable parts of a Proposal and related Comments” (*Current Regs* at 4.6.6 and 4.6.7). The limitations on who may bring Amending Motions are complicated as well (*Current Regs* at 4.6.8).

Under the *New Regulations*, the available Amending Motions are simplified and fall into three more easily understood categories (see generally, *New Regs* at 4.5.3.6 and Table 1, Columns 1–3). First, are motions to accept a Comment (*New Regs*, Table 1, Motions 1–4). This category of motions seeks to add proposed Standard text to the Second Draft. Second, are motions to reject a Second Revision (*New Regs*, Table 1, Motions 5–12). This category of motions seeks to delete Standard text from the Second Draft. Finally, there is the motion to return an entire NFPA Standard (*New Regs*, Table 1, Motions 13–14). This motion, as the name suggests, seeks to send the entire proposed new or revised NFPA

Standard back to the Technical Committee for further consideration. In addition to the limitation described above on making Amending Motions based on Public and other Inputs, the *New Regulations* introduce one additional procedural limitation on Amending Motions; namely, that, in the case of a new edition of an existing NFPA Standard, motions to return an entire document will only be available as a Follow-up Motion after a successful Amending Motion (*New Regs*, Table 1, Motion 14). Otherwise, the new Amending Motions generally offer the same amending options currently available but in a clearer and more understandable form. In addition, while motions to accept a Public Comment will only be available to the submitter of the Comment (*New Regs*, Table 1, Motions 1 & 2), all other motions will be available to anyone, as long as the appropriate NITMAM is filed. Clearer and simpler Amending Motions will, it is hoped, allow for greater participation and ease of use and for improvements in the screen displays and other visual aids that NFPA can provide to participants during NFPA Technical Meetings.

COMMITTEE BALLOTS FOLLOWING THE NFPA ASSOCIATION TECHNICAL MEETING (TECH SESSION)

Where a proposed NFPA Standard receives a successful Amendment at the NFPA Association Technical Meeting, the Amendment, depending on its type, may be forwarded for balloting by the Committee, just as it is today [*New Regs* at 4.5.3.7(c), 4.6, and Table 1, Column 4]. Continuing the draft-focused approach underlying the *New Regulations*, the Committee will no longer be balloted on whether it approves an Amendment but, instead, on whether it approves the Standard text that results from the Amendment (*New Regs* at 4.6). In this way, ballot results will more clearly confirm whether an Amendment has the Committee support necessary for the resulting text to be incorporated into the final Standard. Apart from this change, the rules for balloting are generally the same as they are today, revised only to align the balloting process with the new motion categories (*New Regs*, Table 1, Column 5). Moreover, a new tool, already used informally by the Standards Council to clarify the intent of the Committees, where necessary, is now formally recognized in the form of Informational and Supplementary Ballots (*New Regs* at 4.6.5).

STANDARDS COUNCIL CONSIDERATION OF APPEALS AND ISSUANCE OF NFPA STANDARDS

As with the *Current Regulations*, the Standards Council remains the official issuer of all NFPA Standards, and appeals to the Council (and, in limited circumstances, petitions to the NFPA Board of Directors) will remain available under the *New Regulations* just as they are today (*New Regs* at 1.6, 1.7, and 4.7).

STAY TUNED FOR MORE INFORMATION

The above is just a brief summary of the principal features of the *New Regulations*. Not all changes or nuances have been covered, and participants in the standards development process should always rely on the Regulations themselves for a complete and accurate understanding of their content. In the coming months, as NFPA prepares to implement

the *New Regulations*, further materials and training will be developed to assist Committee members and the public in understanding and using these *New Regulations*. Check www.nfpa.org/newregs periodically for more information on the *New Regulations* and on the NFPA Standards Development Site that is currently under development.

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A COMPARISON OF TERMS

The *New Regulations* change some familiar terms and adds some new ones. New terms have been added to identify important concepts and existing terms have been revised either to clarify and shorten terms or to make them more descriptive. Here is a comparison of some of the existing terms and concepts with the more significant new terms used in the *New Regulations*:

New Terms	Old Terms
Input Stage – Stage where Public Input is sought to develop the First Draft.	Report on Proposals (ROP) Stage
Public Input (PI) – A recommended change submitted for consideration by the Technical Committee. Each Public Input (PI) shall include new, modified or deleted text as appropriate and technical substantiation to support the recommended change. <i>Public Input Forms for documents in Fall 2013 and subsequent cycles: Word or PDF</i>	Proposal
First Draft Meeting	ROP Meeting
Committee Input (CI) – A Committee Input (CI) shall be a First Revision (FR) that fails to receive support of the technical committee through letter ballot. Committee Inputs shall maintain the original FR Committee Statement and shall contain a notification to the reviewer documenting that the CI represents a failed FR. A CI can also be established during the First Draft Technical Committee meeting (without balloting) in order to highlight the concept to obtain public comment; often used for newer ideas, topics that aren't fully fleshed out or controversial topics.	Committee Proposal that Failed Ballot or a "Trial Balloon"
Committee Statement (CS) – A Committee Statement is the committee's response to a Public Input (PI), Public Comment (PC) or the committee's technical substantiation for a proposed Committee Action. A committee statement shall be established through a Meeting Vote and shall only require a simple majority to proceed.	Committee Statement
First Revision (FR) – Proposed changes to the text of an NFPA Standard developed by the responsible Committee(s) in the Input Stage. Each First Revision shall contain the new, modified or deleted text as appropriate. A First Revision shall be established through a Meeting Vote and shall only require a simple majority to proceed to ballot. Only First Revisions that pass ballot will show in the First Draft. Each First Revision shall contain a Committee Statement that substantiates the proposed change to the document.	Committee Proposal or Accepted Public Proposal
Correlating Committee (CC)	Technical Correlating Committee

Correlating Committee Statement – The Correlating Committee’s response to a Public Input (PI), Committee Input (CI), Public Comment (PC) or the Correlating Committee’s technical substantiation for a correlating change to proposed Revision or a correlative CCFR. It shall be established through a Meeting Vote and shall only require a simple majority to proceed.	TCC Note
Correlating Committee First Revision (CCFR) – Correlating Committee Actions are proposed revisions to First Revisions that are required to correlate the proposed document. Each CCFR shall contain a Correlating Committee Statement that substantiates the Revision. A CCFR shall be established through a Meeting Vote and shall only require a simple majority to proceed to letter ballot. CCFRs that fail to receive CC support through letter ballot shall not be published as part of the First Draft	TCC Note
First Draft Report – The First Draft Report documents the Input Stage; it shall contain the First Draft, Public Input, Committee Input, Committee and Correlating Committee Statements, Correlating Input, Correlating Notes and Ballot Statements.	ROP
First Draft – The draft of the proposed new or revised standard showing in legislative text all First Revisions and First Correlating Revisions that have passed ballot.	ROP Draft
Comment Stage	Report on Comments (ROC) Stage
Public Comment – Changes submitted by the public during public Comment Stage.	Public Comment
Second Draft Meeting	ROC Meeting
Committee Comment – A Committee Comment shall be a Second Revision (SR) that fails to receive support of the TC through ballot. Committee Comments shall maintain the original Committee Statement and shall contain a notification to the reviewer documenting that the Committee Comment represents a failed SR.	Committee Comment that failed ballot
Committee Action – An action by a TC to accept or reject a Comment. This occurs only in the Comment Stage and the action itself is not balloted.	Committee Action
Second Revision (SR) – Similar to First Revision, but in the Comment Stage. Proposed changes to the text by the TC that have passed ballot.	Committee Comment or Accepted Public Comment
Second Draft Report – The Second Draft Report documents the Comment Stage; it shall contain the Second Draft, Public Comments with corresponding Committee Actions and Committee Statements, Committee Comments, Correlating Revisions and Ballot Statements.	ROC
Second Draft – The draft of the proposed new or revised standard showing in legislative text all Second Revisions and Second Correlating Revisions that have passed ballot.	ROC Draft

REGULATIONS GOVERNING COMMITTEE PROJECTS

Note: For updates throughout the year, please visit the NFPA Directory online: www.nfpa.org.

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ADOPTED BY BOARD OF DIRECTORS OCTOBER 1996 (AMENDED NOVEMBER 2003, MARCH 2004, NOVEMBER 2005, NOVEMBER 2006, NOVEMBER 2007, NOVEMBER 2008, NOVEMBER 2009, NOVEMBER 2010, NOVEMBER 2011, NOVEMBER 2012)

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Section 1 General Provisions.

1.1 Scope of Regulations. These Regulations cover the process of developing and revising NFPA Documents and the role of the Board of Directors, Standards Council, Technical Correlating Committees, and Technical Committees in this process. Procedures for establishing and operating these Committees are included as are requirements for processing Tentative Interim Amendments and Formal Interpretations.

1.2 Standards Council Guidelines.

1.2.1 General. The Standards Council may adopt guidelines to supplement but not conflict with these regulations. These shall take the form of Guidelines adopted and administered according to this section.

1.2.2 Approval. Guidelines shall include those key directives of the Council that deal with the governance of Technical Committees and Technical Correlating Committees and those groups subordinate to and established by the Standards Council. Such guidelines shall be adopted or amended by the Standards Council acting upon the affirmative vote of two-thirds of the Standards Council members present at a duly constituted meeting. Such Guidelines shall be submitted to the Board of Directors for approval.

Proposals for new guidelines or amendments to the existing guidelines shall be distributed to the Standards Council along with the agenda of the meeting at which they will be considered.

Proposed amendments may be submitted to the Standards Council Chair in writing. The Chair shall inform the submitter in writing as to the disposition of his or her proposal.

Guidelines shall be published and available on request.

1.3 Amendment. Amendments to the Regulations Governing Committee Projects shall be submitted by the Standards Council to the Board of Directors for approval.

1.4 Generic Terms. The following terms, used in these Regulations, shall have the meaning indicated below:

Appeal - any request submitted in writing to the Standards Council for the adoption, reversal, or modification of any action taken by any Technical Committee, Technical Correlating Committee, the Association, or the Standards Council, at any time in the Document development process. (See 1.6.)

Association - National Fire Protection Association.

Association Technical Meeting - Technical Meeting as defined in Section 4.2 of the NFPA Bylaws.

Comment - suggested amendment, deletion, or addition to a Report on Proposals submitted in accordance with 4.4.

Council - see "Standards Council."

Designated Representative - see 4.6.8.1.

Document (Technical Committee Document) - a Code, Standard, Recommended Practice, or Guide excluding any index thereto.

Including - including but not limited to.

Member - a person, regardless of voting status, who serves on an NFPA Technical Committee or Technical Correlating Committee.

Notice of Intent to Make a Motion - see 4.5.

Panel - see "Technical Committee."

Petition - a request seeking the intervention of the NFPA Board of Directors pursuant to the Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council. (See 1.7.)

Primary Charge - see 3.1.1.

Project - see "Technical Committee Project."

Proposal - a suggested amendment, deletion, or addition to an existing Document or a proposed new Document submitted in accordance with 4.3.3.

Recommendation - Technical Committee or Technical Correlating Committee action on a Proposal, Comment, or Association action with respect to a Technical Committee Report.

Reconfirmation - continuation of an existing NFPA Document without change except for updated references and editorial adjustments.

Report - see "Technical Committee Report."

Report on Comments (ROC) - a report to the Association on the actions taken by Technical Committees and/or Technical Correlating Committees accompanied by a ballot statement and one or more comments resulting from public review of the Report on Proposals (ROP).

Report on Proposals (ROP) - a report to the Association on the actions taken by Technical Committees and/or Technical Correlating Committees accompanied by a ballot statement and one or more proposals on text for a new Document or to amend an existing Document (see 3.3.4.5, 4.3.5.2, and 4.3.7).

Scope - see 3.1.1.

Section - see Paragraph 7.3 of NFPA Bylaws.

Standards Council (also referred to as "Council") - a Committee appointed by the Board of Directors in accordance with Article 8 of the Association Bylaws.

Task Group - an ad hoc group appointed to address a specific topic or problem (see 3.1.3.4).

Technical Committee (also referred to as TC) - a group responsible for development and revision of any Document or Documents emanating from a Technical Committee Project. A Technical Committee reporting to a Technical Correlating Committee can be termed a Panel.

Technical Committee Document - see "Document."

Technical Committee Project (also referred to as "Project") - a technical activity defined by an approved committee scope within which a TC or TCC functions to develop one or more Documents.

Technical Committee Report - is the Report of the Technical Committee and Technical Correlating Committee (if any) on a Document. A Technical Committee Report consists of the Report on Proposals as modified by the Report on Comments published by the Association.

Technical Correlating Committee (also referred to as TCC) - a group assigned to manage and coordinate the activities of a Technical Committee Project within which more than one Technical Committee functions.

Voting Member of the Association - a member of the Association permitted by the NFPA Bylaws to vote at Association Technical Meetings. See Article 3 and Section 4.5 of the NFPA Bylaws.

1.5 Authority. Under Article 5 of the Articles of Organization and 5.1 of the Bylaws, the Board of Directors of the National Fire Protection Association has general charge of the affairs of the Association. Pursuant to those powers, the Board of Directors has issued the following Regulations, which it can amend from time to time and waive or supplement, in whole or in part, at any time or times at its discretion.

1.6 Appeals to the Standards Council.

1.6.1 General. Anyone can appeal to the Council concerning procedural or substantive matters related to the development, content, or issuance of any Document of the Association or on matters within the purview of the authority of the Council, as established by the Bylaws and as determined by the Board of Directors. Such appeals shall be in written form and filed with the Standards Council Secretary in accordance with 1.6.3.

1.6.2 Time for Filing an Appeal.

(a) **Issuance of Documents.** An appeal related to the issuance of a document includes any appeal which could result in the issuance or return of a Document or which could affect the text of a Document. Except as provided in (b) and (c), below, an appeal related to the issuance of a Document shall be filed no later than 20 days after the Association Technical Meeting at which Association action on the issuance of the Document was recommended. Where a document goes directly to the Standards Council for issuance pursuant to 4.5.6, an appeal related to the issuance of the Document shall be filed within 15 days of the publication of the applicable motions Committee report. Unless clear and substantial reasons exist to consider such an appeal, the Standards Council may summarily dismiss the appeal on account of the procedural failure to notice and make an appropriate motion at the Association Technical Meeting.

(b) **Association Technical Meeting Amendments That Subsequently Fail Ballot of Responsible Committees.** An appeal relating to an Association Technical Meeting amendment shall be filed no later than 5 days after the notice of the amendment ballot results are published in accordance with 4.2.5.

NOTE 1: The results for an amendment ballot will be published in accordance with 4.2.5, typically within 10 to 30 days after the last day of the Association Technical Meeting.

NOTE 2: If an appeal is submitted opposing an amendment, and the amendment subsequently fails Committee ballot, the appeal may be re-characterized by the Secretary of the Standards Council as an informational submission. See 1.6.4.

(c) **Tentative Interim Amendments.** An appeal relating to a proposed Tentative Interim Amendment, which has been submitted for processing pursuant to 5.1, shall be filed no later than 5 days after the notice of the TIA ballot results are published in accordance with 4.2.5.

(d) **Other Appeals.** As to other actions not addressed in 1.6.2(a) - (c), an Appeal shall be filed within a reasonable time of the challenged action.

1.6.3 Filing and Contents of an Appeal.

(a) All appeals shall be in writing. The appeal shall contain, in separately denominated sections, the following:

- (1) Name, affiliation, and address of the appellant
- (2) Statement identifying the particular action to which the appeal relates
- (3) Argument setting forth the grounds for the appeal
- (4) Statement of the precise relief requested
- (5) Whether a hearing on the appeal is being requested

(b) Any part of the record related to the codes and standards development process that is referenced or discussed in the appeal should be clearly cited in the appeal using available markings such as the title, author, date, and page of the record. To avoid unnecessary duplication, parties are encouraged not to reproduce portions of the current Technical Committee Reports or Association Technical Meeting transcripts as attachments to their appeals.

(c) The Council Secretary may refuse to accept for filing any appeal that does not substantially conform to the requirements of this section. Within his or her discretion, however, the Secretary may accept a nonconforming appeal for filing, and in addition, may require a substituted or supplemental filing.

1.6.4 Other Submissions Relating to an Appeal. Any interested party may submit responses or other written submissions relating to any appeal filed with the Council. All written submissions are required to be filed 8 days prior to the start of the Council meeting unless the Standards Council Secretary, in consultation with the Chair of the Standards Council, grants a waiver. To the extent practicable, responses should contain, in separately denominated sections, the following:

- (a) Name, affiliation, and address of the submitter

(b) Statement identifying the appeal to which the submission relates and stating whether the submitter supports or opposes the appeal

(c) Argument setting forth the grounds for opposing or supporting the appeal

(d) Statement of recommended Council action

1.6.5 Appeals and Hearings. The Standards Council shall consider appeals based upon written submissions unless the Chair, after consultation with the Standards Council Secretary, grants a hearing. Requests for a hearing shall be made and submitted in accordance with 1.6.3 (a)(5) and must be made at the time of the appeal filing. A decision by the Chair not to hold a hearing may be overruled by a majority vote of the Standards Council.

1.6.6 Appeals Subcommittees. The Standards Council may, in its discretion, refer appeals to subcommittees of the Standards Council for investigation and may seek the advice of one or more persons prior to resolution of the appeal by the entire Standards Council.

1.7 Petitions to the Board of Directors.

1.7.1 General. The Standards Council has been delegated the responsibility for the administration of the codes and standards development process and the issuance of Documents. However, where extraordinary circumstances requiring the intervention of the Board of Directors exist, the Board of Directors may take any action necessary to fulfill its obligations to preserve the integrity of the standards development process and to protect the interests of the Association. Anyone seeking such intervention of the Board of Directors may petition the Board of Directors concerning Council action on any matters. Such petitions shall be filed and processed in accordance with the Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council.

1.7.2 Notice of Intent to File the Petition. Anyone wishing to petition the Board of Directors concerning a Standards Council action related to the issuance of a document, shall file a Notice of Intent to File a Petition within 15 days following the Standards Council action. A Standards Council action related to the issuance of a document includes any action of the Council which issues or returns a Document or which affects the text of a Document. Petitions concerning other Standards Council actions shall be filed within a reasonable period of time.

1.7.3 Effect of Filing. The filing of a Petition will not serve to stay the effective date of a Document or a Tentative Interim Amendment unless the President of the Association or the Board acts, pursuant to 4.7.2 or 5.6, to delay the effective date. Any Petition pending at the time a Document or Tentative Interim Amendment becomes effective will be treated as a Petition to withdraw the Document or Tentative Interim Amendment.

1.8 Use of Visual Aids and Demonstrations Before the Standards Council or Board of Directors. The policy for the use of visual aids and physical demonstrations to the Standards Council and Board of Directors shall be the same as that required for TCCs, TCs, and Task Groups, in accordance with 3.3.3.3(e) and 3.3.3.3(f).

1.9 Joint Projects. TCs organized as joint projects with other associations or organizations may conform to the procedures established by such other groups insofar as such conformance is not in conflict with these Regulations or the Bylaws of the Association.

The Council Secretary shall determine whether any such conflict exists.

1.10 Submittal of Documents by Other Organizations to NFPA. Other organizations sometimes submit a standard or other publication of their own creation that covers or includes fire prevention or fire protection considerations for technical evaluation by the Association. When such action is deemed

appropriate, the Council Secretary shall submit such Documents to the Association Technical Committee having primary interest for its review. TC Members shall be requested to evaluate the content of such Documents for the guidance of the Council Secretary in processing the request. Nontechnical evaluations shall not be considered in determining the Association's position on the Document. Because any such evaluation shall be an expression of opinion only, it shall not constitute a Technical Committee Report or Document or Formal Interpretation.

In cases where the Council Secretary determines that the Association does not have a TC qualified to make the desired technical review, the Secretary is authorized to advise the submitter that the Association is not in a position to express an opinion on the submittal, or to request guidance from the Council.

Section 2 Establishment and Operation of the Standards Council.

2.1 General. In accordance with Article 8 of the Bylaws, there shall be appointed by the Board of Directors a Standards Council to provide for the administration of NFPA standards development process, including the establishment, appointment, and administration of Technical Committees and Technical Correlating Committees.

2.2 Authority. The Standards Council shall be the issuer of Documents for the National Fire Protection Association. The Standards Council shall be responsible for applying these Regulations to the establishment, appointment, and administration of Committees of the Association and the adjudication of appeals (see 1.6). The Standards Council shall perform those duties assigned by these Regulations and such other duties as may be assigned to it by the Board of Directors.

2.3 Model Laws and Ordinances. The Standards Council shall review any NFPA model laws and ordinances not under the jurisdiction of any existing NFPA Committee project for consistency with the policies of the Association, prior to publication.

2.4 Member Requirements. The Standards Council membership shall consist of twelve Regular Members and a Chair. Members shall be familiar with the technical and standards development functions of the Association and shall be selected from a broad range of appropriate interests. Members of the Council shall be members of the Association, and shall not be members of the Board of Directors.

2.5 Member Terms.

(a) **General.** Except as provided in (b) and (c), Regular Members of the Standards Council shall be appointed for three-year terms and shall serve no more than two complete terms as Regular Members.

(b) **Unfinished Terms.** If a regular member leaves that position before the end of two complete terms, the Board of Directors shall appoint a successor as follows:

(1) If a Regular Member leaves before the end of his or her first term, the successor shall serve no more than the remainder of that term plus one additional term.

(2) If a Regular Member leaves before serving or completing his or her second term, the successor shall serve no more than the second term or any remaining portion thereof plus two additional terms.

(c) **Staggering of Terms.** Where necessary to ensure that the appointment of Regular Members to the Council is reasonably staggered, the Board of Directors may vary the number or length of terms, provided that no individual may serve a total of more than nine years as a Regular Member to the Council.

2.6 Chair. The term of office for the Chair shall be three years except that, where a Chair leaves office before the completion of a three-year term, the term shall end, and the successor Chair shall begin a new three-year term. A Chair shall not serve more than two terms as Chair.

2.7 Votes. The vote of the Standards Council regarding any action on the issuance of Documents shall be by two-thirds affirmative vote of all Council members. In calculating the required two-thirds affirmative vote within the Standards Council, those who abstain or do not vote shall not be included in the calculation of the vote. When, in the determination of the Chair, action between Council meetings is required on any matter, such action may be taken by a vote conducted by letter ballot.

2.8 Board Report. The Standards Council shall report to the Board of Directors annually and at such other times as the Board of Directors may require.

2.9 Secretary. There shall be appointed by the President, from the staff of the Association and with the approval of the Board of Directors, a Secretary to the Standards Council. The Secretary shall perform such duties as included in these Regulations.

2.10 Council Deliberations. Unless the Standards Council determines otherwise, Council deliberations concerning appeals shall be in executive session. In addition, the council may, within its discretion, deliberate in executive session concerning any other matters within its authority.

2.11 Standards Council Meetings.

2.11.1 Calling Meetings. The Standards Council may establish a regular meeting schedule, and the Chair may call meetings at such other times as may be necessary and convenient for the transaction of business.

2.11.2 Meeting Notices. The Council Secretary shall issue a notice of all Council meetings in one of the Association's publications sent or accessible to all Members. A notice may also be issued in other appropriate media.

2.11.3 Meetings. The preferred manner to hold Standards Council meetings shall be with all participants at the same physical location. Teleconferences, videoconferences, or other methods of holding meetings that allow participants to be at separate physical locations shall be subject to the same rules as when all the participants are at the same location. Such meetings shall require a roll call to confirm all votes. Any cost burden for attendance and participation by a guest at a Council hearing are the responsibility of the guest.

Section 3 Establishment and Operation of Technical Committees and Technical Correlating Committees.

3.1 Establishing and Dissolving Technical Committees and Technical Correlating Committees.

3.1.1 Scope of Project. The Scope of a Project shall be approved by the Council and shall state the primary charge on specific subjects pertinent to the Project, but the TC or TCC may request the Council to approve a change in its Scope at any time. Such Scope statement shall be subject to continuing Council review to eliminate any conflicts or overlapping of responsibility between Projects.

3.1.2 Membership. The Council shall be responsible for determining the size and membership of each TC and TCC in accordance with 3.2.

3.1.3 Structure. Each TC and TCC shall have a Chair, may request a Secretary, and may assign task groups to handle specific assignments. TC and TCC Members and officers and Task Group members shall be appointed in accordance with 3.1.3.1 through 3.1.3.4.

3.1.3.1 Appointment of Members and Their Tenure. The Chair and other Members shall be appointed by the Council. The Council may seek the recommendation of the TCC Chair and/or the TC Chair concerning the appointment of Members.

All such appointments are subject to annual review and reappointment by the Council. Those Members who consistently fail to attend meetings, neglect to return ballots, or otherwise exhibit lack of interest, knowledge, or responsibility shall not be reappointed and may be removed for the stated causes at any time.

3.1.3.2 Change of Status. When the status of a Member changes, including changing employment, organization represented, or funding source, the individual's membership automatically terminates. The Member whose status has changed can request reappointment by submitting a new application for membership to the Council Secretary. The change in status of the applicant, including any change in classification, shall be considered by the Council when reviewing the new request for membership.

3.1.3.3 Appointment of Secretary. A Chair may appoint a Secretary from among the membership. An Association staff person shall not be assigned as Secretary except as authorized by the Council Secretary.

3.1.3.4 Task Groups. A TC or TCC may create Task Groups to address a specific topic or problem. The Task Group shall be appointed and discharged by the Chair. Persons serving on a Task Group need not be Members of the TC or TCC. Such a group need not be balanced by interest. The Task Group shall forward recommendations along with a report of underlying issues to the TC or TCC for action. Task Group reports shall not be submitted in the name of the Task Group as proposals, comments, TIAs, or Fls.

3.1.4 Continuing Jurisdiction. Each Document issued by the Association shall be under the continuing jurisdiction of an appropriate TCC and/or TC. This responsibility can be transferred from one Project to another by action of the Council. It shall be the responsibility of each TC and TCC to review periodically the Documents for which it is responsible to ensure that they are kept current (see 4.2.3).

When approved by the Council, portions of a Document may be assigned to specific TCs, and the work of the TCs will be correlated by a TCC.

3.1.5 Life of Technical Committees and Technical Correlating Committees. Each TC and TCC shall continue until discharged by the Council or consolidated with another TC or TCC.

3.1.6 Appointment of Staff Liaison. The Council Secretary shall appoint the Staff Liaison. Following approval of the establishment of a Project by the Council, the Staff Liaison shall:

(a) Prepare a recommended Scope. The Scope shall clearly describe areas of technical activity for which one or more Documents are contemplated.

(b) Prepare a suggested list of interests appropriate to be represented.

(c) Amass resource material for TC and/or TCC consideration at its first meeting.

Items (a) and (b) shall be approved by the Council prior to the first meeting of the TC and/or TCC. See also 3.1.1.

3.1.7 Role of Staff Liaison. In addition to performing the functions stated in 3.1.6 for new Projects, a Staff Liaison shall:

(a) Serve in an advisory capacity and assist the TC and/or TCC to achieve compliance with these Regulations

(b) On instruction and guidance from the applicable TC and/or TCC, process and edit text for new Documents and amendments to existing Documents

(c) Coordinate the text of Documents for which the assigned TCs and/or TCCs are responsible with the text of other Documents to avoid, insofar as practicable, conflicts and duplication

(d) Be responsible for the editorial treatment of Documents to ensure compliance with the NFPA Manual of Style

(e) Attend meetings of the assigned TCs and/or TCCs when possible

(f) Keep the applicable officer(s) informed concerning changes in personnel, availability of meeting dates and places, and the like

(g) Prepare any Proposals or Comments received in a format suitable for TC consideration

(h) Prepare each Report on Proposals and Report on Comments for publication

(i) Perform such other functions as may be stated in these Regulations or assigned by the Council Secretary

3.2 Membership of Technical Committees and Technical Correlating Committees.

3.2.1 Endorsement Not Constituted. Membership on a TC and/or TCC shall not in and of itself constitute an endorsement of the Association or of any Document developed by the TC and/or TCC on which the Member serves.

3.2.2 Types of Membership. Membership shall be limited to the types specified in 3.2.2.1 through 3.2.2.5.

3.2.2.1 Voting Members. A person may be appointed by the Council as a voting Member in one of the following categories:

(a) An Organization Representative, appointed as a representative of an organization, who has the authority to speak for the organization on a TC and/or TCC activity.

NOTE 1: This type of membership is a preferred method to secure representation of interested groups.

NOTE 2: The word "organization" indicates an association, society, or other organization with a demonstrated ability to represent a broad spectrum of groups or individuals.

(b) A Representative of a Section or TC and/or TCC designated by a Section or TC and/or TCC to represent it.

(c) A Personal Member who may be any person, regardless of association, business, or service affiliation, especially qualified to serve. Such Members shall be appointed on the basis of their personal qualifications; although, for purposes of balance, their business interests and affiliations shall be considered.

3.2.2.2 Alternates. Any Member except an alternate Member or Member Emeritus is encouraged to have an alternate. Each such appointment is subject to the qualifications specified in 3.2.4.1.

If an organization has more than one representative on a TC and/or TCC the organization may nominate one alternate to one or more of its representatives (see 3.3.4 for voting privileges). The organization shall specify to which representative(s) each nominee is to be the alternate. An organization shall not have more alternates than representatives. An alternate must be of the same interest classification as the principal member.

3.2.2.3 Restricted Voting Members. The Council may appoint a Member having an interest in only a portion of the Scope of the work of a TC or TCC with voting privileges restricted to that portion of the Scope.

3.2.2.4 Member Emeritus. The Council may appoint a Member as a Member Emeritus without voting privileges. The position of Member Emeritus is to recognize long-standing Members who can no longer actively attend Committee meetings, but whose unique expertise and past contributions warrant special recognition.

3.2.2.5 Nonvoting Members. A person meeting the requirements of 3.2.4.1 may be appointed as a Nonvoting Member if the Council feels that such an appointment serves a useful purpose. Nonvoting Members may serve in an advisory, corresponding, liaison, or Member Emeritus capacity, or as Committee Secretary, as provided in 3.1.3.3.

3.2.3 Qualifications for Membership. Qualification for Membership is based on all the information available to the Standards Council, including the information provided in the candidate's Application as specified in 3.2.4. Membership in the National Fire Protection Association or any of its Sections shall not be a prerequisite to or a condition of appointment to a TC or TCC.

3.2.4 Application Process. Information to be included in a candidate's Application for Membership and how the Council is to review and act on this information is specified in 3.2.4.1 and 3.2.4.2.

3.2.4.1 Applications for Membership. Each candidate for membership shall submit statements to the Council Secretary indicating the following:

- (a) Evidence of knowledge and competence in the work of the TC and/or TCC
- (b) Assurance of ability to participate actively, including responding to correspondence and attendance at meetings (see 3.3.3.3)
- (c) Relationship of applicant to the Scope of the TC and/or TCC
- (d) What organization, company, etc., the nominee would represent
- (e) Whether the applicant would have an instructed vote and, if so, by and on behalf of whom; and whether the organization, in instructing its representative, can meet the time constraints imposed by the Regulations
- (f) What person or organization would fund participation
- (g) Agreement to notify the Council Secretary of a change in employment, organization represented, or funding source
- (h) Assurance of ready access to the Internet and an individual email address. Notwithstanding the foregoing, the Standards Council Secretary may permit alternate means of participation in individual cases of hardship or where technical or other circumstances warrant the use of alternate means.

(i) Where practical and appropriate, concurrent submission of a candidate to serve as alternate member is encouraged

3.2.4.2 Action of the Council on Applications for Membership. The Council may appoint a nominee, hold the application pending further information, reject an application, or take such other action as it deems necessary.

Appointment shall be based on:

- (a) Qualifications of the applicant under the provisions of 3.2.3
- (b) Limiting the size of each TC and/or TCC to a manageable working group
- (c) Maintaining a balance of interests within the membership

If any individual or organization has applied for and has been denied membership, the individual or organization may, within a 60-day period after notification, file an appeal with the Council for purposes of reconsideration (see 1.6).

3.2.5 Determination of Interests. The Council shall determine the interests to be represented on TCs and TCCs. The Council may seek the recommendation of the TCC Chair and TC Chair in discharging this responsibility.

3.2.5.1 Balance of Interests. Normally no more than one-third of the Voting Members shall represent any one interest. A TC or TCC shall not be considered out of balance, however, where, due to a member resignation, change of status, pending recruitment efforts or other circumstance, the representation of an interest exceeds one-third of the Voting Members. In such circumstances, the Standards Council shall make reasonable recruitment efforts to restore the TC or TCC to a normal balance of interests.

3.2.6 Limitation of TC Chairs. A Chair of a TC that reports to a TCC cannot serve as a voting member (Principal or Alternate) of the TCC. An individual shall not serve as Chair of more than a single TC reporting to the same TCC.

3.3 Powers and Duties of Technical Committees and Technical Correlating Committees.

3.3.1 General Responsibilities.

3.3.1.1 Scope of Work. The work of each TC and TCC shall be:

- (a) In accordance with the Scope as approved by the Council (see 3.1.1)
- (b) In accordance with any instructions subsequently issued by the Council
- (c) Consonant with the objectives of the Association (see Article 2 of the Articles of Organization and Article 2.1 of the Bylaws)

3.3.1.2 Activity Within Scope. Consonant with the publishing Guidelines of the Association, each TC and TCC shall:

- (a) Prepare proposed Codes, Standards, Recommended Practices, or Guides
- (b) Prepare and/or process Proposals and Comments to amend existing Documents
- (c) Recommend reconfirmation or withdrawal of a Document
- (d) Prepare and/or process proposed Tentative Interim Amendments (see Section 5)
- (e) Prepare and/or process Formal Interpretations (see Section 6)

3.3.2 Calling Meetings. Chairs shall call meetings at such times as may be necessary and convenient for the transaction of business. Meetings called to prepare a Technical Committee Report shall comply with 4.2. Before issuing a call for such a meeting, the Chair shall consult with the Council Secretary to be apprised of other meetings or other scheduled events that may affect attendance at the proposed meeting.

Special meetings called for the purpose of handling items of an emergency nature shall not be subject to the above scheduling constraints.

3.3.2.1 Meeting Notices. Notice of each meeting shall be sent or accessible in advance to the Council Secretary via the Staff Liaison. The Council Secretary shall issue a notice of such meeting in one of the Association's publications sent or accessible to all Members. A notice may also be issued in other appropriate media.

3.3.2.2 Distribution of Agenda to Committee Members. A Chair shall distribute an appropriate agenda including supporting material at least 14 days in advance of the date for which a meeting is called, or at such a time interval before the meeting as the membership may earlier agree. A copy of this agenda shall be filed with the Council Secretary in accordance with 3.3.5.3.

3.3.2.3 Types of Meetings. The preferred manner to hold meetings shall be with all participants at the same physical location. Teleconferences, videoconferences, or other methods of holding meetings that allow participants to be at separate physical locations shall be subject to the same rules as when all the participants are at the same location. Such meetings shall require a roll call to confirm all votes. Any cost burden for attendance and participation by a guest are the responsibility of the guest.

3.3.3 Transaction of Business. The transaction of business at TC and TCC meetings shall be governed in order of precedence, first by these Regulations, second by any applicable Supplemental Operating Procedures (see 3.3.8), and third by *Robert's Rules of Order Revised*.

3.3.3.1 Quorum. There is no quorum requirement for TC and TCC meetings.

3.3.3.2 Attendance. Meetings shall be open, except that a TCC may, at the discretion of the Chair, enter into executive session solely for the purpose of considering or developing recommendations for changes in TC membership in accordance with 3.4.3(d), or for the purpose of developing or amending its own Supplemental Operating Procedures in accordance with 3.3.8.

3.3.3.3 Participation.

(a) Participation shall be limited to Members and the Staff Liaison, except that the request of a guest to address the TC or TCC on a subject relevant to a specific

item under consideration shall be honored. Guests wishing to address the TC or TCC shall notify the Chair or Staff Liaison in writing at least 7 days before the meeting. The 7-day notice may be waived by the Chair. When a guest addresses the committee, equal opportunity shall be afforded those with opposing views. The Chair shall designate the time allotted for any such addresses.

(b) An Alternate Member shall have the same participation rights as the Member when the Member is absent. When the Member and the Alternate are both present, the Alternate may have the privilege of the floor only with the consent of the Chair and the Member.

(c) If a Member (and Alternate) cannot attend, a designated representative may be sent to express the views of the absent Member. The representative shall not be privileged to vote or make motions.

(d) If attendance by a member is not possible due to demonstrated hardship, written commentary shall be submitted in advance of the meeting.

(e) Videos, slides, overheads, and similar visual aids may be allowed during meetings of TCCs, TCs, and Task Groups. The review of samples of nonhazardous products and materials may be allowed. The presenters of the information are responsible for all equipment arrangements and associated fees pertaining to their presentations.

(f) Physical demonstrations, experiments, or simulations shall not be allowed during meetings of TCCs, TCs, or Task Groups.

3.3.3.4 Minutes of Meetings. Minutes of each meeting shall be recorded and issued without undue delay to Members by the Chair, the Secretary, or a duly appointed individual acting at the direction of the Chair or Secretary. No other minutes shall be authorized.

Minutes shall, at a minimum, include the time and place of meetings, names and affiliations of all persons attending, and the actions taken. Minutes shall be approved by the TC for TC meetings, and by the TCC for TCC meetings. When a TC functions under the oversight of a TCC, minutes of TC meetings shall be distributed to the TCC. A copy of TC and TCC minutes shall be filed with the Council Secretary in accordance with 3.3.5.3.

Meetings shall not be recorded verbatim by any means unless authorized by the Council Secretary, in consultation with the Chair. If the request is approved, NFPA will make the recording and the requester will be asked to compensate NFPA for the associated costs. The original recording will remain the property of NFPA.

3.3.4 Voting Procedures and Privileges. Each voting Member including the Chair shall have one vote in the affairs of the TC or TCC on which the Member serves. (See 3.2.2.3 for "Restricted Voting Member" privileges.) The vote of an Alternate shall be counted and circulated only when the principal Member does not exercise his or her voting privileges. An Alternate shall not be privileged to cast more than one vote on any subject regardless of the number of principal Members to whom he or she serves as alternate.

3.3.4.1 Voting by Proxy. Voting by proxy shall not be permitted.

3.3.4.2 Voting at Meetings and Letter Ballots.

(a) **Voting at Meetings.** Actions decided during TC and TCC meetings shall be supported by at least a simple majority of the voting members at the meeting, except where specifically stated otherwise in these Regulations. In calculating the vote, those who abstain shall be omitted from the calculations. See also 3.3.3.

(b) **Letter Ballots.** Formal votes of Members shall be secured by letter ballot to determine the TC/TCC action on proposals, comments, formal interpretations, or tentative interim amendments, or to establish a recommendation of a TC/TCC to revise their scope. Voting in meetings is to establish a sense of agreement, but on matters pertaining to document revisions, document interpretations or TC/TCC scopes, only the results of letter ballots shall be used to determine the official position of the TC and/or TCC.

3.3.4.3 How Letter Ballots Are Secured. The vote of Members and Alternates shall be secured by the Staff Liaison sending to each Member and Alternate a copy of the material under consideration together with a ballot form. The ballot due date shall be on the ballot.

3.3.4.4 How Members May Vote on Letter Ballots. Each Member shall record his or her opinion as "affirmative," "negative," or "abstaining" on the ballot required in 3.3.4.2(b) within the time limit specified on the ballot. A Member voting in the "negative" or recorded as "abstaining" shall include a statement of reasons with the ballot. The reasons for negative votes on a specific issue being balloted shall be transmitted to the staff liaison who will compile and circulate to each Member, who can respond, reaffirm, or change his or her ballot at that time. When reasons for negative votes are transmitted, affirmative comments and comments of nonvoting members shall be included.

3.3.4.5 Calculating Votes on Letter Ballots. A Member eligible to vote shall be one who is a Member of record as of the date of the mailing of the ballot. In calculating the vote, those who have expressed in writing valid reasons for abstaining, those who returned negative ballots without comments, and those who, after a second request, fail to return their ballots shall be omitted from the calculations. In all cases, an affirmative vote of at least a simple majority of the total membership eligible to vote is required.

3.3.4.6 Ballot Statement. A ballot statement shall accompany every Technical Committee Report indicating:

(a) Number of Members eligible to vote

(b) Number voting in the affirmative

(c) Identification of negative voters and stated reasons for each negative vote

(d) Identification of those who have abstained, and reasons for each abstention

(e) Identification of those who have not returned ballots

NOTE: See 4.3.5.2, 4.4.6.4, 5.4(a), and 6.3.4 for voting requirements.

3.3.5 Responsibility to NFPA.

3.3.5.1 Liaison with Staff. Each Chair shall keep the Staff Liaison fully informed on the work of the TC and/or TCC and any Task Groups, coordinate meeting dates with the Staff Liaison, and supply the Staff Liaison with copies of all material (e.g., agendas, minutes, ballots, reports, and correspondence).

3.3.5.2 Identification of Committee Drafts and Working Papers. Drafts or working papers prepared by the TC or TCC which have not been formally submitted for publication and association action in accordance with 4.3.8 shall, prior to distribution either to the public or committee members, be prominently identified with appropriate notices indicating their status as draft or working papers, not for publication.

3.3.5.3 Filing of Technical Committee and Technical Correlating Committee Materials with Council Secretary. TCs and TCCs shall file with the Council Secretary at least one copy of all materials distributed to their Members. Providing copies of distributed material to the Staff Liaison shall be considered as having been filed with the Council Secretary. All such filings shall be available upon reasonable request for inspection at NFPA headquarters.

3.3.5.4 Availability of TC/TCC Materials to the Public. Agendas and supporting materials, including comments and proposals and any other materials distributed to the members for consideration at a TC or TCC meeting, shall be made available upon reasonable request in writing to interested members of the public. In order to ensure availability of such materials for use at a TC or TCC meeting, requests in writing must be received at NFPA

headquarters at least 21 days in advance of the meeting. At the discretion of the Council Secretary, reasonable fees and terms of payment may be set for such materials.

3.3.5.5 Intercommittee Coordination. A TC dealing with a subject that falls within the primary charge of another TC (see 3.1.1) shall coordinate its activities with the TC having primary jurisdiction to identify and resolve conflicts and minimize duplication. Questions of jurisdiction between two or more TCs shall be subject to adjudication by the Council except that a TCC shall settle questions of jurisdiction between TCs operating under its responsibility.

3.3.6 Document Content. Each TC shall, as far as practicable, prepare Documents in terms of required performance, avoiding specifications of materials, devices, or methods so phrased as to preclude obtaining the desired results by other means. It shall also base its recommendations on one or more of the following factors; namely, fire experience, research data, engineering fundamentals, or other such information as may be available.

3.3.6.1 Definitions. Where the following terms, commonly found in the Association Technical Committee Documents, are used or defined in the body of the text, they shall be consistent with the intent of these meanings. "Definitions" shall not be altered unless approved by the Council. Such altered definition shall be clear and unambiguous in the context in which it is used.

Approved - Acceptable to the authority having jurisdiction.

NOTE: The National Fire Protection Association does not approve, inspect, or certify any installations, procedures, equipment, or materials nor does it approve or evaluate testing laboratories. In determining the acceptability of installations or procedures, equipment, or materials, the "authority having jurisdiction" may base acceptance on compliance with NFPA or other appropriate standards. In the absence of such standards, said authority may require evidence of proper installation, procedure, or use. The "authority having jurisdiction" may also refer to the listings or labeling practices of an organization that is concerned with product evaluations and is thus in a position to determine compliance with appropriate standards for the current production of listed items.

Authority Having Jurisdiction (AHJ) - An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

NOTE: The phrase "authority having jurisdiction," or its acronym AHJ, is used in NFPA documents in a broad manner because jurisdictions and approval agencies vary, as do their responsibilities. Where public safety is primary, the authority having jurisdiction may be a federal, state, local, or other regional department or individual such as a fire chief; fire marshal; chief of a fire prevention bureau, labor department, or health department; building official; electrical inspector; or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.

Code - A standard that is an extensive compilation of provisions covering broad subject matter or that is suitable for adoption into law independently of other codes and standards.

NOTE: The decision whether to designate a standard as a "code" is based on such factors as the size and scope of the document, its intended use and

form of adoption, and whether it contains substantial enforcement and administrative provisions.

Consensus - Consensus has been achieved when, in the judgment of the Standards Council of the National Fire Protection Association, substantial agreement has been reached by materially affected interest categories. Substantial agreement means much more than a simple majority but not necessarily unanimity. Consensus requires that all views and objections be considered and that a concerted effort be made toward their resolution. The Standards Council bases its judgment as to when a consensus has been achieved on the entire record before the Council.

Guide - A document that is advisory or informative in nature and that contains only nonmandatory provisions. A guide may contain mandatory statements such as when a guide can be used, but the document as a whole is not suitable for adoption into law.

Labeled - Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

Listed - Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for specified purpose.

NOTE: The means for identifying listed equipment may vary for each organization concerned with product evaluation; some organizations do not recognize equipment as listed unless it is also labeled. The authority having jurisdiction should utilize the system employed by the listing organization to identify a listed product.

Recommended Practice - A document similar in content and structure to a code or standard but that contains only nonmandatory provisions using the word "should" to indicate recommendations in the body of the text.

Shall - Indicates a mandatory requirement.

Should - Indicates a recommendation or that which is advised but not required.

Standard - A document, the main text of which contains only mandatory provisions using the word "shall" to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions are not to be considered a part of the requirements of a standard and shall be located in an appendix, annex, footnote, informational note, or other means as permitted in the NFPA Manuals of Style.

3.3.6.2 Reference to Other Documents or Other Publications. When a reference is made in a Technical Committee Report to a Document or other publications prepared by any organization, such a reference shall contain the sponsor, title, date, or edition, and preferably the specific parts of the Document to which reference is made. TCs shall include such references only after review of such Documents or publications, satisfying themselves that the references are adequate and appropriate.

NOTE: TCs should include a bibliography of referenced material in each of their Documents.

3.3.7 Reference Standards and Publications.

3.3.7.1 Mandatory Reference Standards in NFPA Codes and Standards.

3.3.7.1.1 Mandatory standards referenced in NFPA Codes and Standards shall be written using mandatory language and shall be identifiable by title, date or edition, and name of the developing organization. An original copy of the reference standard shall be on file at NFPA Headquarters if not readily available from other sources. See also 3.3.7.4, 4.3.3, and 4.4.5.

3.3.7.1.2 Mandatory Standards referenced in NFPA Codes and Standards shall be developed via an open process having a published development procedure. The development procedure shall include a means for obtaining divergent views, if any. The development procedure shall include a means of achieving consensus for the resolution of divergent views and objections.

3.3.7.1.3 Mandatory standards referenced in NFPA Codes and Standards not complying with 3.3.7.1.2 are permitted. However, in such instances the TC shall determine that the mandatory standard is appropriate for reference. The TC shall verify the standard is written in mandatory language, is identifiable by title, date or edition, and developing organization, and that it is readily available. Any mandatory standard proposed for reference on the basis of this paragraph shall be specifically identified as not complying with 3.3.7.1.2 in a ROP or ROC.

3.3.7.2 **Nonmandatory Reference Standards in NFPA Codes and Standards.** Reference standards that do not comply with 3.3.7.1 shall only be referenced as nonmandatory standards and shall only be included as advisory material in a NFPA Code or Standard.

3.3.7.3 **Nonmandatory Referenced Publications in NFPA Guide Documents and Recommended Practices.** Publications referenced in NFPA Guide Documents and Documents establishing recommended practices shall be subject to 3.3.7.4.

3.3.7.4 **Reference to Other NFPA Documents or Documents Published by Other Organizations.** When a reference is made in a Technical Committee Report to another NFPA Document or other publications prepared by any organization, such a reference shall contain the title, date or edition, name of the developing organization and preferably the specific parts of the Document to which reference is made. TCs shall include such references only after review of such Documents or publications, satisfying themselves that the references are adequate and appropriate. An original copy of the reference Document shall be on file at NFPA Headquarters, if not readily available from other sources.

3.3.8 **Supplemental Operating Procedures.** A TC and/or TCC may adopt Supplemental Operating Procedures, provided that such procedures are consistent with the Bylaws of the Association and with these Regulations. Such procedures and amendments thereto shall be promptly transmitted to the Council Secretary, who shall submit them to the Council for approval. Amendments to the Bylaws of the Association or to these Regulations shall automatically supersede any such procedures that may be in conflict therewith.

3.3.9 **Publication of Committee Reports.** When Committee Reports are judged to be in a form for Association consideration, they shall be submitted to the Council Secretary in accordance with 4.3.8 and 4.4.8.2. TCs and/or TCCs shall not issue material for publication through any other channel except in cases where the TC is sponsored jointly with another association (see 1.9).

3.4 Organization and Responsibilities of Technical Correlating Committees.

3.4.1 **Organization.** If the Council determines that a Project is of such magnitude or breadth, or for other appropriate reasons requires that a group manage and

coordinate the activities of a number of TCs, the Council may appoint a TCC. The number of Members and the interests from which they are selected shall be determined by the Council.

3.4.2 **Authority.** A TCC shall direct the activities of the TCs that have primary responsibility for the development and revision of Documents assigned to them. The TCC shall be responsible for resolving conflicts, achieving correlation among the recommendations of the TCs, correcting errors and omissions, and ensuring that the Committee activities have been conducted in accordance with these Regulations and any approved Supplemental Operating Procedures (see 3.3.8). The TCC shall have the authority to choose between alternatives presented by the TCs and to write text, but only as necessary for correlation, consistency, and the correction of errors and omissions.

3.4.3 **Responsibilities.** The responsibilities of a TCC are:

- (a) Resolving conflicts within or between Documents
- (b) Recommending the resolution of conflicts between, and overlapping functions in TC Scopes
- (c) Recommending the establishment of new or the discharging of existing TCs and proposing new Scopes or changes to existing Scopes of TCs
- (d) Recommending changes in membership to obtain or improve representation on a TC
- (e) Correlating the scheduling of the Reports from the TCs operating under its responsibility
- (f) Notifying a TC of its failure to comply with these Regulations or the Manual of Style
- (g) Determining whether or not the TC has given due consideration to all evidence presented to it in connection with the preparation of its Report including all comments relating to negative votes
- (h) Establishing Supplemental Operating Procedures, if desired (see 3.3.8)
- (i) Performing such other or different duties as the Council may from time to time assign

Section 4 Development and Revision of NFPA Documents.

4.1 **Initiation.** Any person, organization, or existing TC or TCC can request the Council to establish a Project to handle any matter of proper concern to the Association. Submittals shall include a statement of the matter, substantiation of the need to address the matter, a precise description of the topic(s) to be addressed, and clarification that the matter is not already addressed by existing NFPA projects.

Following receipt of such a request, the Council Secretary shall:

(a) Submit for publication by the Association a notice of receipt of the request and a solicitation of opinions on the need for the Project, information on resources on the subject matter, those interested in participating in the Project, if established, and other organizations actively involved with the subject; and

(b) Submit the request for establishing the Project, the information resulting from the published notice, and any other pertinent information to the Council for a determination as to whether such request shall be granted. If granted, a recommendation shall also be made to the Council as to whether the subject matter of the proposed Project would fall within the Scope of an existing TC Project.

4.2 Overview.

4.2.1 **Revision Schedules.** The Council Secretary, with approval of the Standards Council, shall establish schedules of revision cycles for processing Documents. Each revision cycle shall include final dates for all critical events in the processing of Documents, including but not limited to, a call for proposals and comments, the notice of intent to make a motion, the availability of Technical Committee Reports, the Association Technical Meeting, and Council issuance. Upon request of a Project Chair, the Council Secretary may approve a proposal closing date for

a Document that is different than that published in the schedule, provided that the proposal period is not less than 30 days. The Council Secretary shall publish the schedules of revision cycles in appropriate Association publications and other media.

4.2.2 Frequency of Processing Documents Through Revision Cycles. A Document shall not be processed through a revision cycle more than once every three years, and not less than once every five years, except where specifically permitted by the Standards Council. Under special circumstances, and when approved by the Council, the time interval may be extended to a maximum of ten years. If a TC fails to process a document within the specified time period, the Council shall take appropriate action.

4.2.3 Assignment of Documents to Revision Cycles. The Council shall be responsible for assigning all NFPA Documents to appropriate revision cycles. Any request for a change in assignment shall be transmitted to the Council Secretary for consideration by the Council.

4.2.4 Publication of Technical Committee Reports. Each Technical Committee Report consisting of a Report on Proposals and, if comments were received, a Report on Comments shall be published or accessible before the meeting at which the Report is scheduled for presentation. If no one has filed a Notice of Intent to Make a Motion, the Report will automatically be presented to the Council for issuance at its next meeting. Notice of the availability of Report on Proposals and Report on Comments shall be published in one of the Association's publications sent or accessible to all Members and other appropriate media, and copies shall be distributed upon request to anyone interested before the Association meeting at which consideration is being requested.

4.2.5 Publication of Actions. Notice of all actions taken by the Council and the Board of Directors on TC Project matters shall be reported to the Association in a publication issued to the membership.

4.3 Proposal Stage.

4.3.1 Publication of Notice. A notice announcing that a Document has entered a revision cycle and calling for submission of proposals shall be published as specified in 4.3.1.1 and 4.3.1.2.

4.3.1.1 New Documents. A Committee shall obtain Council approval prior to developing a new document. Prior to entering into a revision cycle for that new document (see 4.2.3), the TC shall develop a draft document which shall be approved for public review through a letter ballot (see 3.3.4) of the committee requiring at least a simple majority calculated in accordance with 3.3.4.5. A draft of any new Document under preparation by a TC shall be provided to the Council Secretary along with the notification of the intended closing date for receipt of proposals (see 4.2.1). Notice that the proposed draft Document is available from the Council Secretary shall be published or accessible in one of the Association publications sent to all Members.

4.3.1.2 Existing Documents. The applicable procedures outlined elsewhere in these Regulations shall be followed by the TC and TCC except that the text of a Document to be Reconfirmed or Withdrawn need not be published in the Technical Committee Reports. Any individual interested may secure from the Association's Publications Department a copy of the existing text to permit review and Comment.

4.3.2 Who May Submit a Proposal.

4.3.2.1 General. Anyone may submit a Proposal, and the submitter need not be a member of the Association. Except for Proposals submitted by the TC or TCC responsible for the Document, all Proposals must be submitted in the name of an individual, with the individual's relevant organizational affiliation

or representation noted separately. The individual shall be considered the submitter for purposes of these Regulations.

4.3.2.2 Technical Committee. A Proposal that originates within a TC or TCC shall include the information requested in 4.3.3(b), (c), and (d), and shall be identified as a TC Proposal. The decision to submit the Proposal to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting.

When a TC develops a new Document, the Document may be submitted as a TC Proposal.

4.3.3 Content of Proposals. Each Proposal shall be submitted to the Council Secretary and shall include the following:

(a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate

(b) Identification of the Document, edition of the Document, and paragraph of the Document to which the Proposal is directed

(c) Proposed text of the Proposal, including the wording to be added, revised (and how revised), or deleted

(d) Statement of the problem and substantiation for Proposal

(e) The signature of the submitter or other means of authentication approved by the Council Secretary

(f) Two copies of any document(s) (other than an NFPA document) being proposed as a reference standard or publication (see 3.3.7)

The receipt of the Proposal on a Document that does not have a published Proposal closing date shall be acknowledged by the staff liaison, in writing, to the submitter.

4.3.4 Time for Submission or Withdrawal of Proposal. A Proposal, other than a Committee Proposal, to revise or amend an existing or proposed Document may be submitted up to the published Proposal closing date. A Proposal on the affected edition received after this date shall be returned to the submitter. A submitter, by written request to the Council Secretary, may withdraw the Proposal before the published Proposal closing date. Proposals cannot be withdrawn after the established proposal closing date.

4.3.5 Technical Committee Consideration of Proposals. Actions on all Proposals shall be developed by the affected TC at a duly called meeting unless the Chair determines that the Proposals are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with 3.3.4.

4.3.5.1 Technical Committee Action on Proposals. The TC shall act on all current Proposals and on appropriate matters not processed in a previous Report, such as Comments held and Tentative Interim Amendments. The TC shall act on each Proposal by:

(a) Accepting the Proposal

(b) Rejecting the Proposal

(c) Accepting the Proposal in principle but with changes in the proposed wording

(d) Accepting the Proposal in part

(e) Accepting the Proposal in principle in part but with changes in the proposed wording of the part

The TC action on proposals "accepted in principle," "accepted in part," "accepted in principle in part" and "rejected" shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall be sufficiently detailed so as to convey the TC's rationale for its action so that rebuttal may, if desired, be submitted during the Comment period. A Proposal that does not include all of the information listed in 4.3.3(a) through 4.3.3(d) may be rejected by the Committee for that reason.

NOTE: When a Report receives a large number of Proposals, all with the same recommendation and with similar substantiation for the proposal, the NFPA staff liaison may combine these Proposals into a single or several Proposals with multiple submitters. The statement of the problem and the substantiation for the Proposal shall be a general summary, prepared by NFPA staff, of the submitted material.

4.3.5.2 Technical Committee Balloting on Proposals. TC action on Proposals shall be submitted to a ballot of the TC (see 3.3.4). TC action on each Proposal shall be separately balloted unless at least a simple majority of the voting members of the TC present at a duly called meeting of the TC vote to ballot the Report or portions of the Report as a whole. If the ballot is taken on the Report as a whole, at least two-thirds of the voting Members calculated in accordance with 3.3.4.5 must agree with the TC action for the Report on Proposals to be published for public review and comment. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Proposal by a two-thirds affirmative vote, the Report on Proposals shall be published with a specific request for public comment on that Proposal and the Proposal shall be reconsidered by the TC as a public comment. The results of the ballot, including the reasons for negative votes, shall be included in the ROP. The Staff Liaison may paraphrase the reasons for negative votes for the purpose of the Report on Proposals.

4.3.6 Technical Correlating Committee Review and Action on Proposals.

4.3.6.1 Review and Permitted Actions. If the Technical Committee Reports to the Association through a TCC, the TCC shall review the Reports on Proposals of the TCs under its responsibility and take appropriate action within the limits of its authority and responsibility as set forth in 3.4.2 and 3.4.3. Such action shall generally take the form of notes for insertion in the ROP that provide clarification and other appropriate information or that direct the responsible TC(s) to reconsider an action taken in the ROP, conduct further review or take further action during the preparation of the Report on Comments. In addition, where early action to promote correlation and consistency of the Document is warranted, the TCC may also revise the TC action.

4.3.6.2 Balloting and Publication of TCC Actions.

(a) **Proposed TCC Actions.** Any proposed TCC actions taken on the TC(s) Report in accordance with 4.3.6.1 shall be submitted to a letter ballot of the TCC. Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC. Negative votes or abstentions on specific TCC actions shall include the reasons for such votes. Only proposed TCC actions that are approved by the TCC letter ballot shall be published in the Report on Proposals. The ballot results for such approved TCC actions shall also be published including the reasons for negative votes.

(b) **Information Ballot of the Report as a Whole.** In addition to the TCC ballot on each of its individual actions, there shall be an informational ballot of the TCC on the Report as a whole. This ballot shall be informational only and shall not operate to revise or return the Report. The results of the ballot shall be included in the Report on Proposals.

4.3.7 Form and Content of Technical Committee Report on Proposals. Each Report on Proposals shall be in a form suitable for publication as prescribed by the Association. The Report shall contain a list of TC and TCC Members, results of the ballot (see 3.3.4.5), public Proposals, if any, TC Proposals, if any, and TC action thereon. If a Report on Proposals involves more than one Document, each Document shall be considered as a separate report, and shall be balloted and reported on separately. (See also 1.4 for definition of Technical Committee Report.)

4.3.8 Submission of Report on Proposals. A Report on Proposals prepared by a TC and consisting of Proposals for a new or existing Document shall be submitted to the Council Secretary for printing in a Report on Proposals for public review and Comment and Association consideration. Reports on Proposals with the TC and TCC ballot shall be received by the Council Secretary as established by the published calendar of the Association. (See also 4.2.5.)

4.3.9 Publication and Distribution of Report on Proposals. The Association shall publish the Report on Proposals for distribution to anyone interested. Notice of the availability of a Report on Proposals shall be published in one of its publications sent or accessible to all members and other appropriate media.

4.4 Comment Stage.

4.4.1 Comment Period. Reports on Proposals shall contain a notice of a Comment closing date established pursuant to 4.2.1. Comments received after the closing date shall be returned to the submitter. A submitter, by written request to the Council Secretary, may withdraw the Comment before the published closing date for receipt of Comments. Comments cannot be withdrawn after the established comment closing date.

4.4.2 Subjects Appropriate for Comment. Comments shall be confined to those items under consideration for action and directly affected items. When a Report on Proposals involves a Reconfirmation of an existing Document, the entire Document is open for Comment. (See also 4.4.6.2.)

4.4.3 Who May Submit a Comment.

4.4.3.1 General. Anyone may submit a Comment, and the submitter need not be a member of the Association. Except for Comments submitted by the TC or TCC responsible for the Document, all Comments must be submitted in the name of an individual, with the individual's relevant organizational affiliation or representation noted separately. The individual shall be considered the submitter for purposes of these Regulations.

4.4.3.2 Technical Committee. The TC responsible for a Document may Comment on the actions recommended in the Report on Proposals after the established Comment period deadline. Such Comments shall be prepared before balloting on TC action as required by 4.4.6.4. TC-generated Comments shall not introduce a concept that has not had public review (see 4.4.9.2).

4.4.3.3 Content and Ballot. A Comment that originates within a TC or TCC shall include the information requested in 4.4.5(b), (c), and (d), and shall be identified as a TC Comment. The decision to submit a TC Comment to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting.

4.4.4 Method of Comment Submittal. Public Comments shall be submitted to the Council Secretary during the established Comment period (see 4.4.1). TC Comments may be submitted in accordance with 4.4.3.2 and 4.4.3.3.

4.4.5 Content of Comments. Each comment shall include the following:

- (a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate
- (b) Identification of the Document, Proposal number to which the Comment is directed, and paragraph of the Document to which the Comment is directed
- (c) Proposed text of the Comment, including the wording to be added, revised (and how revised), or deleted
- (d) Statement of the problem and substantiation for the Comment
- (e) Signature of the submitter or other means of authentication approved by the Council Secretary
- (f) Two copies of any document(s) (other than an NFPA document) being proposed as a reference standard or publication (see 3.3.7)

A Comment that does not include all of the required information listed in (a) through (e) may be rejected by the TC for that reason.

4.4.6 Technical Committee Consideration of Comments. Actions on all Comments shall be developed by the affected TC at a duly called meeting unless the Chair determines that the Comments are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with Section 3.3.4.

Each TC shall process all of the Comments received in compliance with the Association timetable (see also 4.4.9).

A TC shall consider and act on all Comments that are directly related to the substantive content of the Report on Proposals.

4.4.6.1 Multiple Comments on Same Proposal. When a Report receives a large number of comments on a single Proposal, all with the same recommendation and with similar substantiation for the Comment, the NFPA staff liaison may combine these Comments into a single Comment, or several Comments, with multiple submitters. The statement of the problem and the substantiation for the Comment shall be a general summary, prepared by the NFPA staff, of the submitted material.

4.4.6.2 Guidelines for Technical Committee Action on Comments. A TC shall consider the following guidelines when determining its action on each Comment.

4.4.6.2.1 Act. It shall act on each Comment that:

- (a) Is relevant to the text proposed by the TC
- (b) Raises a question on material which is either new or proposed to be amended by the TC, or is affected by a specific proposal

4.4.6.2.2 Hold. It shall hold for processing as a proposal for the next revision cycle a Comment that:

- (a) Would introduce a concept that has not had public review by being included in a related proposal as published in the Report on Proposals
- (b) Would change the text proposed by the TC to the point that the TC would have to restudy the text of the Report on Proposals or other affected parts of the Document
- (c) Would propose something that could not be properly handled within the time frame for processing the report

4.4.6.2.3 Basis for Hold. In determining whether to hold a Comment pursuant to 4.4.6.2.2, the TC may consider any relevant factors including, but not limited to, the extent to which the Comment proposes a change that is new and/or substantial, the complexity of the issues raised, and whether sufficient debate and public review has taken place.

4.4.6.2.4 Related Proposal. A TC that holds a comment shall include in the committee statement on its action what is intended for any proposals or other comments related to the Comment. The TC shall state if previous action on related items in the Report on Proposals is to be retained or altered.

4.4.6.2.5 Subsequent Processing. A Comment that is held shall be processed as a proposal in the next revision cycle in accordance with 4.3.5.

4.4.6.3 Technical Committee Action on Comments.

A TC shall act on each Comment by:

- (a) Accepting the Comment
- (b) Rejecting the Comment
- (c) Accepting the Comment in principle but with changes in the proposed wording
- (d) Accepting the Comment in part

(e) Accepting the Comment in principle in part but with changes in the proposed wording of the part

(f) Holding the Comment (see 4.4.6.2)

The TC action on Comments "accepted in principle," "accepted in part," "accepted in principle in part," "rejected," or "held" shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall be sufficiently detailed so as to convey the TC's rationale for its action.

The TC action on each Comment shall be in a form suitable for publication and shall, together with each Comment, constitute the Report on Comments.

4.4.6.4 Technical Committee Balloting on Comments. TC action on Comments shall be submitted to a ballot of the TC (see 3.3.4). TC action on each Comment shall be separately balloted unless at least a simple majority of the voting members of the TC present at a duly called meeting of the TC meeting vote to ballot the Report or portions of the Report as a whole. If the ballot is taken on the ROC as a whole, at least two-thirds of the voting Members calculated in accordance with 3.3.4.5 must agree with the TC action for the Report on Comments to be published. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Comment by a two-thirds affirmative vote, the TC action on the Comment shall be reported in the Report on Comments as rejected. The results of the ballot, including the reasons for negative votes, shall be included in the Report on Comments. The Staff Liaison may paraphrase the reasons for negative votes for the purpose of the Report on Comments.

4.4.7 Technical Correlating Committee Review and Action on Comments.

4.4.7.1 Review and Permitted Actions. If the Technical Committee reports to the Association through a TCC, the TCC shall review the Reports on Comments of the TCs under its responsibility and, within the limits of its authority and responsibilities as set forth in 3.4.2 and 3.4.3, the TCC may revise the TC action. In addition, the TCC may also provide notes for insertion in the ROC that provide clarification and other appropriate information.

4.4.7.2 Balloting and Publication of TCC Actions.

(a) **Proposed TCC Actions.** Any TCC actions taken on the TC(s) Report in accordance with 4.4.7.1 shall be submitted to a letter ballot of the TCC. Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC. Negative votes or abstentions on TCC actions shall include the reasons for such votes. Only proposed TCC actions that are approved by the TCC letter ballot shall be published in the Report on Comments. The ballot results for such approved TCC actions shall also be published, including the reasons for negative votes.

(b) **Ballot on the Report as a Whole.** In addition to the TCC ballot on each of its individual actions [see 4.4.7.2(a)], there shall be a ballot of the TCC on the Report as a whole. The Report shall be forwarded to the Association unless the TCC, by a three-fourths negative vote (demonstrably based on considerations within its authority and responsibility as set forth in 3.4.2 and 3.4.3), directs the return of the Report to the TC for further study. If the Report is forwarded to the Association, the results of the ballot, including the reasons for negative votes, shall be included in the Report on Comments. If the TCC directs the return of the Report, the Report will not be published or forwarded to the Association, and a notice that the TCC has directed the return of the Report shall be published in place of the Report.

4.4.7.3 Further Processing of Documents that have been Returned to Committee by the TCC. When a Technical Committee Report is returned to the TC in accordance with 4.4.7.2(b), the TCC shall make a recommendation to the Standards Council on further processing, and the Standards Council shall direct one of the following options:

(a) Process the document based on an existing Report on Proposals, without a call for new public comments. This requires the TC to begin with the existing Report on Proposals as published, reconsider and act on all public comments previously filed, generate any new TC comments and publish and prepare an amended Reports on Comments.

(b) Process the document based on the existing Report on Proposals, with a call for new public comments. This requires the TC to begin with the existing Report on Proposals as published, call for new public comments that would supersede all previously filed public and TC comments, and publish and prepare a new Report on Comments.

(c) Process the document through a full revision cycle without a call for new public proposals. This requires the TC to reconsider and act on all public proposals previously filed, generate any new TC proposals, and publish and prepare an amended Report on Proposals, followed by the processing of the new Report on Comments.

(d) Process the document through a full revision cycle with a call for new public proposals. This requires the TC to call for new public proposals that would supersede all previously filed public and TC proposals, followed by the processing of the new Report on Comments.

4.4.8 Publication of Reports on Comments. Reports on Comments shall be published as indicated in 4.4.8.1 through 4.4.8.4.

4.4.8.1 Form and Content of Report on Comments. Each Report on Comments (see 4.4.7.2) shall be in a form suitable for publication as prescribed by the Association. The Report on Comments shall contain a list of TC and TCC Members, results of the ballot, Comments, and TC and TCC action thereon. If a Report on Comments involves more than one Document, each Document shall be considered as a separate report, and shall be balloted and reported on separately. (See also 1.4 for definition of Technical Committee Report.)

4.4.8.2 Submission of Report on Comments. A Report on Comments prepared by a TC and consisting of Comments and TC and TCC action on those Comments shall be submitted to the Council Secretary for printing and Association consideration. Reports on Comments with the TC and TCC ballot shall be received by the Council Secretary as established by the published calendar of the Association. (See also 4.4.9.3.)

4.4.8.3 Publication and Distribution of Report on Comments. The Association shall publish the Technical Committee Report on Comments for distribution to anyone interested. Notice of the availability of a Report on Comments shall be published or accessible in one of its publications sent to all members and other appropriate media.

4.4.8.4 No Comment Received. If no Comment is received, a notice of that fact shall be published in the Report on Comments.

4.4.9 Withdrawal of Technical Committee Report. A TC may, before the publication of its Report on Comments, for one of the reasons indicated in 4.4.9.1 through 4.4.9.4, withdraw its Technical Committee Report from the scheduled cycle. This action requires the approval of the Council Secretary. The Committee may then process the withdrawn material for action during a subsequent revision cycle as provided in 4.4.9.1 through 4.4.9.4.

4.4.9.1 Excess Number of Comments. When a Report receives so many Comments that the TC is not able to act on each Comment within the time schedule, the TC may withdraw its Report and submit its Report on Comments for consideration during the next revision cycle. This action requires agreement of a majority of the members present at the meeting.

4.4.9.2 Substantive Comment. When a Report, other than a Reconfirmation, receives Comments with which the TC finds merit and determines must be considered in this revision, but which would require research and discussion by the TC that cannot be handled within the time frame established for processing the Report, the TC may (1) withdraw its Report and submit its Report on Comments for consideration during the next revision cycle, or (2) submit a new ROP in a new standards-making cycle. This action requires agreement of a majority of the members present at the meeting.

4.4.9.3 Substantive Comment on Reconfirmation or Withdrawal. When a Report proposing Reconfirmation or Withdrawal of a Document receives Comment with which the TC agrees, and which would result in a substantive change to the Document, the TC shall withdraw its Report, consider the Comments, and prepare a new Technical Committee Report for processing through the next available entire revision cycle.

4.4.9.4 Late Report on Comments. Any Report on Comments received after the date established for submittal to the Council Secretary shall result in the Report being withdrawn and held for consideration during the next revision cycle.

4.5 Notice of Intent to Make a Motion.

4.5.1 Requirement of a Notice of Intent to Make a Motion. In order to make any amending motion permitted by 4.6.5, at a Technical Committee Report session, the intending maker of a motion must file a Notice of Intent to Make a Motion in accordance with this section, and comply with the sign-in requirement for certified motions prior to the technical session in accordance with 2.7 of the Convention Rules.

4.5.2 Filing of Notice. The Notice shall be filed with the Council Secretary by the deadline established in accordance with 4.2.1. Any Notice of Intent to Make a Motion received after the filing date shall be returned to the submitter, unless the Motions Committee determines, in its discretion, that it can reasonably consider and act on the Notice in advance of the timely publication of the final Motions Committee Report and Updated Association Meeting Agenda (see 4.5.7, and 2.5 of the Convention Rules). A submitter, by written request to the Council Secretary, may withdraw the Notice of Intent to Make a Motion before the established deadline. Thereafter, the Notice of Intent to Make a Motion cannot be withdrawn without the approval of the Motions Committee.

4.5.3 Who May Submit the Notice. The Notice may be filed by anyone who meets the requirements of 4.6.8 for making the motion that is the subject of the Notice.

4.5.4 Content of the Notice. Each Notice shall include a precise description of the motion to be made in accordance with 4.6.6, and shall identify the maker of the motion and provide such evidence as may be necessary to establish that the person so identified has properly met the requirements of 4.6.8.

4.5.5 Association Technical Meeting Consideration of Motions. When a Technical Committee report on a document receives at least one notice of intent to make a motion that is certified in accordance with the Technical Meeting Convention Rules and an authorized maker of at least one such certified motion has signed in pursuant to 2.7 of the Convention Rules, it shall be presented for membership action at an Association Technical Meeting in accordance with 4.6 and the Convention Rules (including the sign-in requirements of 2.7 of the Convention Rules).

4.5.6 No Notice of Intent to Make a Motion Received. Where no notice of intent to make a motion is received and certified in accordance with the Technical Meeting Convention Rules, or where no authorized maker of a certified motion on a Document signs in to make the motion in accordance with

2.7 of the Convention Rules, the document shall be forwarded directly to the Standards Council for action in accordance with 4.8.

4.5.7 Publication of Updated Association Meeting Agenda. Following the established deadline for the filing of a Notice of Intent to Make a Motion and any necessary review and action by the Motions Committee, the Agenda of the Association Meeting shall be updated to remove any Technical Committee Reports that, by reason of no proper Notice of Intent to Make a Motion having been filed, will not be presented to the Association Meeting. The updated Agenda shall be published on the NFPA website and, as time permits, in NFPA News, and other appropriate media.

4.6 Membership Action at Association Technical Meetings.

4.6.1 General. All completed technical committee reports, except those forwarded directly to the Standards Council in accordance with 4.5.7, shall be presented for membership action in accordance with this section and the Convention Rules.

4.6.2 Authority of an Association Technical Meeting. In respect to Technical Committee Reports, the Association may, through the taking of actions on Amending Motions, accomplish one of the following:

(a) Adopt a Report as published or as modified by the TC or TCC to effect editorial improvements or correction of errors. A Report shall be deemed to have been adopted where no Amending Motions have been passed by the Association.

(b) Adopt a Report as amended in accordance with the provisions of 4.6.5 contingent upon subsequent approval by the required number of Members of the concerned TC and TCC (see 4.7.1)

(c) Return an entire Report to the responsible TC [see 4.6.6(c)(1)]; or

(d) Return a portion of a Report to the responsible TC; however, only that portion that was modified after the Report on Proposals was published may be returned [see 4.6.6(c)(2) & (3) and 4.6.7(c)(2) & (3)]

Amendments differing from that published in either the Report on Proposals or Report on Comments shall not be permitted for Association consideration.

The above actions are subject to review by the Council in accordance with 4.8.

4.6.3 Transaction of Business. The transaction of business at Association Technical Meetings (see Section 4.6) shall be governed, in order of precedence, first by these Regulations and second by NFPA Technical Meetings Convention Rules.

4.6.4 Who May Vote at Association Technical Meetings. Voting on Technical Committee Reports at Association Technical meetings shall be limited to Voting Members of the Association who have registered for the Meeting.

4.6.5 Association Technical Meetings - General Information.

(a) **Explanation of Identifiable Part.** An "identifiable part" is a recognized component of a proposal or comment, and shall have the following features:

(1) The proposal or comment shall be capable of being segmented into separate parts understandable to the voting membership, and

(2) A decision on the segmented part shall constitute a complete action, and

(3) The segmented part of the proposal or comment shall be presented exactly as published in the ROP or ROC.

(b) **Restriction to Published Text.** Amendments are limited to proposals, comments, or an identifiable part, exactly as published in the ROP or ROC.

4.6.6 Summary of Amending Motions at Association Technical Meetings. An Amendment to a Technical Committee Report may be presented at an Association Technical Meeting in accordance with any of the following motions:

(a) Proposal.

(1) Accept.

(2) Accept an identifiable part.

(3) Accept as modified by the TC.

(4) Accept an identifiable part as modified by TC.

(b) Comment.

(1) Accept.

(2) Accept an identifiable part.

(3) Accept as modified by the TC.

(4) Accept an identifiable part as modified by TC.

(5) Reject.

(6) Reject an identifiable part.

(c) Return Technical Committee Report for Further Study.

(1) Return entire Report.

(2) Return a portion of a Report in the form of a proposal and related comment(s).

(3) Return a portion of a Report in the form of identifiable part(s) of a proposal and related comments(s).

4.6.7 Effect of Successful Amending Motions at Association Technical Meetings.

(a) Proposal.

(1) **Accept.** A motion to accept a proposal negates the actions of any accepted comments on that proposal, and changes the text in accordance with the proposal as published in the ROP.

(2) **Accept an Identifiable Part.** A motion to accept an identifiable part of a proposal negates the actions of any accepted comments on that identifiable part of the proposal, and changes the text in accordance with the identifiable part of the proposal as published in the ROP.

(3) **Accept as Modified by the TC.** A motion to accept a proposal as modified by the TC negates the actions of any accepted comments that modify the proposal, and changes the text in accordance with the proposal (as modified by the TC) as published in the ROP. Such a motion includes any action of the TC modifying the Proposal even if handled by the TC through a reference to another Proposal or TC action on a Proposal.

(4) **Accept an Identifiable Part as Modified by TC.** A motion to accept an identifiable part of a proposal as modified by the TC negates the actions of any accepted comments that modified the identifiable part of the proposal, and changes the text in accordance with the identifiable part of the proposal (as modified by the TC) as published in the ROP. Such a motion includes any action of the TC modifying the proposal even if handled by the TC through a reference to another Proposal or TC action on a Proposal.

(b) Comment.

(1) **Accept.** A motion to accept a comment changes the text in accordance with the comment as published in the ROC.

(2) **Accept an Identifiable Part.** A motion to accept an identifiable part of a comment changes the text in accordance with the identifiable part of the comment as published in the ROC.

(3) **Accept as Modified by the TC.** A motion to accept a comment as modified by the TC changes the text in accordance with the Committee action on the comment as published in the ROC. Such a motion includes any action of the TC modifying the Comment even if handled by the TC through a reference to another Comment or TC action on a Comment.

(4) **Accept an Identifiable Part as Modified by TC.** A motion to accept an identifiable part of a comment as modified by the TC changes the text in accordance with the Committee action on the identifiable part of the comment as published in the ROC. Such a motion includes any action of the TC modifying the Comment even if handled by the TC through a reference to another Comment or TC action on a Comment.

(5) **Reject.** A motion to reject a Comment returns that portion to ROP text, and does not reject other Comments that may affect the Proposal that is addressed by the Comment being rejected.

(6) **Reject an Identifiable Part.** A motion to reject an identifiable part of a Comment returns that portion to ROP text, and does not reject other Comments or identifiable parts of Comment(s) that may affect the Proposal that is addressed by the identifiable part of the Comment being rejected.

(c) **Return Technical Committee Report for Further Study.**

(1) **Return Entire Report.** A motion to return the entire report sends the entire document back to TC for further study, and any previous edition remains in effect.

(2) **Return a portion of a Report in the form of a Proposal and Related Comment(s).** A motion to return a portion of a Report in the form of a proposal and related comment(s) returns to previous edition text. If other comments relating to the portion of the Report being returned have resulted in revisions, these are also returned. If no previous text exists, then the section is deleted.

(3) **Return a portion of a Report in the form of Identifiable Part(s) of a Proposal and Related Comment(s).** A motion to return a portion of a Report in the form of an identifiable part of a proposal and related comment(s) returns to previous edition text. If other comments relating to the identifiable part of the portion of the Report being returned have resulted in revisions, these are also returned. If no previous text exists, then the section is deleted.

4.6.8 Who May Make Amending Motions at Association Technical Meetings.

4.6.8.1 Designated Representative. The submitter of a Proposal or Comment may designate a representative to make any amending motion (or related Notice of Intent to Make a Motion) that these rules would permit the submitter to make. The submitter shall designate such Designated Representative in writing to the Council Secretary.

4.6.8.2 Amending Motions. Contingent upon a valid Notice of Intent to Make a Motion in accordance with 4.5, an Amendment to a Technical Committee Report may be presented at an Association Technical Meeting in accordance with 4.5 and 4.5.4(c), and the following:

(a) **Proposal.**

(1) **Accept.** The submitter of a proposal may present that proposal as an amendment to a Technical Committee Report.

(2) **Accept an Identifiable Part.** The submitter of a proposal may present an identifiable part of that proposal as an amendment to a Technical Committee Report.

(3) **Accept as Modified by the TC.**

(i) Anyone may present as an amendment to a Technical Committee Report a Proposal as previously accepted by a TC when that Proposal was modified in the ROC. The amendment shall be presented exactly as recommended for approval by the TC and as published in the ROP.

(ii) When a TC proposed action on a Public Proposal differs from the originally submitted Public Proposal and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(A) If the proposed TC action fails TC written ballot, the original submitter of the Public Proposal may present as an amendment to a Technical Committee Report either the failed TC action or the original Public Proposal as submitted.

(B) If the proposed TC action passes TC written ballot but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report the failed action whereas the original submitter of the Public Proposal may present either the failed TC action or the original Public Proposal as submitted.

(4) **Accept an Identifiable Part as Modified by the TC.**

(i) Anyone may present as an amendment to a Technical Committee Report an identifiable part of a proposal as previously accepted by a TC when that identifiable part of the proposal was modified in the ROC. The amendment shall be presented exactly as recommended for approval by the TC and as published in the ROP.

(ii) When a TC proposed action on a Public Proposal differs from the originally submitted Public Proposal and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(A) If the proposed TC action fails TC written ballot, the original submitter of the Public Proposal may present as an amendment to a Technical Committee Report an identifiable part of either the failed TC action or the original Public Proposal as submitted.

(B) If the proposed TC action passed TC written ballot, but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report an identifiable part of the failed action whereas the original submitter of the Public Proposal may present an identifiable part of either the failed TC action or the original Public Proposal as submitted.

(b) **Comment.**

(1) **Accept.** The submitter of a comment may present that comment as an amendment to a Technical Committee Report.

(2) **Accept an Identifiable Part.** The submitter of a comment may present an identifiable part of that comment as an amendment to a Technical Committee Report.

(3) **Accept as Modified by the TC.** When a TC proposed action on a Public Comment differs from the originally submitted Public Comment and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(i) If the proposed TC action fails TC written ballot, the original submitter of the Public Comment may present as an amendment to a Technical Committee Report either the failed TC action or the original Public Comment as submitted.

(ii) If the proposed TC action passed TC written ballot, but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report the failed action whereas the original submitter of the Public Comment may present either the failed TC action or the original Public Comment as submitted.

(4) **Accept an Identifiable Part as Modified by the TC.** When a TC proposed action on a Public Comment differs from the originally submitted Public Comment and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(i) If the proposed TC action fails TC written ballot, the original submitter of the Public Comment may present as an amendment to a Technical Committee Report an identifiable part of either the failed TC action or the original Public Comment as submitted.

(ii) If the proposed TC action passed TC written ballot, but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report an identifiable part of the failed action whereas the original submitter of the Public Comment may present an identifiable part of either the failed TC action or the original Public Comment as submitted.

(5) **Reject.** Anyone may present as an amendment to a Technical Committee Report the rejection of a Comment as previously accepted by a TC when that Comment modifies a Proposal in the ROP.

(6) **Reject an Identifiable Part.** Anyone may present as an amendment to a Technical Committee Report the rejection of an identifiable part of a comment as previously accepted by a TC when that Comment modifies a Proposal in the ROP.

(c) Return Technical Committee Report for Further Study.

(1) **Return Entire Report.** Anyone may propose the return of a Technical Committee Report to the responsible TC for further study in accordance with 4.6.2(c).

(2) **Return a portion of a Report in the form of a Proposal and Related Comments(s).** Anyone may propose as an amendment to a Technical Committee Report the return of a portion of a Report in the form of a proposal and related comments(s), when one of the comments has resulted in further changes to the proposal. See also 4.5.1(d) and 4.6.2(b).

(3) **Return a portion of a Report in the form of Identifiable Part(s) of a Proposal and Related Comments(s).** Anyone may propose as an amendment to a Technical Committee Report the return of a portion of a Report in the form of an identifiable part(s) of a proposal and related comment(s), when one of the comments has resulted in further changes to the proposal. See also 4.5.1 and 4.6.2(b).

4.6.9 Procedure for Proposing Recommendations at an Association Technical Meeting. Before proposing an action at an Association meeting, the proposer shall state his or her name, affiliation, and organization represented, if any, and shall refer to the specific item published in the Report on Proposals or the Report on Comments.

4.6.10 Forwarding Documents Following Association Technical Meeting Recommendations.

(a) When the Report of the TC is adopted at the Association Technical Meeting as published or as modified by the TC or TCC to effect editorial improvements or corrections of errors [see 4.6.2(a)], the Document shall be forwarded directly to the Council for action in accordance with 4.8.

(b) Where, due to the lack of a quorum at an Association Technical Meeting, the Association fails to make a recommendation concerning a Report or a portion of a Report, the Document shall be forwarded directly to the Council without recommendation for action in accordance with 4.8. Notwithstanding the foregoing, any motions to amend or return the Report that have passed prior to the loss of a quorum shall be processed and forwarded to the Council in accordance with 4.6 and 4.7.

(c) Where amendments are made to the Committee Report [see 4.6.2 (b)], or where the Report or portions of the Report are returned [see 4.6.2(c) and (d)], the Document shall be forwarded to the responsible TC and TCC for action in accordance with 4.7.

4.7 Technical Committee and Technical Correlating Committee Action Following Association Technical Meetings.

4.7.1 Recommended Amendments.

(a) An amendment recommended by the Association shall be submitted to ballot of the responsible TC and TCC. The TC ballot shall be completed within 21 days and the TCC ballot shall be completed within 45 days, both following the first business day after adjournment of the Association meeting.

(b) If the Association recommended amendment is approved by the TC and TCC, such action shall be deemed to be a recommendation of the TC and TCC in favor of the amendment. Approval is determined by two-thirds affirmative vote of the TC and a three-fourths affirmative vote of the TCC calculated in accordance with 3.3.4.5.

(c) If the Association recommended amendment is not approved by the TC and TCC, such action of the Committee shall be deemed to be a recommendation that the portion of the Report modified by the Association recommended amendment be returned to the TC; the remainder of the Report stands as recommended by the Association; and any existing text to which the returned portion pertains shall stand.

(d) Portions of Technical Committee Reports that are returned shall be processed as a Proposal in the next revision cycle in accordance with 4.3.5.

4.7.2 Recommended Return of Report or Portion of Report.

(a) If the Association recommends that a Technical Committee Report be returned to the responsible TC, such recommendation shall be deemed to mean that the previously adopted Document, if any, shall stand. In order to assist the Standards Council in the event of an appeal, an informational ballot of the TC and TCC shall be conducted on whether the TC and TCC approve the Association action on the return.

(b) If the Association recommends that a portion of a Report be returned to the responsible TC, such recommendation shall be deemed to mean that any existing text to which the returned portion pertains shall stand. In order to assist the Standards Council in the event of an appeal, an informational ballot of the TC and TCC shall be conducted on whether the TC and TCC approve the Association action on the return. Time constraints with respect to balloting shall be in accordance with 4.7.1 (see also 4.7.3).

NOTE: When a portion of a Report on a new or existing Document is returned to TC, the “existing text” that prevails is the text in the previous edition. Where no previous edition text exists, the proposed text is deleted.

(c) Portions of Technical Committee Reports that are returned shall be processed as Proposals in the next revision cycle in accordance with 4.3.5.

4.7.3 Further Processing of Documents that have been Returned to Committee. When a Technical Committee Report is returned to the responsible TC/TCC in accordance with 4.6.2(c) and 4.6.6(c)(1), the applicable TC/TCC shall make a recommendation to the Standards Council which revision cycle it wishes to pursue. The TC/TCC shall take into consideration the discussion that took place at the Association meeting in preparing its amended report. The Standards Council shall direct the following options:

(a) Process the document based on an existing Report on Proposals, without a call for new public comments. This requires the TC to begin with the existing Report on Proposals as published, reconsider and act on all public comments previously filed, generate any new TC comments and publish and prepare an amended Report on Comments.

(b) Process the document based on the existing Report on Proposals, with a call for new public comments. This requires the TC to begin with the existing Report on Proposals as published, call for new public comments that would supersede all previously filed public and TC comments, and publish and prepare a new Report on Comments.

(c) Process the document through a full revision cycle without a call for new public proposals. This requires the TC to reconsider and act on all public proposals previously filed, generate any new TC proposals, and publish and prepare an amended Report on Proposals, followed by the processing of the new Report on Comments.

(d) Process the document through a full revision cycle with a call for new public proposals. This requires the TC to call for new public proposals that would supersede all previously filed public and TC proposals, followed by the processing of the new Report on Comments.

4.8 Action by the Council. The Council shall act on the issuance of a Document presented for action at an Association Technical Meeting within 75 days from the date of the recommendation from the Association Technical Meeting unless this period is extended by the Standards Council. For documents forwarded directly to the Standards Council pursuant to 4.5.6, the Council shall act on the Document at its next scheduled meeting, or by letter ballot (see 2.7).

4.8.1 Basis for Judgment. The Council shall make a judgment on whether or not to issue an NFPA Document or to take other appropriate action based upon the entire record before the Council. Among the items that the Council will consider in making a judgment are the following:

- (a) Reports of the TC and TCC and all supporting documentation;
- (b) Any Transcript and deliberations of the Association meeting;
- (c) Any Recommendation of the Association established by vote taken at the Association meeting on the Technical Committee Report;
- (d) Balloting of the TC and TCC as may be appropriate in connection with the recommendation established by vote taken by the membership of the Association;
- (e) Any views that the Council has solicited from interested groups, including Sections of NFPA; various international, national, state, and local public safety organizations, including fire service organizations; and any other relevant interested person or groups; and
- (f) Any views resulting from submission of Appeals (see 1.6).

4.8.2 Effective Date. All Documents issued by the Council shall become effective 20 days after the Council action unless the Council designates a different effective date, or the President determines, within his or her discretion, that the effective date shall be delayed pending the consideration of a Petition to the Board of Directors (see 1.7). The President may also, within his or her discretion, refer the matter of a delay in the effective date of the Document to the Executive Committee of the Board of Directors or to the Board of Directors.

4.9 Publication of Documents. The NFPA shall publish all Documents once they have become effective and withdraw from publication all Documents that have been withdrawn.

Section 5 Tentative Interim Amendments.

5.1 Content of a Proposed Tentative Interim Amendment. Each Tentative Interim Amendment (TIA) shall be submitted to the Council Secretary and shall include the following:

- (a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate
- (b) Identification of the Document, edition of the Document, and paragraph of the Document to which the TIA is directed
- (c) Proposed text of the TIA, including the wording to be added, revised (and how revised), or deleted
- (d) Statement of the problem and substantiation for TIA
- (e) The signature of the submitter or other means of authentication approved by the Council Secretary
- (f) Statement of basis of conclusion that the TIA is of an emergency nature requiring prompt action
- (g) The written agreement of at least two members of the involved TC or TCC to the processing of the TIA. The agreement to the processing of the TIA is for the sole purpose to allow the TIA to be processed and does not necessarily imply agreement with the merits or emergency nature of the TIA.

5.2 Preliminary Screening of Proposed Tentative Interim Amendment. The Council Secretary shall review all Proposed TIAs and may return to the submitter, without processing, any submission that does not conform to Section 5.1. In addition, the Council Secretary may reject for processing any proposed TIA that manifestly does not appear to be of an emergency nature requiring prompt action. In exercising his or her discretion to reject a proposed TIA for processing, the Council Secretary may consult with the responsible TC/TCC Chairs, and

may consider, without limitation, whether the TIA submittal, on its face, does not state any adequate basis on which to conclude that it is of an emergency nature, whether it is unduly repetitive of issues already considered and rejected by the TC/TCC, or whether it is plainly frivolous. Where, however, there exists any reasonable question about the emergency nature of the proposed TIA or where the Council Secretary determines that it is otherwise advisable for the TIA to be processed, the Council Secretary shall submit the TIA for processing, and the question of emergency nature shall be considered anew and determined by the responsible TC and TCC. The text of a proposed TIA may be processed as submitted or may be changed, but only with the approval of the submitter.

5.3 Evaluation of Emergency Nature. Determination of an emergency nature shall include but not be limited to one or more of the following factors:

- (a) The document contains an error or an omission that was overlooked during a regular revision process.
- (b) The document contains a conflict within the document or with another NFPA document.
- (c) The proposed TIA intends to correct a previously unknown existing hazard.
- (d) The proposed TIA intends to offer to the public a benefit that would lessen a recognized (known) hazard or ameliorate a continuing dangerous condition or situation.
- (e) The proposed TIA intends to accomplish a recognition of an advance in the art of safeguarding property or life where an alternative method is not in current use or is unavailable to the public.
- (f) The proposed TIA intends to correct a circumstance in which the revised document has resulted in an adverse impact on a product or method that was inadvertently overlooked in the total revision process, or was without adequate technical (safety) justification for the action.

5.4 Publication of Proposed Tentative Interim Amendment. A proposed Tentative Interim Amendment that meets the provisions of 5.1 shall be published by the Association in appropriate media with a notice that the proposed Tentative Interim Amendment has been forwarded to the responsible TC and TCC for processing and that anyone interested may comment on the proposed Tentative Interim Amendment within the time period established and published.

5.5 Technical Committee and Technical Correlating Committee Action.

(a) The proposed Tentative Interim Amendment shall be submitted for ballot and comment of the TC in accordance with 3.3.4. The TC shall be separately balloted on both the technical merits of the amendment and whether the amendment involves an issue of an emergency nature. Such balloting shall be completed concurrently with the public review period. Any public comments inconsistent with the vote of any TC Member shall be circulated to the TC to allow votes to be changed. A recommendation for approval shall be established if three-fourths of the voting Members calculated in accordance with 3.3.4.5 have voted in favor of the Tentative Interim Amendment.

(b) The proposed Tentative Interim Amendment shall be submitted for ballot and comment of the TCC, if any, which shall make a recommendation to the Council with respect to the disposition of the Tentative Interim Amendment. The TCC shall be separately balloted on both the merits of the amendment (as it relates to the TCC authority and responsibilities in accordance with 3.4.2 and 3.4.3) and whether the amendment involves an issue of an emergency nature. Any public comments inconsistent with the vote of any TC or TCC Member shall be circulated to the TCC to allow votes to be changed. A recommendation for approval shall be established if three-fourths of the voting Members calculated in accordance with 3.3.4.5 have voted in favor of the Tentative Interim Amendment.

(c) All public comments, ballots, and comments on ballot on the proposed Tentative Interim Amendment shall be summarized in a staff report and forwarded to the Council for action in accordance with 5.6.

5.6 Action of the Council. The Council shall review the material submitted in accordance with 5.5(c), together with the record on any Appeals (see 1.6, 1.6.1), and shall take one of the following actions:

- (a) Issue the proposed Tentative Interim Amendment
- (b) Issue the proposed Tentative Interim Amendment as amended by the Council
- (c) Where acted on concurrently with the issuance of a new edition of the Document to which it relates, issue the Tentative Interim Amendment as part of the new edition;
- (d) Reject the proposed Tentative Interim Amendment
- (e) Return the proposed Tentative Interim Amendment to the TC with appropriate instruction
- (f) Direct a different action

5.7 Effective Date of Amendment. Tentative Interim Amendments shall become effective 20 days after Council issuance unless the President determines, within his or her discretion, that the effective date shall be delayed pending the consideration of a Petition to the Board of Directors (see 1.7). The President may also, within his or her discretion, refer the matter of a delay in the effective date of the TIA to the Executive Committee of the Board of Directors or to the Board of Directors.

5.8 Publication of Amendment. The Association shall publish in one of its publications sent or accessible to all Members notice of the issuance of each Tentative Interim Amendment and may, as appropriate, issue a news release to applicable and interested technical journals. The notice and any news release shall indicate the tentative character of the Tentative Interim Amendment. In any subsequent distribution of the Document to which the Tentative Interim Amendment applies, the text of the Tentative Interim Amendment shall be included in a manner judged most feasible to accomplish the desired objectives.

5.9 Applicability. Tentative Interim Amendments shall apply to the document existing at the time of issuance. Tentative Interim Amendments issued after the proposal closing date shall also apply, where the text of the existing document remains unchanged, to the next edition of the Document. Tentative Interim Amendments issued concurrently with the issuance of a new edition shall apply to both the existing and new edition.

5.10 Subsequent Processing. TC responsible for the Document or part of the Document affected shall process the subject matter of any Tentative Interim Amendment as a proposal for the next edition of the Document (see 3.3).

5.11 Exception. When the Council authorizes other procedures for the processing and/or issuance of Tentative Interim Amendments, the provisions of this Section shall not apply.

Section 6 Formal Interpretations.

6.1 General. Formal Interpretations are for the purpose of providing formal explanations of the meaning or intent of the TC on any specific provision or provisions of any Document.

6.1.1 Limitations. A statement, written or oral, that is not processed in accordance with Section 6 of these Regulations shall not be considered the official position of NFPA or any of its TCs and shall not be considered to be, nor be relied upon as, a Formal Interpretation.

NOTE: This Formal Interpretation procedure does not prevent any Chair, Member, or the Staff Liaison from expressing a personal opinion on the meaning or intent of the TC on any provision of any such Document, provided that: (a) the person rendering the opinion orally or in writing clearly states that the opinion is personal and does not necessarily represent the position of the TC or the Association and may not be considered to be or relied upon as such; and (b) written opinions are

rendered only in response to written requests and a copy of the request and the response is sent to the Staff Liaison.

6.1.2 Nature of Formal Interpretations. Requests for Formal Interpretations shall be clearly worded so as to solicit a Yes or No answer from the Technical Committee.

6.1.3 Editions to be Interpreted. Interpretations shall be rendered only on the text of the current or immediate prior edition of the Document.

6.1.4 Reasons for Not Processing. A request for an Interpretation shall not be processed if it:

- (a) Involves a determination of compliance of a design, installation, or product or equivalency of protection
- (b) Involves a review of plans or specifications, or requires judgment or knowledge that can only be acquired as a result of on-site inspection
- (c) Involves text that clearly and decisively provides the requested information
- (d) Involves subjects that were not previously considered by the TC or that are not addressed in the Document.

6.2 Method of Requesting Formal Interpretations. A request for a Formal Interpretation shall be directed to the Council Secretary. The request shall include a statement in which shall appear specific references to a single problem and identifying the portion (article, section, paragraph, etc.) of the Document and edition of the Document on which an Interpretation is requested. Such a request shall be in writing and shall indicate the business interest of the requester. A request involving an actual field situation shall so state, and all parties involved shall be named and notified.

6.3 Processing.

6.3.1 Determination of Qualification. The Council Secretary, after consultation with the appropriate Staff Liaison, shall determine if the request for Formal Interpretation shall be processed in accordance with 6.1.4. The Secretary's decision to process a request shall not bind the TC, which may, in accordance with 6.3.4(a) reconsider, based on one of the factors listed in 6.1.4, whether the Formal Interpretation should be issued.

6.3.2 Editing of Interpretation Request. A request for an Interpretation may be rephrased. The rephrased version and any pertinent background information shall be sent to the requester and all parties named in the request for agreement. A deadline for receipt of agreement shall be established.

6.3.3 Balloting of Interpretations. If accepted for consideration, each request shall then be submitted to ballot of the TC having primary jurisdiction of the Document or portion thereof covering the subject under consideration. The Correlating Committee shall be balloted on correlation issues within its authority under Section 3.4.2.

6.3.4 Voting on Interpretations.

(a) The ballot of the TC shall contain four choices to the question posed in the interpretation request: (i) yes; (ii) no; (iii) abstain; and (iv) a Formal Interpretation should not be issued based on one of the factors indicated in 6.1.4, or because a yes or no answer would be inappropriate.

(b) A Formal Interpretation requires a three-quarters majority agreement in favor of either a yes or no answer to the question posed in the interpretation request. In calculating the vote, those who have expressed in writing valid reasons for abstaining, and those who, after a second request, fail to return their ballots shall be omitted from the calculations. In all cases, for the Formal Interpretation to be issued, a simple majority of the committee membership eligible to vote must vote in favor of the prevailing yes or no answer.

(c) Where ballots contain comments with regard to a position set forth in

a Formal Interpretation request, such comments shall be transmitted to each Member, who may change his or her ballot at that time.

(d) Where the necessary agreement is not received, the item shall be placed on the docket for processing and resolution by the TC at its next meeting.

6.4 Issuance of Interpretation. If the required agreement is secured, the requester, the TC, and all named parties shall be notified by the Staff Liaison. The Interpretation shall be issued and shall become effective 20 days after the notification unless an Appeal is filed with the Council within that 20-day period.

6.5 Publication. Interpretations of text of the current edition of a Document shall be published by the Association in one of its publications sent or accessible to all members and announced in an Association news release to other media.

6.6 Action Following Issuance of Formal Interpretation. Any TC whose Document has been the subject of a Formal Interpretation shall prepare a committee proposal clarifying the text of the Document involved. The TC shall process such a proposal in conformance with procedures set forth in 4.3. After issuance of the next edition of the document, the Interpretation shall be retired.

REGULATIONS AND PROCEDURES

NFPA TECHNICAL MEETING CONVENTION RULES

For 2012 and 2013 Technical Meetings

Note: For updates throughout the year, please visit the NFPA Directory online: www.nfpa.org.

APPROVED BY BOARD OF DIRECTORS SEPTEMBER 1993

(AMENDED NOVEMBER 2002, MARCH 2004, NOVEMBER 2006, NOVEMBER 2011)

The Association Technical Meetings are an important step in developing a complete record to assist the Standards Council in determining the degree of consensus achieved. These Convention Rules, or any part of same, may not be suspended. The transaction of business at Association Technical Meetings shall be governed, in order of precedence, by the *Regulations Governing Committee Projects* (see especially Section 4.5) and these Convention Rules.

1.0 General.

1.1 Meeting Agenda.

(a) The Secretary of the Standards Council shall, in consultation with the Chair of the Standards Council, appoint a Presiding Officer and shall develop and publish in advance, an initial agenda for each Association Technical Meeting. Such agenda shall generally include those Technical Committee Reports due for presentation to the assembly in accordance with the schedules for reporting of NFPA documents that have been approved by the Standards Council.

(b) Following the certification of motions in accordance with 2.0, the Secretary shall publish an updated agenda reflecting the removal of Technical Committee Reports from the agenda in accordance with 4.5.7 of the Regulations.

1.2 Meeting Sessions. At the discretion of the Secretary, the meeting may take place in a single session or may be divided into more than one session.

All items on the agenda scheduled for consideration at a session shall be completed before the adjournment of that session.

1.3 Distribution of Materials. All materials distributed within the Association Technical Meeting room shall have prior approval by the Secretary of the Standards Council. Only NFPA staff shall be permitted to distribute such materials.

1.4 Visual Aids and Physical Simulations. Visual aids and physical simulations of any kind are prohibited. Only verbal presentations are allowed.

1.5 Appeal. Decisions of the Presiding Officer can be appealed except as otherwise prohibited by these rules. The proper venue for appeal of these rules is by an Appeal filed with the Standards Council.

2.0 Certification of Amending Motions.

2.1 Appointment of a Motions Committee. Prior to each Association Technical Meeting, a Motions Committee shall be constituted for the purpose of reviewing all amending motions, which have been noticed according to 4.5 of the Regulations Governing Committee Projects, and to provide such other assistance as the Presiding Officer may request. The Motions Committee shall consist of a minimum of three members of the Standards Council, one of whom shall also generally be the Presiding Officer. Members of the Committee shall be appointed by the Chair of the Standards Council or his designee, and may be appointed, substituted, or replaced as necessary to ensure the fulfillment of the responsibilities of the Motions Committee.

2.2 Determination of Proper Motions. As to each Amending Motion submitted, the Motions Committee shall determine whether the motion is proper, i.e., is permitted under the Regulations, and has been submitted by a person entitled under the Regulations to make the motion.

2.3 Restating and Grouping of Motions. Upon request or on its own initiative, and in consultation with the mover(s), the Motions Committee may: (a) restate an Amending Motion to facilitate the making of a proper motion or to clarify the intent of the mover; and (b) group Amending Motions which are dependent on one another into a single Amending Motion. Dependent motions are motions that the mover(s) wish to be considered by the assembly and voted on as single up or down package. In addition to the foregoing the Motions Committee may take such other actions or make such other recommendations as will facilitate the fair and efficient consideration of motions within the available time.

2.4 Multiple Notices for a Single Motion. The Motions Committee shall generally treat any motion that has been noticed by more than one person as a single motion. In such a case, any of the persons giving notice, or their Designated Representative, may make the motion, subject to the requirements of 2.7.

2.5 Certification of Amending Motions and Motions Committee Report. The Motions Committee shall certify for presentation to the assembly all proper Amending Motions, either as submitted or as modified pursuant to 2.3. The Motions Committee shall publish a report in advance of the meeting. At a minimum, the Report shall set forth each Certified Amending Motion, the person(s) authorized to make such motion, and the recommended order in which motions should be entertained. In addition, the Report may include Motions Committee notes or comments aimed at assisting the Presiding Officer or facilitating the understanding of the assembly or the orderly and efficient consideration of motions.

2.6 Permissible Amending Motions. Only the following Amending Motions may be presented to the assembly: (a) Certified Amending Motions made by authorized persons or their Designated Representatives; and (b) Follow-Up Motions pursuant to 3.4.4.

2.7 Sign-in Requirement for Certified Motions Prior to Technical Session. The person(s) authorized in the Motions Committee Report to make a Certified Amending Motion or his or her Designated Representative (see Regulations at 4.6.8.1) shall appear in person and sign in at the designated location in the meeting registration area, as soon as possible after the opening of the registration for the meeting but no later than one hour before the beginning of the Technical Session at which a Certified Amending Motion is scheduled for consideration. Any motion, as to which an authorized maker of the motion has not signed in, may not be considered by the assembly as a Certified Amending Motion. A Final List of Certified Amending Motions shall be created reflecting the remaining Certified Amending Motions for consideration of the assembly. At the discretion of the Presiding Officer or his or her designee, the sign-in requirement may be waived or the failure to sign-in excused.

3.0 Conduct of the Session.

3.1 General. In conducting the session, the Presiding Officer shall have discretion to manage the session so as to maintain an orderly debate and maximize broad participation within the available time limits. Where these rules do not govern, *Robert's Rules of Order* shall serve as a guide but are not binding on the Presiding Officer in conducting the session.

3.2 Call for Orders of the Day. Any change to the published agenda is to

be announced by the Presiding Officer at the commencement of the session. This announcement shall include notice to the meeting of any Reports that have, by reason of the failure of any person authorized to make a certified motion to sign in pursuant to 2.7 of the Convention Rules, been forwarded directly to the Standards Council for action.

3.3 Voting on Motions. Except as otherwise provided in these rules, the vote on motions shall be taken by electronic means unless the Presiding Officer determines otherwise. No proxy voting is permitted.

3.4 Technical Committee Reports and Amending Motions.

3.4.1 General. Subject to the broad discretion of the Presiding officer, the presentation of Technical Committee Reports and the making of and debate on Amending Motions related to each such Report shall generally be conducted according to this section.

3.4.2 Presentation of Technical Committee Reports. All Technical Committee Reports presented to the assembly shall have been placed on the agenda in advance of the Meeting in accordance with 1.1. Each Technical Committee Report on the agenda shall be presented by the Presiding officer to the assembly for the making of Amending Motions in accordance with these Convention Rules. Following the conclusion of the presentation of Amending Motions, the Report shall be deemed to have been adopted or returned by the Assembly as reflected in its actions on the Amending Motions.

3.4.3 Consideration of Certified Motions. Following the presentation of each Technical Committee Report, the Presiding Officer shall open the floor to related motions from the final list of Certified Amending Motions, which, subject to the discretion of the Presiding Officer, shall generally be entertained in the order in which they appear on the List. A Certified Amending Motion shall require one seconder.

3.4.4 Follow-Up Amending Motions. Upon completion of action on all certified motions related to an NFPA document, the Presiding Officer shall entertain any Follow-Up Motions. A Follow-Up Motion is a motion that becomes necessary as a result of a previous successful Amending Motion. A motion to return a document or to return a portion of a document, affected by a previous successful amending motion, is always in order as a follow-up motion as long as it is not repetitious. The Presiding Officer shall make the determination whether a motion is a proper follow-up motion. A follow-up motion shall require two seconds.

3.4.5 Time to Debate Each Motion.

3.4.5.1 Amending Motions. Following the making and seconding of the motion, the debate shall proceed in accordance with 3.4.5.2 unless the Presiding Officer authorizes a different procedure in accordance with 3.4.6.

3.4.5.2 Time Restrictions. The maker of the motion shall have three minutes to speak in favor of the motion.

3.4.5.3 Rebuttal. Thereafter, the Presiding Officer shall recognize speakers alternating, to the extent practicable, between those against and those that favor the motion. Each speaker shall be limited to three minutes or such other time as the Presiding Officer, in consideration of the available time, may designate.

3.4.6 Guidelines for the Presiding Officer. The Presiding Officer shall have broad discretion in managing the debate to ensure that the issues are as fully debated as possible within the available time. Without limiting that discretion,

the Presiding Officer should give consideration to implementing one or more of the following guidelines:

(a) The Presiding Officer should generally refrain from calling on the same person more than once unless it appears that no others are available to speak to a position.

(b) The maker of the motion and the presenter of the report or his designee shall generally be afforded three minutes each at the close of the debate for closing remarks.

(c) The Presiding Officer may limit or disallow debate that is repetitive or not relevant to the motion.

(d) Where appropriate, and in order to encourage debaters to coordinate their presentations or to ensure that both sides are afforded equal time without affording undue time to any one speaker, or to save time where it appears that many more wish to speak to one side of an issue than the other, the Presiding Officer may allocate time to each side in groups or allow a side wishing to make a presentation as a group to yield additional time to one speaker. Participants are encouraged to coordinate such requests with the Presiding Officer in advance of the session where appropriate.

3.5 Parliamentary Motions and Actions. The following shall govern the types of motions allowed:

(a) Adjournment of each session shall take place only upon completion of the scheduled agenda.

(b) Amending Motions. See Regulations Governing Committee Projects at Section 4.6 (especially 4.6.4 through 4.6.8).

(c) Commit or Refer. Not allowed.

(d) Division of Assembly. Not allowed (for rules on voting on motions, see 3.3).

(e) Division of Question. Allowable at the discretion of the Presiding Officer.

(f) Lay on the Table. Not allowed.

(g) Parliamentary Inquiry or Point of Information. Allowed.

(h) Point of Order. Allowed.

(i) Postpone Definitely. Not allowed.

(j) Postpone Indefinitely. Not allowed.

(k) Previous Question. Requires a second and two-thirds vote of those present. For informational purposes prior to the vote, the Presiding Officer has the authority to ask if there is anyone who wishes to speak who has not spoken and who has something new to add. A successful motion of the previous question will close debate on the pending motion and bring it to an immediate vote.

(l) Question of Privilege. Ruled on by the Presiding Officer.

(m) Recess. A session may be recessed at any time at the discretion of the Presiding Officer. A motion to recess shall also be allowed at the discretion of the Presiding Officer.

(n) Reconsider, Rescind, or Amend Something Previously Adopted. Applicable only within the period of discussion of the specific document and prior to the final vote.

(o) Suspend Rules. Not allowed.

(p) Take from the Table. Not allowed.

(q) Withdraw Motion. A motion can be withdrawn only by a majority vote of the members assembled.

REGULATIONS GOVERNING THE DEVELOPMENT OF NFPA STANDARDS

Note: For updates throughout the year, please visit the NFPA Directory online: <http://www.nfpa.org/Regs>

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ADOPTED BY BOARD OF DIRECTORS NOVEMBER 2010 (AMENDED NOVEMBER 2011, NOVEMBER 2012)

Note: These Regulations may be revised or updated at any time. The most up-to-date version of these Regulations is maintained on the NFPA website at <http://www.nfpa.org/Regs>

Section 1 General Provisions.

1.1 Scope of Regulations. These Regulations cover the process of developing and revising NFPA Standards and the role of the Board of Directors, Standards Council, Correlating Committees, and Technical Committees in this process. Procedures for establishing and operating the Committees are included, as are requirements for processing Tentative Interim Amendments and Formal Interpretations.

1.2 Standards Council Guidelines.

1.2.1 General. The Standards Council may adopt Standards Council Guidelines that supplement but that do not conflict with these regulations. These guidelines shall take the form of Standards Council Guidelines adopted and administered according to this section.

1.2.2 Approval. Standards Council Guidelines shall include those key directives of the Standards Council that deal with the governance of Technical Committees and Correlating Committees and those groups subordinate to and established by the Standards Council. Such Standards Council Guidelines shall be adopted or amended by the Standards Council acting upon the affirmative vote of two-thirds of the Standards Council members present at a duly constituted meeting. Such Standards Council Guidelines shall be submitted to the Board of Directors for approval.

1.3 Amendment. Amendments to the Regulations Governing the Development of NFPA Standards shall be submitted by the Standards Council to the Board of Directors for approval.

1.4 Defined Terms. The following terms, used in these Regulations, shall have the meanings set forth below and may be further described elsewhere in these Regulations:

Amending Motion — A motion that may be presented for NFPA membership action at an NFPA Technical Meeting in accordance with Section 4.5.

Amendment — A recommended change to a proposed NFPA Standard adopted by the NFPA Membership through the passage of an Amending Motion in accordance with 4.5.3.2.

ANSI — American National Standards Institute. ANSI is the organization that accredits NFPA under ANSI's minimum acceptable due process requirements for the development of voluntary consensus standards intended for approval as American National Standards.

Appeal — Any request submitted in writing to the Standards Council for the adoption, reversal, or modification of any action taken by any Technical Committee, any Correlating Committee, the NFPA Membership, or the Standards Council at any time in the NFPA Standard development process (see Section 1.6).

Ballot — The formal written (including electronic) vote of a Committee conducted and calculated in accordance with 3.3.4.3.

Ballot, Informational — See 4.6.5.1.

Ballot, Supplementary — An additional Ballot conducted to confirm the required Technical Committee support of a First Revision in accordance with 4.4.10.2.1 or to clarify the results of any initial balloting when, because of inadvertence, error, or otherwise, the initial balloting yields confused, conflicting, or mutually inconsistent NFPA Standard text, in accordance with 4.4.10.2.2 or 4.6.5.

Board of Directors — The Board of Directors of the NFPA.

Comment — A suggested revision to the First Draft submitted in accordance with Section 4.4. There are two types of Comments: Public Comments and Committee Comments.

Comment, Committee — A Revision that has failed Ballot during the Comment Stage and has been redesignated as a Committee Comment in accordance with 4.4.10.1.

Comment, Public — A Comment, other than a Committee Comment, submitted during the Comment Stage.

Comment Stage — The stage of the Revision Cycle, as set forth in Section 4.4, during which the Second Draft is developed.

Committee — When used in a general sense (and not as part of the defined terms Committee Action, Committee Comment, Committee Input, and Committee Statement), Committee refers to both Technical Committees and Correlating Committees and the singular of Committee also includes the plural.

Committee Action or Action — An action to accept or reject a Comment, either as taken by a Technical Committee in accordance with 4.4.8 and 4.4.8.1 or as changed by a Correlating Committee in accordance with 4.4.11.3.

Committee Comment — See **Comment, Committee**.

Committee Input — See **Input, Committee**.

Committee Meeting — A duly called meeting held in person or by teleconference, video conference, or internet/web conferencing in accordance with 3.3.2 and 3.3.2.3.

Committee Member — A person, regardless of voting status, who serves on an NFPA Technical Committee or Correlating Committee.

Committee Scope — See **Scope, Committee**.

Committee Statement — The Technical Committee's written response to a Public Input or Public Comment or the Technical Committee's technical substantiation for a proposed Revision.

Consent Standard — A proposed NFPA Standard that is in accordance with 4.4.8.4 and 4.5.2.5, forwarded directly to the Standards Council for issuance without consideration at an NFPA Technical Meeting.

Convention Rules — The NFPA Technical Meeting Convention Rules.

Correlating Committee — A Committee, as established and operated in accordance with Section 3 of these Regulations, that is assigned to manage and coordinate the activities of two or more Technical Committees.

Correlating Input — See **Input, Correlating**.

Correlating Notes — Written guidance by a Correlating Committee that provides clarification and other appropriate information that directs the responsible Technical Committee(s) to reconsider Public Input, Committee Input, or Correlating Input, to conduct further review, or to take further action during the preparation of the Second Draft. Correlating Notes shall be developed in accordance with 4.a.11.1.

Correlating Revision — A Revision developed by a Correlating Committee.

Correlating Statement — The Correlating Committee's technical substantiation for a Correlating Revision or a Correlating Input.

Designated Representative — A person designated by a submitter of a public comment in accordance with 4.5.3.5(c) to make any amending motion or related Notice of Intent to Make a Motion.

Document Scope — See **Scope, Document**.

Draft — The draft of a proposed new or revised NFPA Standard. There are three types of drafts: Preliminary Draft, First Draft, and Second Draft.

Draft, First — The draft of a proposed new or revised NFPA Standard created by the responsible Committee(s) during the Input Stage, showing in legislative text all First Revisions and First Correlating Revisions that have passed Ballot.

Draft, Preliminary — The draft of a proposed new NFPA Standard developed by the responsible Committee in order to receive Public Input in accordance with 4.3.

Draft, Second — The draft of a proposed new or revised NFPA Standard created by the responsible Committee(s) during the Comment Stage, showing in legislative text all Second Revisions that have passed Ballot.

First Draft — See **Draft, First**

First Draft Report — Part one of the Technical Committee Report, which documents the Input Stage. The First Draft Report consists of the First Draft, Public Input, Committee Input, Committee and Correlating Committee Statements, Correlating Input, Correlating Notes, and Ballot Statements (see 4.2.5.2 and Section 4.3). The Report also contains a list of Technical Committee and Correlating Committee Members.

First Revision — A Revision developed by a Technical Committee contained in the First Draft.

Follow-Up Motion — A Motion that is permitted following a successful Amending Motion in accordance with the Convention Rules at 3.4.4.

Formal Interpretation (FI) — See Section 6.

Global Revision — A Revision that revises a term or phrase either throughout an NFPA Standard or throughout designated portions of an NFPA Standard so as to achieve editorial consistency or correlation.

Identifiable Part — See Section 4.5.3.5(a).

Informational Ballot — See **Ballot, Informational**.

Input — A suggested revision to a proposed new or existing NFPA Standard submitted during the Input Stage in accordance with Section 4.3. There are three types of Input: Public Input, Committee Input, and Correlating Input.

Input, Committee — Input that has been developed by a Technical Committee. There are two types of Committee Input, as follows:

(a) A proposed Technical Committee-generated revision that the Technical Committee does not want to put in the First Draft but wants published for public review in the First Draft Report (see Section 4.3.8); and

(b) A First Revision that fails to receive support of the Technical Committee through a Ballot (Section 4.3.10.1{b}) or that has been rejected by the Correlating Committee (see Section 4.3.11.3).

Input, Correlating — Input submitted by the Correlating Committee.

Input, Public — Input submitted during the Input Stage.

Input Stage — The stage of the Revision Cycle, as set forth in Section 4.3, during which the First Draft is developed.

Meeting Vote — A vote taken at a Committee Meeting conducted by a voice vote or show of hands calculated in accordance with 3.3.4.2 unless it is determined in accordance with 4.3.7.1 that no meeting is necessary, in which case the Meeting Vote can be handled through a Ballot.

NFPA — National Fire Protection Association.

NFPA Member — A member of the NFPA permitted by the NFPA Bylaws to vote at NFPA Technical Meetings; collectively, NFPA Membership. See Article 3 and Section 4.5 of the NFPA Bylaws.

NFPA Standard or Standard — Any NFPA Standard processed through these Regulations. There are four types of NFPA Standards: Codes, Standards, Recommended Practices, and Guides (see Section 3.3.6.1). The term NFPA

Standard includes, as the context requires, proposed NFPA Standards that are in the process of development or revision.

NFPA Standards Development Site — A publicly available and accessible website that includes, at a minimum, a system for the submission of Public Input and Public Comments and a location for the online publication and review of Technical Committee Reports and other notices and information related to NFPA standards development activities.

NFPA Technical Meeting — Technical Meeting as defined in Section 4.2 of the NFPA Bylaws. Also referred to as “Tech Session.”

Notice of Intent to Make a Motion (NITMAM) — A Notice that is required to be submitted in order to make an Amending Motion at an NFPA Technical Meeting (see Section 4.5).

Petition — A request seeking the intervention of the NFPA Board of Directors pursuant to the Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council (see Section 1.7).

Preliminary Draft — See **Draft, Preliminary**.

Public Input — See **Input, Public**.

Public Comment — See **Comment, Public**.

Published or Publication — Online and/or print publication in accordance with 4.2.6.

Reconfirmation — Continuation of an existing NFPA Standard without change except for updated references and editorial adjustments.

Resolved — Resolved in accordance with Annex A of the ANSI Essential Requirements.

Return — A type of Amending Motion or Follow-up Motion that results in a recommendation to not issue an NFPA Standard and to return the NFPA Standard to Committee for further study (see 4.6.4 and Table 1, Column 1, Amending Motions 13 and 14).

Revisions — A proposed change or set of changes to the text of an NFPA Standard developed by the responsible Committees in accordance with Section 4. Revisions are designated in various ways depending on type of Revision and on the phase of the Revision Cycle in which they are developed. See First Revision, Second Revision, Global Revision, and Correlating Revision. The term Revision may be used alone where the context is clear or may be accompanied by multiple designations where specificity is required (e.g., First Correlating Revision, Second Global Revision).

Revision Cycle — See Section 4.2.1.

Scope, Committee — The subjects for which a Committee is responsible, as established by the NFPA Standards Council in accordance with 3.1.1 and 3.1.4.

Scope, Document — The subjects covered within the NFPA Standard that are defined by the Committee and that are within the Committee Scope established by the Standards Council.

Second Draft — See **Draft, Second**.

Second Draft Report — Part two of the Technical Committee Report, which documents the Comment Stage. It consists of the Second Draft, Public Comments with corresponding Committee Actions and Committee Statements, Correlating Notes and their respective Committee Statements, Committee Comments, Correlating Revisions, and Ballot Statements (see Section 4.2.5.2 and 4.4). The Report also contains a list of Technical Committee and Correlating Committee Members.

Second Revision — A Revision developed by a Technical Committee contained in the Second Draft.

Standard — See **NFPA Standard**.

Standards Council — The body established by the Board of Directors in accordance with Article 8 of the NFPA Bylaws to administer the NFPA Standards Development Process in accordance with Section 2 of these Regulations.

Standards Council Secretary — See Section 2.9.

Supplementary Ballot — See **Ballot, Supplementary**.

Task Group — An ad hoc group appointed to address a specific topic or problem (see Section 3.1.3.4).

Technical Committee — A committee, as established and operated in accordance with Section 3 of these Regulations, that is responsible for development and revision of NFPA Standards within its assigned scope of activities. A Technical Committee reporting to a Technical Correlating Committee can be termed Panel.

Technical Committee Report — The Report of the responsible Committee(s), in accordance with these Regulations, in preparation of a new or revised NFPA Standard. The Technical Committee Report is in two parts: the First Draft Report and the Second Draft Report.

Tentative Interim Amendment (TIA) — See Section 5.

Withdrawal — A determination to no longer conduct standards development activities to develop, revise, or promulgate an NFPA Standard.

1.5 Authority. Under Article 5 of the Articles of Organization and Section 5.1 of the Bylaws, the NFPA Board of Directors has general charge of the affairs of the NFPA. Pursuant to those powers, the Board of Directors has issued the following Regulations, which it can amend from time to time and waive or supplement, in whole or in part, at any time or times at its discretion.

1.6 Appeals to the Standards Council.

1.6.1 General. Anyone can appeal to the Standards Council concerning procedural or substantive matters related to the development, content, or issuance of any NFPA Standard of the NFPA or on matters within the purview of the authority of the Standards Council, as established by the Bylaws and as determined by the Board of Directors. Such appeals shall be in written form and filed with the Standards Council Secretary in accordance with 1.6.3.

1.6.2 Time for Filing an Appeal.

(a) **Issuance of NFPA Standards.** An appeal related to the issuance of an NFPA Standard includes any appeal that could result in the issuance or return of an NFPA Standard or that could affect the text of an NFPA Standard. Except as provided in (b) and (c) below, an appeal related to the issuance of an NFPA Standard shall be filed no later than 20 days after the close of the NFPA Technical Meeting at which NFPA membership action on the issuance of the NFPA Standard was recommended in accordance with 4.5.3.7. Where an NFPA Standard goes directly to the Standards Council for issuance pursuant to 4.4.8.4, an appeal related to the issuance of the NFPA Standard shall be filed within 15 days of the publication of the applicable Second Draft Report indicating that no comments were received and the First Draft shall stand. Where an NFPA Standard goes directly to the Standards Council for issuance pursuant to 4.5.2.5, an appeal related to the issuance of the NFPA Standard shall be filed within 15 days of the publication of the applicable Motions Committee report. Unless clear and substantial reasons exist to consider such an appeal, the Standards Council may summarily dismiss the appeal on account of the procedural failure to notice and make an appropriate motion at the NFPA Technical Meeting.

(b) **NFPA Technical Meeting Amendments That Subsequently Fail Ballot of Responsible Committees.** An appeal relating to an NFPA Technical Meeting Amendment shall be filed no later than 5 days after the notice of the amendment ballot results are published in accordance with 4.2.6.

NOTE 1: The results for an amendment ballot will be published in accordance with 4.2.6, typically within 10 to 30 days after the last day of the NFPA Technical Meeting.

NOTE 2: If an appeal is submitted opposing an amendment, and the amendment subsequently fails Committee ballot, the appeal may be re-characterized by the Secretary of the Standards Council as an informational submission. See 1.6.4.

(c) **Tentative Interim Amendments.** An appeal relating to a proposed Tentative Interim Amendment that has been submitted for processing pursuant to Section 5.1 shall be filed no later than 5 days after the notice of the TIA ballot results are published in accordance with 4.2.6.

(d) **Other Appeals.** As to other actions not addressed in 1.6.2(a)–(c), an Appeal shall be filed within a reasonable time of the challenged action.

1.6.3 Filing and Contents of an Appeal.

(a) All appeals shall be in writing. The appeal shall contain, in separately denominated sections, the following:

- (1) Name, affiliation, and address of the appellant
- (2) Statement identifying the particular action to which the appeal relates
- (3) Argument setting forth the grounds for the appeal
- (4) Statement of the precise relief requested
- (5) Whether a hearing on the appeal is being requested

(b) Any part of the record related to the standards development process that is referenced or discussed in the appeal should be clearly cited in the appeal using available markings such as the title, author, date, and page of the record. To avoid unnecessary duplication, parties are encouraged not to reproduce portions of the current Technical Committee Reports or NFPA Technical Meeting transcripts as attachments to their appeals.

(c) The Standards Council Secretary may refuse to accept for filing any appeal that does not substantially conform to the requirements of this section. Within his or her discretion, however, the Secretary may accept a nonconforming appeal for filing and, in addition, may require a substituted or supplemental filing.

1.6.4 Other Submissions Relating to an Appeal. Any interested party may submit responses or other written submissions relating to any appeal filed with the Standards Council. All written submissions are required to be filed 8 days prior to the start of the Council meeting unless the Standards Council Secretary, in consultation with the Chair of the Standards Council, grants a waiver. To the extent practicable, responses should contain, in separately denominated sections, the following:

- (a) Name, affiliation, and address of the submitter
- (b) Statement identifying the appeal to which the submission relates and stating whether the submitter supports or opposes the appeal
- (c) Argument setting forth the grounds for opposing or supporting the appeal
- (d) Statement of recommended Standards Council action

1.6.5 Appeals and Hearings. The Standards Council shall consider Appeals based upon written submissions unless the Chair, after consultation with the Standards Council Secretary, grants a hearing. Requests for a hearing shall be made and submitted in accordance with 1.6.3(a)(5) and must be made at the time of the appeal filing. A decision by the Chair not to hold a hearing may be overruled by a majority vote of the Standards Council.

1.6.6 Appeals Subcommittees. The Standards Council may, in its discretion, refer Appeals to subcommittees of the Standards Council for investigation and may seek the advice of one or more persons prior to resolution of the Appeal by the entire Standards Council.

1.7 Petitions to the Board of Directors.

1.7.1 General. The Standards Council has been delegated the responsibility for the administration of the standards development process and the issuance of NFPA Standards. However, where extraordinary circumstances requiring the intervention of the Board of Directors exist, the Board of Directors may take any action necessary to fulfill its obligations to preserve the integrity of the standards development process and to protect the interests of the NFPA. Anyone seeking such intervention of the Board of Directors may petition the Board of Directors concerning Standards Council action on any matters. Such petitions shall be filed and processed in accordance with the Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council.

1.7.2 Notice of Intent to File the Petition. Anyone wishing to petition the Board of Directors concerning a Standards Council action related to the issuance of an NFPA Standard shall file a Notice of Intent to File a Petition within 15 days following the Standards Council action. A Standards Council action related to the issuance of an NFPA Standard includes any action of the Standards Council that issues or returns an NFPA Standard or that affects the text of an NFPA Standard. Petitions concerning other Standards Council actions shall be filed within a reasonable period of time.

1.7.3 Effect of Filing. The filing of a Petition will not serve to stay the effective date of an NFPA Standard or a Tentative Interim Amendment unless the President of the NFPA or the Board acts, pursuant to 4.7.3 or Section 5.7, to delay the effective date. Any Petition pending at the time an NFPA Standard or Tentative Interim Amendment becomes effective will be treated as a Petition to withdraw the NFPA Standard or Tentative Interim Amendment.

1.8 Use of Visual Aids and Demonstrations Before the Standards Council or Board of Directors. The policy for the use of visual aids and physical demonstrations to the Standards Council and Board of Directors shall be the same as that required for Correlating Committees, Technical Committees, and Task Groups, in accordance with 3.3.3.3(e) and 3.3.3.3(f).

1.9 Joint Projects. Technical Committees organized as joint projects with other associations or organizations may conform to the procedures established by such other groups insofar as such conformance is not in conflict with these Regulations or the Bylaws of the NFPA.

The Standards Council Secretary shall determine whether any such conflict exists.

Section 2 Establishment and Operation of the Standards Council.

2.1 General. In accordance with Article 8 of the Bylaws, there shall be appointed by the Board of Directors a Standards Council to provide for the administration of the NFPA standards development process, including the establishment, appointment, and administration of Technical Committees and Correlating Committees.

2.2 Authority. The Standards Council shall be the issuer of NFPA Standards for the NFPA. The Standards Council shall be responsible for applying these Regulations to the establishment, appointment, and administration of Committees of the NFPA and the adjudication of appeals (see Section 1.6). The Standards Council shall perform those duties assigned by these Regulations and such other duties as may be assigned to it by the Board of Directors.

2.3 Model Laws and Ordinances. The Standards Council shall review, prior to publication, any NFPA model laws and ordinances not under the jurisdiction of any existing Committee for consistency with the policies of the NFPA.

2.4 Member Requirements. The Standards Council membership shall consist of 12 Regular Members and a Chair. Members shall be familiar with the technical and standards development functions of the NFPA and shall be selected from a broad range of appropriate interests. Members of the Standards Council shall be members of the NFPA and shall not be members of the Board of Directors.

2.5 Member Terms.

(a) **General.** Except as provided in (b) and (c), Regular Members of the Standards Council shall be appointed for 3-year terms and shall serve no more than two complete terms as Regular Members.

(b) **Unfinished Terms.** If a regular member leaves that position before the end of two complete terms, the Board of Directors shall appoint a successor as follows:

(1) If a Regular Member leaves before the end of his or her first term, the successor shall serve no more than the remainder of that term plus one additional term.

(2) If a Regular Member leaves before serving or completing his or her second term, the successor shall serve no more than the second term or any remaining portion thereof plus two additional terms.

(c) **Staggering of Terms.** Where necessary to ensure that the appointment of Regular Members to the Standards Council is reasonably staggered, the Board of Directors may vary the number or length of terms, provided that no individual may serve a total of more than 9 years as a Regular Member to the Standards Council.

2.6 Chair. The term of office for the Chair shall be 3 years except that when a Chair leaves office before the completion of a 3-year term, the term shall end, and the successor Chair shall begin a new 3-year term. A Chair shall not serve more than two terms as Chair.

2.7 Votes. The vote of the Standards Council regarding any action on the issuance of NFPA Standards shall be by two-thirds affirmative vote of all Standards Council members. In calculating the required two-thirds affirmative vote within the Standards Council, those who abstain or do not vote shall not be included in the calculation of the vote. When, in the determination of the Chair, action between Standards Council meetings is required on any matter, such action may be taken by a vote conducted by Ballot.

2.8 Board Report. The Standards Council shall report to the Board of Directors annually and at such other times as the Board of Directors may require.

2.9 Standards Council Secretary. There shall be appointed by the President, from the staff of the NFPA and with the approval of the Board of Directors, a Secretary to the Standards Council. The Secretary shall perform such duties as included in these Regulations.

2.10 Standards Council Deliberations. Unless the Standards Council determines otherwise, Standards Council deliberations concerning appeals shall be in executive session. In addition, the Standards Council may, within its discretion, deliberate in executive session concerning any other matters within its authority.

2.11 Standards Council Meetings.

2.11.1 Calling Meetings. The Standards Council may establish a regular meeting schedule, and the Chair may call meetings at such other times as may be necessary and convenient for the transaction of business.

2.11.2 Meeting Notices. The Standards Council Secretary shall issue a notice of all Standards Council meetings.

2.11.3 Meetings. The preferred manner to hold Standards Council meetings shall be with all participants at the same physical location. Teleconferences, videoconferences, or other methods of holding meetings that allow participants

to be at separate physical locations shall be subject to the same rules as when all the participants are at the same location. Such meetings shall require a roll call to confirm all votes. Any cost burden for attendance and participation by a guest at a Standards Council hearing is the responsibility of the guest.

Section 3 Establishment and Operation of Technical Committees and Correlating Committees.

3.1 Establishing and Dissolving Technical Committees and Correlating Committees.

3.1.1 Scope of Standards Development Activities. The Scope of Standards Development Activities assigned to a Technical Committee shall be approved by the Standards Council. The Technical Committee or Correlating Committee may request the Standards Council to approve a change in its Scope at any time. Such Scope statement shall be subject to continuing Standards Council review to eliminate any conflicts or overlapping of responsibility between Committees.

3.1.2 Membership. The Standards Council shall be responsible for determining the size and membership of each Technical Committee and Correlating Committee in accordance with Section 3.2.

3.1.3 Structure. Each Technical Committee and Correlating Committee shall have a Chair, may request a Secretary, and may assign task groups to handle specific assignments. Technical Committee and Correlating Committee Members and officers and Task Group members shall be appointed in accordance with 3.1.3.1 through 3.1.3.4.

3.1.3.1 Appointment of Members and Their Tenure. The Chair and other Members shall be appointed by the Standards Council. The Standards Council may seek the recommendation of the Correlating Committee Chair and/or the Technical Committee Chair concerning the appointment of Members.

All such appointments are subject to annual review and reappointment by the Standards Council. Those Members who fail to attend meetings, neglect to return Ballots, or otherwise exhibit lack of interest, knowledge, or responsibility shall not be reappointed and may be removed for the stated causes at any time.

3.1.3.2 Change of Status. When the status of a Member changes, including changing employment, organization represented, or funding source, the individual's membership automatically terminates. The Member whose status has changed can request reappointment by submitting a new application for membership to the Standards Council Secretary. The change in status of the applicant, including any change in classification, shall be considered by the Standards Council when reviewing the new request for membership.

3.1.3.3 Appointment of Secretary. A Chair may appoint a secretary from among the membership. An NFPA staff person shall not be assigned as Secretary except as authorized by the Standards Council Secretary.

3.1.3.4 Task Groups. A Technical Committee or Correlating Committee may create Task Groups to address a specific topic or problem. The Task Group shall be appointed and discharged by the Chair. Persons serving on a Task Group need not be Members of the Technical Committee or Correlating Committee. Such a group need not be balanced by interest. The Task Group shall be discharged at the conclusion of the task and there shall not be standing Task Groups. The Task Group shall forward recommendations along with a report of underlying issues to the Technical Committee or Correlating Committee for action. Task Group reports shall not be submitted in the name of the Task Group as input, comments, TIAs, or FIs.

3.1.4 Continuing Jurisdiction. Each NFPA Standard issued by the NFPA shall be under the continuing jurisdiction of an appropriate Correlating Committee and/or Technical Committee. This responsibility can be transferred from one Committee to another by action of the Standards Council. It shall be the responsibility of each Technical Committee and Correlating Committee to review

periodically the NFPA Standards for which it is responsible to ensure that they are kept current (see 4.2.3).

When approved by the Standards Council, portions of an NFPA Standard may be assigned to specific Technical Committees, and the work of the Technical Committees will be correlated by a Correlating Committee.

3.1.5 Life of Technical Committees and Correlating Committees. Each Technical Committee and Correlating Committee shall continue until discharged by the Standards Council or consolidated with another Technical Committee or Correlating Committee.

3.1.6 Appointment of Staff Liaison. The Standards Council Secretary shall appoint the Staff Liaison. Following approval of the establishment of a Committee by the Standards Council, the Staff Liaison shall:

(a) Prepare a recommended Committee Scope. The Scope shall clearly describe areas of technical activity for which one or more NFPA Standards are contemplated.

(b) Prepare a suggested list of interests appropriate to be represented.

(c) Amass resource material for Technical Committee and/or Correlating Committee consideration at its first meeting.

Items (a) and (b) shall be approved by the Standards Council prior to the first meeting of the Technical Committee and/or Correlating Committee. See also 3.1.1.

3.1.7 Role of Staff Liaison. In addition to performing the functions stated in 3.1.6 for new Committees, a Staff Liaison shall:

(a) Serve in an advisory capacity and assist the Technical Committee and/or Correlating Committee to achieve compliance with these Regulations

(b) On instruction and guidance from the applicable Technical Committee and/or Correlating Committee, process and edit text for new NFPA Standards and amendments to existing NFPA Standards

(c) Coordinate the text of NFPA Standards for which the assigned Technical Committees and/or Correlating Committees are responsible with the text of other NFPA Standards to avoid, insofar as practicable, conflicts and duplication

(d) Be responsible for the editorial treatment of NFPA Standards to ensure compliance with the Manual of Style for NFPA Technical Committee Documents

(e) Attend meetings of the assigned Technical Committees and/or Correlating Committees when possible

(f) Keep the applicable officer(s) informed concerning changes in personnel, availability of meeting dates and places, and the like

(g) Prepare any Public Input or Public Comments received in a format suitable for Technical Committee consideration

(h) Prepare the First Draft and Second Draft for publication

(i) Perform such other functions as may be stated in these Regulations or assigned by the Standards Council Secretary

3.2 Membership of Technical Committees and Correlating Committees.

3.2.1 Endorsement Not Constituted. Membership on a Technical Committee and/or Correlating Committee shall not in and of itself constitute an endorsement of the NFPA or of any NFPA Standard developed by the Technical Committee and/or Correlating Committee on which the Member serves.

3.2.2 Types of Membership. Membership shall be limited to the types specified in 3.2.2.1 through 3.2.2.5.

3.2.2.1 Voting Members. A person may be appointed by the Standards Council as a voting Member in one of the following categories:

(a) An Organization Representative, appointed as a representative of an

organization, who has the authority to speak for the organization on a Technical Committee and/or Correlating Committee activity.

NOTE 1: This type of membership is a preferred method to secure representation of interested groups.

NOTE 2: The word "organization" indicates an association, society, or other organization with a demonstrated ability to represent a broad spectrum of groups or individuals.

(b) A Representative of a Section or Technical Committee and/or Correlating Committee designated by a Section or Technical Committee and/or Correlating Committee to represent it.

(c) A Personal Member, who may be any person, regardless of association, business, or service affiliation, especially qualified to serve. Such Members shall be appointed on the basis of their personal qualifications; however, for purposes of balance, their business interests and affiliations shall be considered.

3.2.2.2 Alternates. Any Member except an Alternate Member or Member Emeritus is encouraged to have an Alternate. Each such appointment is subject to the qualifications specified in 3.2.4.1.

If an organization has more than one representative on a Technical Committee and/or Correlating Committee, the organization may nominate one Alternate to one or more of its representatives (see 3.3.4 for voting privileges). The organization shall specify to which representative(s) each nominee is to be the alternate. An organization shall not have more alternates than representatives. An Alternate must be of the same interest classification as the principal member.

3.2.2.3 Restricted Voting Members. The Standards Council may appoint a Member having an interest in only a portion of the Scope of the work of a Technical Committee or Correlating Committee with voting privileges restricted to that portion of the Scope.

3.2.2.4 Member Emeritus. The Standards Council may appoint a Member as a Member Emeritus without voting privileges. The position of Member Emeritus is to recognize long-standing Members who can no longer actively attend Committee meetings but whose unique expertise and past contributions warrant special recognition.

3.2.2.5 Nonvoting Members. A person meeting the requirements of 3.2.4.1 may be appointed as a Nonvoting Member if the Standards Council feels that such an appointment would serve a useful purpose. Nonvoting Members may serve in an advisory, corresponding, liaison, or Member Emeritus capacity, or as Committee secretary, as provided in 3.1.3.3.

3.2.3 Qualifications for Membership. Qualification for Membership is based on all the information available to the Standards Council, including the information provided in the candidate's Application as specified in 3.2.4. Membership in the NFPA or any of its Sections shall not be a prerequisite to or a condition of appointment to a Technical Committee or Correlating Committee.

3.2.4 Application Process. Information to be included in a candidate's Application for Membership and how the Standards Council is to review and act on this information is specified in 3.2.4.1 and 3.2.4.2.

3.2.4.1 Applications for Membership. Each candidate for membership shall submit statements to the Standards Council Secretary indicating the following:

- (a) Evidence of knowledge and competence in the work of the Technical Committee and/or Correlating Committee
- (b) Assurance of ability to participate actively, including responding to correspondence and attendance at meetings (see 3.3.3.3)
- (c) Relationship of applicant to the Scope of the Technical Committee and/or Correlating Committee
- (d) What organization, company, or other entity the nominee would

represent

(e) Whether the applicant would have an instructed vote and, if so, by and on behalf of whom, and whether the organization, in instructing its representative, can meet the time constraints imposed by the Regulations

(f) What person or organization would fund the candidate's participation

(g) Agreement to notify the Standards Council Secretary of a change in employment, organization represented, or funding source

(h) Assurance of ready access to the internet and an individual email address. Notwithstanding the foregoing, the Standards Council Secretary may permit alternate means of participation in individual cases of hardship or where technical or other circumstances warrant the use of alternate means

(i) Where practical and appropriate, concurrent submission of a candidate to serve as alternate member is encouraged

3.2.4.2 Action of the Standards Council on Applications for Membership. The Standards Council may appoint a nominee, hold the application pending further information, reject an application, or take such other action as it deems necessary.

Appointment shall be based on:

- (a) Qualifications of the applicant under the provisions of 3.2.3
- (b) Limiting the size of each Technical Committee and/or Correlating Committee to a manageable working group
- (c) Maintaining a balance of interests within the membership

If any individual or organization has applied for and has been denied membership, the individual or organization may, within a 60-day period after notification, file an appeal with the Standards Council for purposes of reconsideration (see Section 1.6).

3.2.5 Determination of Interests. The Standards Council shall determine the interests to be represented on Technical Committees and Correlating Committees. The Standards Council may seek the recommendation of the Correlating Committee Chair and Technical Committee Chair in discharging this responsibility.

3.2.5.1 Balance of Interests. Normally no more than one-third of the Voting Members shall represent any one interest. A Technical Committee or Correlating Committee shall not be considered out of balance, however, where, due to a member resignation, change of status, pending recruitment efforts, or other circumstance, the representation of an interest exceeds one-third the Voting Members. In such circumstances, the Standards Council shall make reasonable recruitment efforts to restore the Technical Committee or Correlating Committee to a normal balance of interests.

3.2.6 Limitation of Technical Committee Chairs. A Chair of a Technical Committee that reports to a Correlating Committee cannot serve as a voting member (Principal or Alternate) of the Correlating Committee. An individual shall not serve as Chair of more than a single Technical Committee reporting to the same Correlating Committee.

3.3 Powers and Duties of Technical Committees and Correlating Committees.

3.3.1 General Responsibilities.

3.3.1.1 Scope of Work. The work of each Technical Committee and Correlating Committee shall be:

- (a) In accordance with the Scope as approved by the Standards Council (see 3.1.1)
- (b) In accordance with any instructions subsequently issued by the Standards Council

(c) Consonant with the objectives of the NFPA (see Article 2 of the Articles of Organization and Article 2.1 of the Bylaws)

3.3.1.2 Activity Within Scope. Consonant with the publishing Guidelines of the NFPA, each Technical Committee and Correlating Committee shall:

- (a) Prepare proposed Codes, Standards, Recommended Practices, or Guides
- (b) Prepare and/or process Public Input and Public Comments to amend existing NFPA Standards
- (c) Recommend Reconfirmation or Withdrawal of an NFPA Standard
- (d) Prepare and/or process proposed Tentative Interim Amendments (see Section 5)
- (e) Prepare and/or process Formal Interpretations (see Section 6)

3.3.2 Calling Meetings. Chairs, in coordination with NFPA Staff Liaisons, shall call meetings at such times as may be necessary and convenient for the transaction of business. Meetings called to prepare a Technical Committee Report shall comply with Section 4.2. Before issuing a call for such a meeting, the Staff Liaison shall consult with the Standards Council Secretary to be apprised of other meetings or other scheduled events that may affect attendance at the proposed meeting.

Special meetings called for the purpose of handling items of an emergency nature shall not be subject to the above scheduling constraints.

3.3.2.1 Meeting Notices. The Standards Council Secretary shall be notified in advance of all meetings and shall publish a notice of all meetings.

3.3.2.2 Distribution of Agenda to Committee Members. The Staff Liaison, in coordination with the Chair, shall distribute an appropriate agenda, including supporting material, at least 14 days in advance of the date for which a meeting is called or at such a time interval before the meeting as the membership may earlier agree. A copy of this agenda shall be filed with the Standards Council Secretary in accordance with 3.3.5.3.

3.3.2.3 Types of Meetings. The preferred manner to hold meetings shall be with all participants at the same physical location. Teleconferences, videoconferences, or other methods of holding meetings that allow participants to be at separate physical locations shall be subject to the same rules as when all the participants are at the same location. Such meetings shall require a roll call to confirm all votes. Any cost burden for attendance and participation by a guest are the responsibility of the guest.

3.3.3 Transaction of Business. The transaction of business at Technical Committee and Correlating Committee meetings shall be governed, in order of precedence, first by these Regulations, second by any applicable Supplemental Operating Procedures (see 3.3.8), and third by Robert's Rules of Order Revised.

3.3.3.1 Quorum. There is no quorum requirement for Technical Committee and Correlating Committee meetings.

3.3.3.2 Attendance. Meetings shall be open, except that a Correlating Committee may, at the discretion of the Chair, enter into executive session solely for the purpose of considering or developing recommendations for changes in Technical Committee membership in accordance with 3.4.3(d) or for the purpose of developing or amending its own Supplemental Operating Procedures in accordance with 3.3.8.

3.3.3.3 Participation.

(a) Participation shall be limited to Members and the Staff Liaison, except that the request of a guest to address the Technical Committee or Correlating Committee on a subject relevant to a specific item under consideration shall be honored. Guests wishing to address the Technical Committee or Correlating Committee shall notify the Chair or Staff Liaison in writing at least 7 days before the meeting. The 7-day notice may be waived by the Chair. When a

guest addresses the committee, equal opportunity shall be afforded those with opposing views. The Chair shall designate the time allotted for any such addresses.

(b) An Alternate Member shall have the same participation rights as the Member when the Member is absent. When the Member and the Alternate are both present, the Alternate may have the privilege of the floor only with the consent of the Chair and the Member.

(c) If a Member (and Alternate) cannot attend, a designated representative may be sent to express the views of the absent Member. The representative shall not be privileged to vote or make motions.

(d) If attendance by a Member is not possible due to demonstrated hardship, written commentary shall be submitted in advance of the meeting.

(e) Videos, slides, overheads, and similar visual aids may be allowed during meetings of Correlating Committees, Technical Committees, and Task Groups. The review of samples of nonhazardous products and materials may be allowed. The presenters of the information are responsible for all equipment arrangements and associated fees pertaining to their presentations.

(f) Physical demonstrations, experiments, or simulations shall not be allowed during meetings of Correlating Committees, Technical Committees, or Task Groups.

3.3.3.4 Minutes of Meetings. Minutes of each meeting shall be recorded and issued without undue delay to Members by the Chair, the secretary, or a duly appointed individual acting at the direction of the Chair or secretary. No other minutes shall be authorized.

Minutes shall, at a minimum, include the time and place of meetings, names and affiliations of all persons attending, and the actions taken. Minutes shall be approved by the Technical Committee for Technical Committee meetings and by the Correlating Committee for Correlating Committee meetings. When a Technical Committee functions under the oversight of a Correlating Committee, minutes of Technical Committee meetings shall be distributed to the Correlating Committee. A copy of Technical Committee and Correlating Committee minutes shall be filed with the Standards Council Secretary in accordance with 3.3.5.3.

Meetings shall not be recorded verbatim by any means unless authorized by the Standards Council Secretary, in consultation with the Chair. If the request is approved, NFPA will make the recording and the requester will be asked to compensate NFPA for the associated costs. The original recording will remain the property of NFPA.

3.3.4 Voting Procedures and Privileges. Each voting Member, including the Chair, shall have one vote in the affairs of the Technical Committee or Correlating Committee on which the Member serves (see 3.2.2.3 for "Restricted Voting Member" privileges). The vote of an Alternate shall be counted and circulated only when the principal Member does not exercise his or her voting privileges. An Alternate shall not be privileged to cast more than one vote on any subject regardless of the number of principal Members to whom he or she serves as Alternate.

3.3.4.1 Voting by Proxy. Voting by proxy shall not be permitted.

3.3.4.2 Meeting Votes. Actions permitted to be taken by these Regulations during Technical Committee and Correlating Committee meetings shall be decided by a Meeting Vote. Unless specifically stated otherwise in these Regulations, an action requires support of at least a simple majority of the eligible voting members at the meeting. In calculating the Meeting Vote, those who abstain shall be omitted from the calculations.

3.3.4.3 Ballots. On matters pertaining to the content of NFPA Standards, Formal Interpretations, Tentative Interim Amendments, or Technical Committee/Correlating Committee Scopes, a Meeting Vote is to establish a sense of agreement.

Only the results of Ballots shall be used to determine the final position of the Technical Committee and/or Correlating Committee. Formal votes of Members shall be secured by Ballot to determine the Technical Committee/Correlating Committee positions. Ballots to secure the formal votes of the Technical Committee/Correlating Committee on the content of NFPA Standards shall be only on Revisions or Correlating Revisions, and the Ballot shall not include establishing the Technical Committee position on Public Input or Public Comments or other items not directly resulting in a change to the NFPA Standard text.

(a) **How Ballots Are Secured.** The vote of Members and Alternates shall be secured by the Staff Liaison sending to each Member and Alternate a copy of the material under consideration together with a Ballot form. The Ballot due date shall be on the Ballot.

(b) **How Members May Vote on Ballots.** Each Member shall record his or her opinion as “affirmative,” “negative,” or “abstaining” on the Ballot required in 3.3.4.3 within the time limit specified on the Ballot. A Member voting in the “negative” or recorded as “abstaining” shall include a statement of reasons with the Ballot. The reasons for negative votes on a specific issue being Balloted shall be transmitted to the Staff Liaison, who will compile and circulate to each Member, who can respond, reaffirm, or change his or her Ballot at that time. When reasons for negative votes are transmitted, affirmative comments and comments of nonvoting members shall be included.

(c) **Calculating Votes on Ballots.** A Member eligible to vote shall be one who is a Member of record as of the date of the mailing of the Ballot. In calculating the vote, those who have expressed in writing valid reasons for abstaining, those who returned negative Ballots without comments, and those who, after a second request, fail to return their Ballots shall be omitted from the calculations. In all cases, an affirmative vote of at least a simple majority of the total membership eligible to vote is required.

(d) **Ballot Statement.** A Ballot statement shall accompany every First Draft Report and Second Draft Report indicating:

- (1) Number of Members eligible to vote
- (2) Number voting in the affirmative
- (3) Identification of negative voters and stated reasons for each negative vote
- (4) Identification of those who have abstained and reasons for each abstention
- (5) Identification of those who have not returned Ballots

The Staff Liaison, with the approval of the Standards Council Secretary, may edit or paraphrase the reasons for votes for the purpose of the publication of the First Draft Report and Second Draft Report.

3.3.5 Responsibility to NFPA.

3.3.5.1 Liaison with Staff. Each Chair shall keep the Staff Liaison fully informed on the work of the Technical Committee and/or Correlating Committee and any Task Groups, coordinate meeting dates with the Staff Liaison, and supply the Staff Liaison with copies of all material (e.g., agendas, minutes, Ballots, reports, and correspondence).

3.3.5.2 Identification of Committee Drafts and Working Papers. Drafts or working papers prepared by the Technical Committee or Correlating Committee that have not been formally submitted for publication as part of its Technical Committee Reports shall, prior to distribution either to the public or to committee members, be prominently identified with appropriate notices indicating their status as draft or working papers, not for publication.

3.3.5.3 Filing of Technical Committee and Correlating Committee Materials with Standards Council Secretary. Technical Committees and Correlating

Committees shall file with the Standards Council Secretary at least one copy of all materials distributed to their Members. Providing copies of distributed material to the Staff Liaison shall be considered as having been filed with the Standards Council Secretary. All such filings shall be available upon reasonable request for inspection at NFPA Headquarters.

3.3.5.4 Availability of Technical Committee/Correlating Committee Materials to the Public. Agendas and supporting materials, including Public Input and Public Comments and any other materials distributed to the members for consideration at a Technical Committee or Correlating Committee meeting, shall be made available upon reasonable request in writing to interested members of the public. In order to ensure availability of such materials for use at a Technical Committee or Correlating Committee meeting, requests in writing must be received at NFPA Headquarters at least 21 days in advance of the meeting. At the discretion of the Standards Council Secretary, reasonable fees and terms of payment may be set for such materials.

3.3.5.5 Intercommittee Coordination. A Technical Committee dealing with a subject that falls within the primary charge of another Technical Committee (see 3.1.1) shall coordinate its activities with the Technical Committee having primary jurisdiction to identify and resolve conflicts and minimize duplication. Questions of jurisdiction between two or more Technical Committees shall be subject to adjudication by the Standards Council except that a Correlating Committee shall settle questions of jurisdiction between Technical Committees operating under its responsibility.

3.3.6 NFPA Standards Content. Each Technical Committee shall, as far as practicable, prepare NFPA Standards in terms of required performance, avoiding specifications of materials, devices, or methods so phrased as to preclude obtaining the desired results by other means. It shall also base its recommendations on one or more of the following factors: fire experience, research data, engineering fundamentals, or other such information as may be available.

3.3.6.1 Definitions. Where the following terms, commonly found in the NFPA Technical Committee Standards, are used or defined in the body of the text, they shall be consistent with the intent of these meanings. “Definitions” shall not be altered unless approved by the Standards Council. Such altered definition shall be clear and unambiguous in the context in which it is used.

Approved — Acceptable to the authority having jurisdiction.

NOTE: The National Fire Protection Association does not approve, inspect, or certify any installations, procedures, equipment, or materials nor does it approve or evaluate testing laboratories. In determining the acceptability of installations or procedures, equipment, or materials, the “authority having jurisdiction” may base acceptance on compliance with NFPA or other appropriate standards. In the absence of such standards, said authority may require evidence of proper installation, procedure, or use. The “authority having jurisdiction” may also refer to the listings or labeling practices of an organization that is concerned with product evaluations and is thus in a position to determine compliance with appropriate standards for the current production of listed items.

Authority Having Jurisdiction (AHJ) — An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

NOTE: The phrase “authority having jurisdiction,” or its acronym AHJ, is used in NFPA Standards in a broad manner because jurisdictions and approval agencies vary, as do their responsibilities. Where public safety is primary, the authority having jurisdiction may be a federal, state, local, or other regional department or individual such as a fire chief; fire marshal; chief of a fire prevention bureau, labor department, or health department;

building official; electrical inspector; or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.

Code — A standard that is an extensive compilation of provisions covering broad subject matter or that is suitable for adoption into law independently of other codes and standards.

NOTE: The decision whether to designate a standard as a “code” is based on such factors as the size and scope of the NFPA Standard, its intended use and form of adoption, and whether it contains substantial enforcement and administrative provisions.

Consensus — Consensus has been achieved when, in the judgment of the Standards Council of the NFPA, substantial agreement has been reached by materially affected interest categories. Substantial agreement means much more than a simple majority but not necessarily unanimity. Consensus requires that all views and objections be considered and that a concerted effort be made toward their resolution. The Standards Council bases its judgment as to when a consensus has been achieved on the entire record before the Standards Council.

Guide — An NFPA Standard that is advisory or informative in nature and that contains only nonmandatory provisions. A guide may contain mandatory statements such as when a guide can be used, but the NFPA Standard as a whole is not suitable for adoption into law.

Labeled — Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

Listed — Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for specified purpose.

NOTE: The means for identifying listed equipment may vary for each organization concerned with product evaluation; some organizations do not recognize equipment as listed unless it is also labeled. The authority having jurisdiction should utilize the system employed by the listing organization to identify a listed product.

Recommended Practice — An NFPA Standard similar in content and structure to a code or standard but that contains only nonmandatory provisions using the word “should” to indicate recommendations in the body of the text.

Shall — Indicates a mandatory requirement.

Should — Indicates a recommendation or that which is advised but not required.

Standard — An NFPA Standard, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and that is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions are not to be considered a part of the requirements of a standard and shall be located in an appendix, annex, footnote, informational note, or other means as permitted

in the NFPA Manuals of Style. When used in a generic sense, such as in the phrases “standards development process” or “standards development activities”, the term “standards” includes all NFPA Standards, including Codes, Standards, Recommended Practices, and Guides.

3.3.6.2 Reference to Other NFPA Standards or Other Publications. When a reference is made in a Technical Committee Report to an NFPA Standard or a publication prepared by another organization, such a reference shall contain the sponsor, title, date or edition, and preferably the specific parts of the NFPA Standard or other publication to which reference is made. Technical Committees shall include such references only after review of such NFPA Standards or publications, satisfying themselves that the references are adequate and appropriate.

NOTE: Technical Committees should include a bibliography of referenced materials in each of their NFPA Standards.

3.3.7 Reference Standards and Publications.

3.3.7.1 Mandatory Reference Standards in NFPA Standards.

3.3.7.1.1 Mandatory standards referenced in NFPA Standards shall be written using mandatory language and shall be identifiable by title, date or edition, and name of the developing organization. An original copy of the reference standard shall be on file at NFPA Headquarters if not readily available from other sources. See also 3.3.7.4.

3.3.7.1.2 Mandatory standards referenced in NFPA Standards shall be developed via an open process having a published development procedure. The development procedure shall include a means for obtaining divergent views, if any. The development procedure shall include a means of achieving consensus for the resolution of divergent views and objections.

3.3.7.1.3 Mandatory standards referenced in NFPA Codes and Standards not complying with 3.3.7.1.2 are permitted. However, in such instances the Technical Committee shall determine that the mandatory standard is appropriate for reference. The Technical Committee shall verify that the standard is written in mandatory language; that it is identifiable by title, date or edition, and developing organization; and that it is readily available. Any mandatory standard proposed for reference on the basis of this paragraph shall be specifically identified as not complying with 3.3.7.1.2 in the Technical Committee Report.

3.3.7.2 Nonmandatory Reference Standards in NFPA Standards. Reference standards that do not comply with 3.3.7.1 shall be referenced only as nonmandatory standards and shall be included only as advisory material in an NFPA Code or Standard.

3.3.7.3 Nonmandatory Referenced Publications in NFPA Standards Denominated as Guides or Recommended Practices. Publications referenced in Guides or Recommended Practices shall be subject to 3.3.7.4.

3.3.7.4 Reference to Other NFPA Standards or Publications by Other Organizations. When a reference is made in an NFPA Standard to another NFPA Standard or other publication prepared by any organization, such a reference shall contain the title, date or edition, name of the developing organization, and preferably the specific parts of the NFPA Standard or other publication to which reference is made. Technical Committees shall include such references only after review of such NFPA Standards or other publications, satisfying themselves that the references are adequate and appropriate. An original copy of the reference NFPA Standard or other publication shall be on file at NFPA Headquarters, if not readily available from other sources.

3.3.8 Supplemental Operating Procedures. A Technical Committee and/or Correlating Committee may adopt Supplemental Operating Procedures, provided that such procedures are consistent with the Bylaws of the NFPA

and with these Regulations. Such procedures and amendments thereto shall be promptly transmitted to the Standards Council Secretary, who shall submit them to the Standards Council for approval. Amendments to the Bylaws of the NFPA or to these Regulations shall automatically supersede any such procedures that may be in conflict therewith.

3.3.9 Publication of Technical Committee Reports. When Technical Committee Reports are judged to be in a form for NFPA membership consideration, they shall be submitted to the Standards Council Secretary in accordance with 4.3.12(b) and 4.4.12(b).

3.4 Organization and Responsibilities of Correlating Committees.

3.4.1 Organization. If the Standards Council determines that a standards development activity is of such magnitude or breadth, or for other appropriate reasons requires that a group manage and coordinate the activities of a number of Technical Committees, the Standards Council may appoint a Correlating Committee. The number of Members and the interests from which they are selected shall be determined by the Standards Council.

3.4.2 Authority. A Correlating Committee shall direct the activities of the Technical Committees that have primary responsibility for the development and revision of NFPA Standards assigned to them. The Correlating Committee shall be responsible for resolving conflicts, achieving correlation among the recommendations of the Technical Committees, correcting errors and omissions, and ensuring that the Committee activities have been conducted in accordance with these Regulations and any approved Supplemental Operating Procedures (see 3.3.8). The Correlating Committee shall have the authority to choose between alternatives presented by the Technical Committees and to write text, but only as necessary for correlation, consistency, and the correction of errors and omissions.

3.4.3 Responsibilities. The responsibilities of a Correlating Committee are:

- (a) Resolving conflicts within or between NFPA Standards
- (b) Recommending the resolution of conflicts between overlapping functions in Technical Committee Scopes
- (c) Recommending the establishment of new or the discharging of existing Technical Committees and proposing new Scopes or changes to existing Scopes of Technical Committees
- (d) Recommending changes in membership to obtain or improve representation on a Technical Committee
- (e) Correlating the scheduling of the Reports from the Technical Committees operating under its responsibility
- (f) Notifying a Technical Committee of its failure to comply with these Regulations or the *Manual of Style for NFPA Technical Committee Documents*
- (g) Determining whether the Technical Committee has given due consideration to all evidence presented to it in connection with the preparation of its Report, including all comments relating to negative votes
- (h) Establishing Supplemental Operating Procedures, if desired (see 3.3.8)
- (i) Performing such other or different duties as the Standards Council may from time to time assign

Section 4 Development and Revision of NFPA Standards.

4.1 Initiation of NFPA Standard Development Activities. Any person, organization, or existing Technical Committee or Correlating Committee can request the Standards Council to commence standards development activities on any subject matter of proper concern to the NFPA. Submittals shall be made on a form prescribed by the Standards Council Secretary and shall include a statement of the scope of the desired standards development activities; substantiation of the need to address the subject matter, including a precise

description of the topic(s) to be addressed and clarification that the matter is not already addressed by existing NFPA committees; groups that could be affected and other groups who should review and provide input on the standards development activity; identification of other related documents within or outside NFPA; expertise necessary to develop the new standards development activity and information on whether the current Technical Committee membership is adequate; and available data or information to substantiate the standards development activity.

4.1.1 Solicitation of Information. Following receipt of such a request, the Standards Council Secretary shall, if deemed appropriate, submit for publication by the NFPA a notice of receipt of the request and a solicitation of opinions on the need for the standards development activity, information on resources on the subject matter, those interested in participating in the standards development activity, if approved, and other organizations actively involved with the subject.

If the proposed standards development activity appears to be within the scope of an existing Technical or Correlating Committee, the Standards Council may refer the request to the appropriate Committee(s) for comment and recommendations.

4.1.2 Standards Council Consideration. After the solicitation of information, the Standards Council Secretary shall submit the request to commence standards development activity, the information resulting from any Committee comment and recommendations, published notice, and any other pertinent information to the Standards Council for its review and consideration. The Standards Council, after review, may seek further information, either through the publication of a public notice or through other means, or it may approve or deny the request in whole or in part, or it may take such other action as it deems appropriate. The Standards Council shall take any actions prescribed by these rules that may be necessary to implement its decisions concerning the commencement of standards development activities, such as the establishment of new Committees, the development or revision of Committee Scopes, or the providing of appropriate directions to existing Committees.

4.2 Overview of the NFPA Standard Development and Revision Process.

4.2.1 Revision Cycles. As further described in these Regulations, all NFPA Standards shall be developed and periodically revised through scheduled Revision Cycles consisting principally of the following:

- (a) Technical Committee/Correlating Committee activities, including an Input Stage (see Section 4.3) and a Comment Stage (see Section 4.4)
- (b) NFPA Technical Meeting consideration (see Section 4.5)
- (c) Technical Committee/Correlating Committee follow-up by Balloting of NFPA Technical Meeting actions (see Section 4.6)
- (d) Standards Council consideration and issuance (see Section 4.7)

4.2.2 Schedule of Revision Cycles. The Standards Council Secretary, with approval of the Standards Council, shall establish schedules of Revision Cycles for processing NFPA Standards. Each Revision Cycle shall include final dates for all critical events in the processing of NFPA Standards, including but not limited to a call for Public Input and Public Comments, the Notice of Intent to Make a Motion, the availability of Technical Committee Reports, the NFPA Technical Meeting, and Standards Council issuance. Upon request of a Technical Committee Chair or, in the case of activities managed by a Correlating Committee, the Correlating Committee Chair, the Standards Council Secretary may approve a Public Input closing date for an NFPA Standard that is different than that published in the schedule, provided that the Public Input submission period is not less than 30 days. The Standards Council Secretary shall publish the schedules of Revision Cycles.

4.2.3 Frequency of Processing NFPA Standards Through Revision Cycles. An NFPA Standard shall not be processed through a revision cycle more than once

every 3 years and not less than once every 5 years, except where specifically permitted by the Standards Council. Under special circumstances, and when approved by the Standards Council, the time interval may be extended to a maximum of 10 years. If a Technical Committee fails to process an NFPA Standard within the specified time period, the Standards Council shall take appropriate action.

4.2.4 Assignment of NFPA Standards to Revision Cycles. The Standards Council shall be responsible for assigning all NFPA Standards to appropriate Revision Cycles. Any request for a change in assignment shall be transmitted to the Standards Council Secretary for consideration by the Standards Council.

4.2.5 Publication of NFPA Standards Development Activities.

4.2.5.1 The NFPA Standards Development Site. The NFPA Standards Development Site shall be used for the submission of all Public Input and Public Comments and for the publication of Technical Committee Reports and other NFPA Standards Development Activities and information required by these Regulations to be published. Notwithstanding the foregoing, the Standards Council Secretary may permit alternative means of submission and publication in individual cases of hardship or where technical or other circumstances warrant the use of alternative means.

4.2.5.2 The Technical Committee Reports. The NFPA Standards Development Activities for each new or revised NFPA Standard shall be contained in a Technical Committee Report, which shall be in two parts:

- (a) A First Draft Report, consisting of a section for the publication of Input and a section for the publication of the First Draft
- (b) A Second Draft Report, consisting of a section for the publication of Comments and a section for the publication of the Second Draft.

Each Technical Committee Report shall be published in the NFPA Standards Development Site or as otherwise provided in 4.2.6 and shall be published prior to the NFPA Technical Meeting at which the Report is scheduled for presentation.

4.2.6 Publication of Notices. All notices required by these Regulations and notice of all material actions taken by the Standards Council and the Board of Directors shall be published on the NFPA Standards Development Site, in one of the NFPA's publications sent or accessible to all Members, and in other appropriate media as may be determined by the Standards Council Secretary.

NOTE: The NFPA Standards Development Site can be accessed through the NFPA website on the Document Information (DocInfo) pages at www.nfpa.org/docinfo. Each standard is listed and the user chooses the standard of interest from the list. All notices relating to a current standard shall be posted on the DocInfo pages and alerts can be set up such that notification is automatically sent when postings are made that are related to the standard of interest.

4.3 Committee Activities: Input Stage.

4.3.1 Introduction.

(a) **General.** The Input Stage provides the opportunity for the public and others to assist Technical Committees in developing a draft of a new or revised NFPA Standard and for submitting new material for public and committee review and consideration. Input shall be submitted and processed in accordance with Section 4.3.

As further set forth in Section 4.3, the Input that may be submitted in this stage is of three types: Public Input, Correlating Input (see Section 4.3.3 - 4.3.7), and Committee Input.

(b) **Important Note.** The Input Stage is a preliminary stage for assisting the committee in developing its draft and for raising new issues for public

review and consideration. It is not a "Public Comment" period for purposes of the ANSI Essential Requirements. While Technical Committees must review all Public Input and provide limited responses in accordance with 4.3.7, Technical Committees do not act to formally accept or reject Public Input and are not required to address all specific issues raised in the Public Input. The Comment Stage is the period in which Technical Committees are required to give consideration to the written views and objections of all Public Commenters and to make efforts to resolve objections within the meaning of the ANSI Essential Requirements. In order to receive consideration of views on and objections to the First Draft, an appropriate Public Comment must be submitted during the Comment Stage, and any issue raised during the Input Stage but not followed up with the submission of an appropriate Public Comment shall be considered Resolved.

4.3.2 Publication of Notice Seeking Public Input. A notice announcing that an NFPA Standard has entered a Revision Cycle and a call for Public Input shall be published as specified in 4.2.5 and 4.2.6.

4.3.2.1 New NFPA Standards. In the case of proposed new NFPA Standards, Public Input shall be in the form of proposed revisions to a Preliminary Draft prepared by the responsible Technical Committee. The Preliminary Draft shall be developed as follows:

- (a) A Committee shall obtain Standards Council approval prior to initiating standards development activities on a new NFPA Standard.
- (b) Prior to entering into a Revision Cycle for that new NFPA Standard (see 4.2.3), the Technical Committee shall develop a Preliminary Draft NFPA Standard that shall be approved for public review through a Ballot of the Committee, requiring at least a simple majority.

(c) Once approved for public review, the Preliminary Draft shall be provided to the Standards Council Secretary along with the notification of the intended closing date for receipt of Public Input (see 4.2.4). Notice that the proposed draft NFPA Standard is available from the Standards Council Secretary shall be published.

4.3.2.2 Existing NFPA Standards. In the case of existing NFPA Standards, Public Input shall be in the form of proposed revisions to the most current edition of that NFPA Standard.

4.3.3 Input from the Public or the Correlating Committee. There are two types of Input that can be submitted to assist the Technical Committee in developing the First Draft: Correlating Input and Public Input. (There is also a type of Input called Committee Input that a Technical Committee develops at its meeting to develop the First Draft. See 4.3.8 for a discussion of this type of Input)

4.3.3.1 Correlating Input. Correlating Input is Input developed and submitted by the Correlating Committee on matters within its authority and responsibility (see 3.4.2 and 3.4.3) in order to provide guidance to the Technical Committees.

4.3.3.2 Public Input. Public Input is Input submitted by the public proposing changes to an NFPA Standard. Public Input may be submitted by:

(a) Any individual or member of the public, including an individual Committee Member.

(b) A Committee that wishes to submit Input to another Committee. Where a Committee has interest in or a jurisdictional relationship with the work of another Committee, a Technical Committee can develop and submit Public Input to send to another Technical Committee for consideration during development of the First Draft. The Committee shall be balloted in accordance with 4.3.10 and, if applicable, the Correlating Committee shall be balloted in accordance with 4.3.11.5.2.

4.3.3.3 Who May Submit Public Input. Anyone may submit Public Input,

and the submitter need not be a member of the NFPA. Except in the case of a Committee submitting Public Input to another Committee, all Public Input must be submitted in the name of an individual, with the individual's relevant organizational affiliation or representation noted separately. The individual shall be considered the submitter for purposes of these Regulations.

4.3.4 Content of Public Input.

4.3.4.1 Public Input shall be submitted through the means provided by the NFPA Standards Development Site or as may be otherwise directed by the Standards Council Secretary. Each Public Input shall include the following:

(a) Identification of the submitter and affiliation (i.e., Technical Committee, organization, company), where appropriate.

(b) Identification of the NFPA Standard, edition of the NFPA Standard, and paragraph of the NFPA Standard to which the Public Input is directed.

(c) Proposed text of the Public Input, including the wording to be added, revised (and how revised), or deleted. The changes shall be indicated through the use of underlines for new text and strikethroughs for deleted text.

(d) Statement of the problem and substantiation for Public Input.

(e) The signature of the submitter, which may be an electronic signature as approved by the Standards Council Secretary.

(f) A copy of any document(s) (other than an NFPA Standard) being proposed as a reference standard or publication (see 3.3.7) or, if providing a copy is impractical, detailed purchase and publication information

4.3.4.2 Input that does not include all of the required information listed in 4.3.4.1 (a) through (f) may be rejected by the Technical Committee for that reason.

4.3.5 Time for Submission or Withdrawal of Public Input.

(a) **Submission.** Public Input to revise or amend an existing or proposed NFPA Standard may be submitted up to the published Public Input closing date. Public Input on the affected edition received after that date shall be returned to the submitter.

(b) **Withdrawal.** A submitter may withdraw the Public Input before the published Public Input closing date. Input cannot be withdrawn after the established closing date.

4.3.6 **Consolidation of Similar Public Input.** When a Technical Committee Report receives a large amount of Public Input with the same recommendation and with similar substantiation for the Public Input, the NFPA Staff Liaison, with the approval of the Standards Council Secretary, may combine this Public Input and edit as necessary into a single Public Input or several Public Inputs with multiple submitters.

4.3.7 Technical Committee Consideration of Public and Correlating Input.

4.3.7.1 **Technical Committee Meetings.** Consideration of all Public Input and Correlating Input shall be given by the affected Technical Committee at a duly called Committee Meeting, unless the Chair, in consultation with the Staff Liaison, determines that the Input is of such nature that consideration can be given without a meeting. Committee Statements and responses to Public or Correlating Input shall be determined by a Meeting Vote requiring support of a simple majority.

4.3.7.2 **Purpose.** The purpose of Public and Correlating Input is to provide input to the Technical Committee as it begins to develop a new or revised NFPA Standard. The Technical Committee shall not formally accept or reject each Input, but instead shall review and consider the Input and, based on that Input and any other information available to the Technical Committee, develop a draft revision to the NFPA Standard under consideration.

4.3.7.3 **Responding to the Public and Correlating Input.** While Technical

Committees are not required to formally accept or reject Public and Correlating Input, the Technical Committee shall, to the extent practicable and in order to assist public submitters and the Correlating Committee in understanding the Technical Committee's reaction to the Input, provide a response. Such response may, as is appropriate, respond to guidance given in Correlating Input, advise the submitter of flaws in the Public Input, give reasons why the Technical Committee disagreed with the Public Input, and/or provide guidance or directions as to further information or refinement that might be needed to substantiate the Public Input or gain Technical Committee support of the proposed change. Technical Committee responses shall be provided in accordance with 4.3.7.3.1 and 4.3.7.3.2. Technical Committee responses shall be developed at a Committee Meeting through a Meeting Vote requiring a simple majority and shall not be subject to a Ballot.

4.3.7.3.1 **Response to Public Input by Reference to a First Revision.** When a Public Input relates to NFPA Standard text that has been revised by a First Revision, it shall be sufficient to refer the Submitter to that First Revision and its associated Committee Statement. Such a Committee Statement may, but need not directly or expressly, respond to each Public Input or each issue raised by the Public Input but may let the First Revision itself serve as sufficient guidance to the submitter. In addition to such reference, the Technical Committee may, if the Technical Committee wishes, develop a Committee Statement responding to the Public Input.

4.3.7.3.2 **Response to Public Input by Development of an Associated Committee Statement.** When the Public Input does not relate to NFPA Standard text that has been revised through a First Revision, the Technical Committee shall develop a Committee Statement responding to the Public Input.

4.3.8 **Technical Committee Input.** When a Technical Committee is considering a revision to its NFPA Standard but does not wish to include the revision in the First Draft, the Technical Committee may submit the revision for public review and consideration as a Committee Input for the sole purpose of seeking public consideration and soliciting Public Comments. The decision to develop Committee Input shall be supported through a Meeting Vote requiring a simple majority and shall not be subject to Ballot.

4.3.9 Development of the First Draft and Associated First Revisions.

4.3.9.1 **Development of First Draft.** Based on the review and consideration of all Input, TIAs, and any other information available to it, the Technical Committee shall develop a First Draft of the proposed new or revised NFPA Standard for public review and comment.

4.3.9.2 **Segmenting of First Draft into Individual Revisions for Purpose of Balloting.** The Technical Committee through a Meeting Vote shall segment the revisions contained in its First Draft into individual First Revisions. The segmenting process shall be subject to the limitations of 4.3.9.2.1, shall be at the discretion of the Technical Committee but shall, as far as is practicable, be done so as to facilitate the clear and efficient public review and consideration of the revisions.

4.3.9.2.1 Size and Content of Revisions.

(a) An individual Revision can contain multiple changes to the Standard text, provided that the changes are contained within a contiguous portion of the Standard that is no smaller than an individual numbered or lettered section or larger than a chapter.

(b) **Exception for Global Revisions.** Where the Technical Committee wishes to revise a term or phrase throughout an NFPA Standard so as to achieve editorial consistency or correlation, the Committee may do so through a single Global Revision that applies the change throughout the NFPA Standard or

throughout designated portions of the NFPA Standard.

4.3.9.2.2 Committee Statement. For each Revision, the Technical Committee shall develop an associated Committee Statement.

4.3.9.2.3 Approval of Revisions. First Revisions shall be supported by at least a simple majority of the Meeting Vote for preliminary approval and shall be subject to final approval through a Ballot (see 4.3.10).

4.3.9.3 Preparation of First Draft for Balloting by the Technical Committee.

4.3.9.3.1 When the Technical Committee has completed its work, NFPA Staff shall prepare the complete First Draft showing individual Revisions and their associated Committee Statements for Balloting.

4.3.9.3.2 Editorial Review. Prior to the Ballot, the First Draft and individual Revisions shall be reviewed by NFPA Staff for editorial style, consistency, and conformance with the Manual of Style for NFPA Technical Committee Documents, and any required editorial changes shall be incorporated into the text of the First Draft and individual Revisions prior to Balloting.

4.3.9.3.3 If, in the course of editorial review, Staff makes an editorial change to the text that is not part of a First Revision, Staff may, if Committee review is deemed advisable, designate the affected text as a First Revision. A notice shall be attached to such a Revision indicating that it was developed by Staff for editorial purposes.

4.3.10 Technical Committee Balloting on the First Draft.

4.3.10.1 Ballot on Revisions. Each Revision contained in the First Draft shall be submitted to a Ballot of the Technical Committee and shall require a two-thirds affirmative vote. The Ballot results shall be handled as follows:

(a) **Successful Revisions.** All First Revisions that pass the Ballot shall be considered as final First Revisions for inclusion in the First Draft Report.

(b) **Failed Revisions.** Where a Revision fails Ballot, the changes proposed in the failed Revision shall be considered rejected and shall be deleted from the First Draft. Failed Revisions shall be redesignated as Committee Input and shall be published in the Input section of the First Draft Report. A notice shall be attached to all failed Revisions designated as Committee Inputs indicating that the associated Committee Input is the result of a failed Revision.

(c) **Treatment of Global Revisions.** Global Revisions are balloted in the same manner as other Revisions, and a Global Revision that passes Ballot is applied, as directed, throughout the Standard, independently of the results of balloting on other Revisions.

4.3.11 Correlating Committee Review and Action on Public Input and the First Draft.

4.3.11.1 Review and Permitted Activity. Where Technical Committee activities are managed and coordinated by a Correlating Committee, the Correlating Committee shall review the First Draft as Balloted by the Technical Committees under its responsibility and take appropriate action within the limits of its authority and responsibility as set forth in 3.4.2 and 3.4.3, in the form of Correlating Notes and Correlating Revisions.

4.3.11.2 Correlating Notes. In reviewing the First Draft, Correlating Committee action shall generally take the form of Correlating Notes that provide clarification and other appropriate information or that direct the responsible Technical Committee(s) to reconsider Public Input, Committee Input, or Correlating Input, conduct further review, or take further action during the preparation of the Second Draft.

4.3.11.2.1 Correlating Notes that pass Ballot shall be published in the First Draft Report and shall be linked to the part of the First Draft to which it relates. Correlating Notes shall be processed in accordance with 4.4.7 during the Comment Stage. Correlating Notes shall be supported by at least a simple

majority of the Meeting Vote for preliminary approval and shall be subject to final approval through a Ballot (see 4.3.11.3).

4.3.11.3 Correlating Revisions. Where early action to promote correlation and consistency of the NFPA Standard is warranted, the Correlating Committee may also revise the First Draft by creating First Correlating Revisions, with associated Correlating Statements that delete or modify First Revisions or other text in the First Draft. To the extent that a First Correlating Revision modifies or deletes a First Revision or any portion of the First Revision, the original text of the First Revision, or affected portion thereof, shall be redesignated as a Committee Input and shall be published in the Input section of the First Draft Report along with a note indicating that the text contained in the Committee Input has been modified or deleted from the First Draft as a result of First Correlating Revision.

4.3.11.3.1 Size and Content of First Correlating Revisions.

(a) An individual Correlating Revision can contain multiple changes to the Standard text, provided that these changes are contained within a contiguous portion of the Standard that is no smaller than an individual numbered or lettered section or larger than a chapter.

(b) **Exception for Global Revisions.** Where the Correlating Committee wishes to revise a term or phrase throughout an NFPA Standard so as to achieve editorial consistency or correlation, the Committee may do so through a single Global Revision that applies the change throughout the NFPA Standard.

4.3.11.3.2 First Correlating Revisions shall be supported by at least a simple majority of the Meeting Vote for preliminary approval and shall be subject to final approval through a Ballot (see 4.3.11.3).

4.3.11.4 Preparation of First Draft for Balloting.

4.3.11.4.1 When the Correlating Committee has completed its work, NFPA Staff shall prepare the complete First Draft showing individual First Correlating Revisions and their associated Committee Statements for Balloting.

4.3.11.4.2 Prior to the Ballot, the First Draft and individual First Correlating Revisions shall be reviewed by NFPA Staff for editorial consistency and conformance with the *Manual of Style for NFPA Technical Committee Documents* and any required editorial changes shall be incorporated into the text of the First Draft and individual First Correlating Revisions Prior to Balloting.

4.3.11.4.3 If, in the course of editorial review, NFPA Staff make an editorial change to text that is not part of a First Correlating Revision, Staff may, if Correlating Committee review is deemed advisable, designate the affected text as a First Correlating Revision. A notice shall be attached to such a Revision indicating that it was developed by Staff for editorial purposes.

4.3.11.5 Correlating Committee Ballot on First Draft.

4.3.11.5.1 Balloting on Correlating Notes.

(a) Any proposed Correlating Notes on the First Draft shall be submitted to a Ballot of the Correlating Committee. Approval of Correlating Notes shall be established by a three-fourths affirmative vote of the Correlating Committee. Negative votes or abstentions on specific Correlating Notes shall include the reasons for such votes.

(b) Only proposed Correlating Notes that are approved by the Correlating Committee Ballot shall become Correlating Notes and be published in the First Draft Report. Correlating Notes that fail Ballot shall not be published.

(c) For approved Correlating Notes, a ballot statement as indicated in 3.3.4.3(d) shall be published with its associated Correlating Notes in the First Draft Report.

4.3.11.5.2 Balloting on First Correlating Revisions.

(a) Any proposed First Correlating Revisions taken on the First Draft shall be submitted to a Ballot of the Correlating Committee. Approval of First

Correlating Revisions shall be established by a three-fourths affirmative vote of the Correlating Committee. Negative votes or abstentions on specific First Correlating Revisions shall include the reasons for such votes.

(b) Only proposed First Correlating Revisions that are approved by the Correlating Committee Ballot shall become First Correlating Revisions and be published in the First Draft Report. First Correlating Revisions that fail Ballot shall not be published.

(c) For approved First Correlating Revisions, a ballot statement as indicated in 3.3.4.3(d) shall be published with their associated First Correlating Revisions in the First Draft Report.

(d) Treatment of Global Revisions. Global Revisions are balloted in the same manner as other Revisions, and a Global Revision that passes Ballot is applied, as directed, throughout the Standard, independently of the results of balloting on other Revisions.

4.3.12 Publication of Public Input and First Draft. Technical Committee Reports shall be published as follows:

(a) **Form and Content of First Draft Report.** At the conclusion of Ballot of the First Draft, a First Draft Report shall be created in a form suitable for online publication that contains all content designated for publication within these Regulations.

(b) Where the Technical Committee's activities are managed and coordinated by a Correlating Committee and where the Correlating Committee has no Correlating Notes or First Correlating Revisions, a note shall be placed in the First Draft Report indicating the Correlating Committee reviewed the First Draft and did not add any Correlating Notes or First Correlating Revisions.

(c) **Submission of First Draft.** The First Draft Report shall be submitted to the Standards Council Secretary for publication in the NFPA Standards Development Site within the timeframe established by the published calendar of the NFPA.

(d) **Publication and Distribution of the First Draft and the Technical Committee Report.** The NFPA shall make available and publicize the availability of the First Draft Report. Notice of the availability shall be published.

4.4 Committee Activities: Comment Stage.

4.4.1 Introduction.

(a) **Development of the Second Draft.** During the Comment stage, the responsible Technical Committee will develop a Second Draft, which incorporates any changes to the First Draft developed by the Technical Committee. The revisions in the Second Draft shall be segmented into a series of Second Revisions, and each such Second Revision shall be accompanied by a Committee Statement. Second Revisions shall be developed during the consideration of Public Comments and Correlating Notes and through other deliberations of the Technical Committee and Correlating Committee as further set forth in this chapter.

(b) **Purpose of and Action on Public Comments.** In developing the Second Draft, the Technical Committee reviews and considers all Public Comments. The Comment Stage is the period in which Technical Committees are required to give consideration to the written views and objections of all Public Commenters and to make efforts to resolve objections within the meaning of the ANSI Essential Requirements. In order to receive consideration of views on and objections to the First Draft, an appropriate Public Comment must be submitted during the Comment Stage, and the Technical Committee shall be required to provide a response to all Public Comments in accordance with these Regulations. Any issue raised during the Input Stage but not followed up with the submission of an appropriate Public Comment shall be considered Resolved.

4.4.2 Publication of Notice Seeking Public Comments. The First Draft Report shall contain a notice of a Public Comment and a Public Comment closing date established pursuant to Section 4.2.2.

4.4.3 Who May Submit a Public Comment. Anyone may submit a Public Comment, and the submitter need not be a member of the NFPA. Except in the case of a Committee submitting a Public Comment to another Committee, all Public Comments must be submitted in the name of an individual, with the individual's relevant organizational affiliation or representation noted separately. The individual shall be considered the submitter for purposes of these Regulations.

4.4.3.1 In the case of a Committee submitting a Public Comment to another Committee, the Committee shall be balloted in accordance with 4.4.10 and, if applicable, the Correlating Committee shall be balloted in accordance with 4.4.11.5.1.

4.4.4 Content of Public Comments.

4.4.4.1 Public Comments shall be limited to proposing revisions to the First Draft.

4.4.4.2 Public Comments must be related to material that has received public review either through the submission of Public Input, Committee Input, or Correlating Input or through the First Revisions. The Technical Committee may Reject But Hold any Public Comment that introduces "new material" or that has not had adequate public review. See 4.4.8.3.

4.4.4.3 Public Comments shall be submitted through the means provided by the NFPA Standards Development Site or as may be otherwise directed by the Standards Council Secretary. Each Public Comment shall include the following:

(a) Identification of the submitter and affiliation (i.e., Technical Committee, organization, company), where appropriate.

(b) Identification of the NFPA Standard and paragraph of the NFPA Standard to which the Comment is directed.

(c) Proposed text of the Public Comment, including the wording to be added, revised (and how revised), or deleted. The changes shall be indicated through the use of underlines for new text and strikethrough for deleted text.

(d) Statement of the problem and substantiation for the Public Comment.

(e) The signature of the submitter, which may be an electronic signature as approved by the Standards Council Secretary.

(f) A copy of any document(s) (other than an NFPA Standard) being proposed as a reference standard or publication (see 3.3.7) or, if providing a copy is impractical, detailed purchase and publication information.

4.4.4.4 A Comment that does not include all the required information listed in 4.4.4.3 (a) through (f) may be rejected by the Technical Committee for that reason.

4.4.5 Time for Submission or Withdrawal of Public Comments.

(a) **Submission.** Public Comments to revise or amend the First Draft may be submitted up to the published Public Comment closing date. Public Comments on the First Draft received after that date shall be returned to the submitter.

(b) **Withdrawal.** A submitter may withdraw the Public Comment before the published Public Comment closing date. Comments cannot be withdrawn after the established closing date.

4.4.6 Consolidation of Similar Public Comments. When a Technical Committee Report receives a large number of Public Comments with the same recommendation and with similar substantiations, the NFPA Staff Liaison, with the approval of the Standards Council Secretary, may combine these Public Comments and edit as necessary into a single Public Comment or as several Public Comments with multiple submitters.

4.4.7 Technical Consideration and Action on Correlating Notes. The Technical Committee shall consider all Correlating Notes and develop a Committee Statement that provides a response. Where the Technical Committee wishes to address the Correlating Note through a change to the text, it shall develop corresponding Second Revisions. Committee Statements, in response to Correlating Notes, shall be supported by at least a simple majority of the Meeting Vote and shall not be subject to Ballot.

4.4.8 Technical Committee Consideration and Action on Public Comments.

(a) Consideration of all Public Comments shall be given by the affected Technical Committee at a duly called Committee Meeting, unless the Chair, in consultation with the Staff Liaison, determines that the Public Comments are of such nature that consideration can be given without a meeting.

(b) The Technical Committee shall develop a Committee Action on each Comment (see 4.4.8.1) and a corresponding Committee Statement to support that Committee Action (see 4.4.8.2); where the Committee's position results in further changes in the text of the NFPA Standard, the Technical Committee shall incorporate the new text into one or more Second Revisions (see 4.4.9). The Committee Actions and Committee Statements developed at the Meeting shall be supported by a simple majority of the Meeting Vote and shall not be subject to a Ballot. Second Revisions shall be supported at least by a simple majority of the Meeting Vote and shall be considered preliminary and subject to approval through a Ballot. (see 4.4.10)

4.4.8.1 Available Technical Committee Actions on Comments. The Actions on Comments available to the Technical Committee and the results of these actions are as follows:

(a) Accept the Comment.

(1) **Action:** The Technical Committee takes this Action when it decides to accept the text proposed in the Public Comment exactly as submitted.

(2) **Result:** The Public Comment is marked as "Accept," and the proposed text is incorporated into one or more Second Revisions.

(b) Reject the Comment, but See Related Second Revision.

(1) **Action:** The Technical Committee takes this Action when it agrees with the concept of the Public Comment in whole or in part but has developed related text in one or more Second Revisions that is different from the text in the Public Comment.

(2) **Result:** The Public Comment is marked as "Reject But See" and, a reference is provided to the related Second Revision(s).

(c) Reject the Comment.

(1) **Action:** The Technical Committee takes this Action when it disagrees with the proposed changes in the Public Comment.

(2) **Result:** The Public Comment is marked as "Reject," and no Second Revision is developed.

(d) Reject But Hold the Comment.

(1) **Action:** The Technical Committee takes this Action when it decides to reject the Public Comment, but hold it for processing as a Public Input for the next Revision Cycle in accordance with Section 4.4.8.3.

(2) **Result:** The Comment is marked as "Reject But Hold," and no Second Revision is developed.

4.4.8.2 Committee Statements on Comments. The Technical Committee shall develop a Committee Statement for all its Actions on Comments. Committee Statements supporting Committee Actions shall preferably be technical in nature and shall be sufficiently detailed so as to convey the Committee's rationale for its Action. Committee Statements may consist, in whole or in part,

of a cross-reference to Committee Statements on other Comments and Second Revisions.

4.4.8.3 Reject But Hold of Comment(s).

4.4.8.3.1 Criteria for Hold. The Technical Committee shall Reject But Hold for processing as Public Input for the next Revision Cycle, in accordance with 4.4.8.1(d), a Public Comment that meets any of the following criteria:

(a) It would introduce a concept that has not had public review by being included in a related Input or First Revision as shown in the First Draft.

(b) It would change the text from the First Draft to the point that the Technical Committee would have to restudy the text of the First Draft.

(c) It would propose something that could not be properly handled within the timeframe for processing the Second Draft.

4.4.8.3.2 Basis for Reject But Hold. In determining whether to Reject But Hold a Public Comment pursuant to 4.4.8.3, the Technical Committee may consider any relevant factors including but not limited to the extent to which the Public Comment proposes a change that is new or substantial, the complexity of the issues raised, and whether sufficient debate and public review has taken place.

4.4.8.4 No Public Comment Received. If no Public Comment is received, the Technical Committee shall determine by a Ballot, supported by at least a majority vote, whether to hold a meeting to consider the development of Second Revisions for the Second Draft. If it is determined that no meeting shall be held, or if a meeting, having been held, results in no Second Revisions, the NFPA Standard shall be considered a Consent Standard. A notice of that fact shall be published, and the Standard shall be forwarded directly to the Standards Council for action in accordance with Section 4.7 (see also 4.5.2.5).

4.4.9 Development of the Second Draft and Associated Second Revisions.

4.4.9.1 Technical Committee Responsibility. Based on the review and consideration of Public Comments, Correlating Notes, and any other information available to it, the Technical Committee shall develop a Second Draft of the new or revised NFPA Standard (First Draft) for NFPA Technical Meeting consideration (see Section 4.5). The Second Draft is further described in this Section and shall consist of a series of Second Revisions.

4.4.9.2 Development of Second Revisions. Second Revisions can be developed in response to Public Comments or Correlating Notes or as a result of the Committee's own review of the First Draft.

4.4.9.3 Segmenting of Second Draft into Individual Revisions for Purpose of Balloting. The Technical Committee through a Meeting Vote shall segment the Revisions contained in its Second Draft into individual Second Revisions. The segmenting process shall be at the discretion of the Technical Committee but shall be subject to the limitations of 4.4.9.4 and, as far as is practicable, be done so as to facilitate the clear and efficient public review and consideration of the revisions.

4.4.9.4 Size and Content of Revisions.

(a) An individual Revision can contain multiple changes to the Standard text, provided that the changes are contained within a contiguous portion of the Standard that is no smaller than an individual numbered or lettered section or larger than a chapter.

(b) **Exception for Global Revisions.** When the Technical Committee wishes to revise a term or phrase throughout an NFPA Standard so as to achieve editorial consistency or correlation, the Committee may do so through a single Revision that applies the change throughout the NFPA Standard.

4.4.9.5 Committee Statement. For each Revision, the Technical Committee shall develop an associated Committee Statement.

4.4.9.6 Preparation of Second Draft for Balloting and Publication.

4.4.9.6.1 When the Technical Committee has completed its work, NFPA Staff shall prepare the complete Second Draft showing individual Revisions and their associated Committee Statements for Balloting and for eventual publication in the Second Draft Report.

4.4.9.6.2 Prior to the Ballot, the Second Draft and individual Revisions shall be reviewed by NFPA Staff for editorial consistency and conformance with the Manual of Style for NFPA Technical Committee Documents, and any required editorial changes shall be incorporated into the text of the Second Draft and individual Revisions prior to Balloting.

4.4.9.6.3 If, in the course of editorial review, NFPA Staff make an editorial change to text that is not part of a Second Revision, Staff may, if Committee review is deemed advisable, designate the affected text as a Second Revision. A notice shall be attached to such a Revision indicating that it was developed by Staff for editorial purposes.

4.4.10 Technical Committee Balloting on the Second Draft.

4.4.10.1 Ballot on Revisions. Each Revision contained in the Second Draft shall be submitted to a Ballot of the Technical Committee and shall require a two-thirds affirmative vote. The Ballot results shall be handled as follows:

(a) **Ballot of All Second Revisions.** Each Second Revision shall be submitted to a Ballot of the Technical Committee.

Result: Second Revisions that pass Ballot are included as Second Revisions in the Second Draft. When a Second Revision fails Ballot, the changes proposed in the failed Second Revision are rejected and are deleted from the Second Draft. A Second Revision that fails Ballot shall be designated as a Committee Comment, marked as Reject, and published in the Comment Section of the Second Draft Report with a notation that text proposed in the Committee Comment was contained in a proposed Second Revision that failed Ballot and is not included in the Second Draft.

(b) **Reballoting of Certain First Revisions.** When a First Revision has no related Second Revisions, the Committee may decide, through a Meeting Vote requiring at least one-third support, to reballot a First Revision to determine whether it still has the required support of the Committee.

Result: First Revisions that pass Ballot are included as Second Revisions in the Second Draft. When a First Revision fails ballot, the text affected by the First Revision returns to previous edition text; if no previous edition text exists, the First Revision shall be deleted. A First Revision that fails Ballot shall be designated as a Committee Comment, marked as Reject, and published in the Comment Section of the Second Draft Report with notation that the Committee Comment represents a failed reballot of a First Revision.

(c) **Treatment of Global Revisions.** Global Revisions are balloted in the same manner as other Revisions, and a Global Revision that passes Ballot is applied, as directed, throughout the Standard, independently of the results of balloting on other Revisions.

4.4.10.2 Supplementary Ballots.

4.4.10.2.1 Supplementary Ballot for Certain Failed Revisions.

(a) Subject to the exception set forth in (c) below, where a Second Revision that revised text was proposed in a First Revision and fails Ballot, a Supplementary Ballot shall be conducted to determine whether the Committee is in support of the related First Revision.

(b) Where the Supplementary Ballot of the First Revision passes Ballot, it shall be included in the Second Draft as a Second Revision. Where the Supplementary Ballot of the First Revision fails Ballot, it shall not be included in the Second Draft, which shall instead retain any related previous edition text. A First Revision that fails Supplementary Ballot shall be designated as a Committee Comment, marked as Reject, and published in the Comment Section

of the Second Draft Report with a notation that text proposed in the Committee Comment was contained in a proposed First Revision that failed Supplementary Ballot and is not included in the Second Draft.

(c) Where a Supplementary Ballot cannot reasonably be devised that would clearly and efficiently identify related First Revision text that should be considered by the Committee, such a Supplementary Ballot shall not be conducted. In that event, the failed Second Revision shall be deleted from the Second Draft, and the related First Revisions shall remain.

4.4.10.2.2 Supplementary Ballot to Clarify Intent of the Committee.

Where the results of the Balloting of Revisions, because of inadvertence, error, or otherwise, yields confusing, conflicting, or mutually inconsistent NFPA Standard text, the Standards Council Secretary may direct that a Supplementary Ballot be conducted so as to determine the intent of the Committee.

4.4.10.2.3 Supplementary Ballot Results. The results of any Supplementary Ballot, including the reasons for negative, abstain, and affirmative with comment votes, shall be published with their associated Revision or Committee Comment (failed Revision) in the Second Draft Report.

4.4.11 Correlating Committee Review and Action on Public Comments and the Second Draft.

4.4.11.1 Review and Permitted Actions. Where Technical Committee activities are managed and coordinated by a Correlating Committee, the Correlating Committee shall review the Public Comments and the Second Draft as balloted by the Technical Committees under its responsibility and take appropriate action within the limits of its authority and responsibilities, as set forth in 3.4.2 and 3.4.3, by creating Correlating Revisions and revising actions on Comments as set forth in 4.4.11.1.1.

4.4.11.2 Correlating Revisions. The Correlating Committee may, within the limits of its authority, revise the Second Draft by creating Second Correlating Revisions, with associated Correlating Statements, that delete or modify Second Revisions or other text in the Second Draft. To the extent that a Second Correlating Revision modifies or deletes a Second Revision or any portion of the Second Revision, the original text of the Second Revision or affected portion thereof shall be redesignated as a Committee Comment and shall be published in the Comment section of the Second Draft Report along with a note indicating that the text contained in the Committee Comment has been modified or deleted from the Second Draft as a result of a Second Correlating Revision.

4.4.11.2.1 Size and Content of Second Correlating Revisions.

(a) An individual Revision can contain multiple changes to the Standard text, provided that the changes are contained within a contiguous portion of the Standard that is no smaller than an individual numbered or lettered section or larger than a chapter.

(b) **Exception for Global Revisions.** Where the Correlating Committee wishes to revise a term or phrase throughout an NFPA Standard so as to achieve editorial consistency or correlation, the Committee may do so through a Global Revision.

4.4.11.3 Change in Actions on Comments. Where a Second Correlating Revision is inconsistent with the Technical Committee's Committee Action on any Comment, the Action shall be changed to make it consistent with the Second Correlating Revision, and a note shall be provided with the new Action indicating that it has been changed at the direction of the Correlating Committee to be consistent with a Second Correlating Revision.

4.4.11.4 Preparation of Second Draft for Balloting.

4.4.11.4.1 When the Correlating Committee has completed its work, NFPA Staff shall prepare the complete Second Draft showing individual Second Correlating Revisions and their associated Committee Statements for Balloting.

4.4.11.4.2 Prior to the Ballot, the Second Draft and individual Second Correlating Revisions shall be reviewed by NFPA Staff for editorial consistency and conformance with the *Manual of Style for NFPA Technical Committee Documents*, and any required editorial changes shall be incorporated into the text of the Second Draft and individual Second Correlating Revisions prior to Balloting.

4.4.11.4.3 If, in the course of editorial review, NFPA Staff make an editorial change to text that is not part of a Second Correlating Revision, Staff may, if Committee review is deemed advisable, designate the affected text as a Second Correlating Revision. A notice shall be attached to such a Revision indicating that it was developed by Staff for editorial purposes.

4.4.11.5 Correlating Committee Ballot on Second Draft.

4.4.11.5.1 Balloting on Second Correlating Revisions.

(a) Any proposed Second Correlating Revisions to the Second Draft shall be submitted to a Ballot of the Correlating Committee. Approval of Second Correlating Revisions shall be established by a three-fourths affirmative vote of the Correlating Committee. Negative votes or abstentions on specific Second Correlating Revisions shall include the reasons for such votes.

(b) Only proposed Second Correlating Revisions that are approved by the Correlating Committee Ballot shall become Second Correlating Revisions and shall be published in the Second Draft Report. Second Correlating Revisions that fail Ballot shall not be published.

(c) For approved Second Correlating Revisions, a ballot statement as indicated in 3.3.4.3(d) shall be published with their associated Second Correlating Revisions in the Second Draft Report.

(d) **Treatment of Global Revisions.** Global Revisions are balloted in the same manner as other Revisions, and a Global Revision that passes Ballot is applied, as directed, throughout the Standard, independently of the results of balloting on other Revisions.

4.4.11.5.2 Ballot on the Report as a Whole. In addition to the Ballot on each of its individual Second Correlating Revisions (see 4.4.11.2), there shall be a Ballot of the Correlating Committee on the Second Draft. The results of the Ballot for the further processing of the NFPA Standard are as follows:

(a) **Forward the NFPA Standard to the NFPA Technical Meeting.** The proposed NFPA Standard shall be forwarded for consideration to the NFPA Membership unless the Correlating Committee, by a three-fourths negative vote on the Ballot (demonstrably based on considerations within its authority and responsibility as set forth in 3.4.2 and 3.4.3), directs the return of the NFPA Standard to the Technical Committee for further study. If the NFPA Standard is forwarded for consideration to the NFPA Membership, the results of the Ballot, including the reasons for negative votes, shall be included in the Technical Committee Report.

(b) **Return of the NFPA Standard.** If the Correlating Committee directs the return of the NFPA Standard to the Technical Committee for further study, the NFPA Standard is not forwarded to the NFPA Membership, the Second Draft Report is not published, and a notice that the Correlating Committee has directed the return of the NFPA Standard to the Technical Committee for further study shall be published in place of the Second Draft Report.

4.4.11.6 Further Processing of NFPA Standards that have been Returned to Committee by the Correlating Committee. When an NFPA Standard is returned to the Technical Committee in accordance with 4.4.11.3.2(b), the Correlating Committee shall make a recommendation to the Standards Council on further processing, and the Standards Council shall direct one of the following options:

(a) Process the NFPA Standard based on an existing First Draft, without a call

for new Public Comments. This requires the Technical Committee to begin with the existing First Draft as published, reconsider and act on all Public Comments previously filed, generate any new Second Revisions, and publish and prepare an amended Second Draft.

(b) Process the NFPA Standard based on the existing First Draft, with a call for new Public Comments. This requires the Technical Committee to begin with the existing First Draft as published, call for new Public Comments that would supersede all previously filed Public Comments, and publish and prepare a new Second Draft.

(c) Process the NFPA Standard through a full Revision Cycle without a call for new Public Input. This requires the Technical Committee to reconsider all Public Input previously filed, generate any new First Revisions, and publish and prepare an amended First Draft, followed by the processing of the new Second Draft.

(d) Process the NFPA Standard through a full Revision Cycle with a call for new Public Input. This requires the Technical Committee to call for new Public Input that would supersede all previously filed Public Input, followed by the processing of the new Second Draft.

4.4.12 Publication of Public Comments and Second Draft. Technical Committee Reports shall be published as follows:

(a) **Form and Content of Second Draft Report.** At the conclusion of Ballot of the Second Draft and related Comments and Revisions, a Second Draft Report shall be created in a form suitable for online publication that contains all content designated for publication within these Regulations.

(b) **Submission of Second Draft.** The Second Draft Report shall be submitted to the Standards Council Secretary for publication in the NFPA Standards Development Site within the timeframe established by the published calendar of the NFPA.

(c) **Publication and Distribution of the Second Draft and the Technical Committee Report.** The NFPA shall make available and publicize the availability of the Second Draft Report. Notice of the availability shall be published.

4.4.13 Removal of an NFPA Standard from a Revision Cycle Prior to Publication of the Second Draft Report. A Technical Committee may remove a standard, before the publication of the Second Draft Report, for one of the following reasons:

(a) **Excess Number of Public Comments.** When a First Draft receives so many Public Comments that the Technical Committee is not able to consider and respond to each Public Comment within the time schedule, the Technical Committee may remove its First Draft and submit its First Draft for consideration during the next Revision Cycle. This action requires approval through a Meeting Vote supported by at least a simple majority vote.

(b) **Substantive Public Comment.** When a First Draft, other than a Reconfirmation, receives Public Comments with which the Technical Committee finds merit and determines must be considered in this revision but which would require research and discussion by the Technical Committee that cannot be handled within the timeframe established for processing the Second Draft Report, the Technical Committee may (1) remove its draft and submit its Second Draft for consideration during the next Revision Cycle or (2) submit a new First Draft in a new Revision Cycle. This action requires approval through a Meeting Vote supported by at least a simple majority vote.

(c) **Substantive Public Comment on Reconfirmation or Withdrawal.** When an NFPA Standard proposing Reconfirmation or Withdrawal receives Public Comment with which the Technical Committee agrees and which would result in a substantive change to the NFPA Standard, the Technical Committee shall withdraw its draft, consider the Public Comments, and prepare a new draft for processing through the next available entire Revision Cycle.

(d) **Late Report on Public Comments.** Any Second Draft received after the

date established for submittal to the Standards Council Secretary shall result in the draft being withdrawn and held for consideration during the next Revision Cycle.

4.4.13.1 The removal of the NFPA Standard from the Revision Cycle requires the approval of the Standards Council Secretary. If approved, the Second Draft Report shall not be published. The Technical Committee may then process the NFPA Standard for action during a subsequent Revision Cycle in accordance with 4.4.14.

4.4.14 Further Processing of NFPA Standards That Have Been Removed from the Revision Cycle. When an NFPA Standard is removed from a Revision cycle in accordance with 4.4.13, the Committee shall make a recommendation to the Standards Council on further processing, and the Standards Council shall direct one of the following options:

(a) Process the NFPA Standard based on an existing First Draft, without a call for new Public Comments. This requires the Technical Committee to begin with the existing First Draft as published, reconsider and act on all Public Comments previously filed, generate any new Second Revisions, and publish and prepare an amended Second Draft.

(b) Process the NFPA Standard based on the existing First Draft, with a call for new Public Comments. This requires the Technical Committee to begin with the existing First Draft as published, call for new Public Comments that would supersede all previously filed Public Comments, and publish and prepare a new Second Draft.

(c) Process the NFPA Standard through a full Revision Cycle without a call for new Public Input. This requires the Technical Committee to reconsider all Public Input previously filed, generate any new First Revisions, and publish and prepare an amended First Draft, followed by the processing of the new Second Draft.

(d) Process the NFPA Standard through a full Revision Cycle with a call for new Public Input. This requires the Technical Committee to call for new Public Input that would supersede all previously filed Public Input, followed by the processing of the new Second Draft.

4.5 NFPA Technical Meeting Consideration.

4.5.1 Introduction. NFPA Technical Meetings are meetings of the NFPA membership, authorized by these Regulations and the NFPA Bylaws at Section 4.2, for the purpose of making recommendations to the Standards Council on the issuance of NFPA Standards. This is done through the filing and presenting of Amending Motions as further described in this Section 4.5. The NFPA Technical Meeting provides the opportunity for further consideration of views and objections. Any issue raised during the Comment Stage that was not resolved must be followed up with the filing and presentation of a valid Amending Motion at the appropriate NFPA Technical Meeting. Where no such Amending Motion has been filed and presented, the issue shall be considered Resolved.

4.5.2 Requirement of a Notice of Intent to Make a Motion (NITMAM). In order to make any amending motion permitted by 4.5.3.6 at an NFPA Technical Meeting, the intending maker of a motion must file a Notice of Intent to Make a Motion, or "NITMAM," in accordance with this section and comply with the sign-in requirement for certified motions prior to the NFPA Technical Meeting in accordance with Section 2.7 of the Convention Rules.

4.5.2.1 Filing of Notice. The Notice shall be filed with the Standards Council Secretary by the deadline established in accordance with 4.2.2. Any Notice of Intent to Make a Motion received after the filing date shall be returned to the submitter, unless the Motions Committee determines, in its discretion, that it can reasonably consider and act on the Notice in advance of the timely publication of the final Motions Committee Report and Updated NFPA Technical Meeting Agenda (see 4.5.2.6 and Section 2.5 of the Convention Rules). A submitter, by

written request to the Standards Council Secretary, may withdraw the Notice of Intent to Make a Motion before the established deadline. Thereafter, the Notice of Intent to Make a Motion cannot be withdrawn without the approval of the Motions Committee.

4.5.2.2 Who May Submit the Notice. The Notice may be filed by anyone who meets the requirements of 4.5.3.5(c) or 4.5.3.6 for making the motion that is the subject of the Notice.

4.5.2.2.1 Technical Committee or Correlating Committee Submitting the Notice. In the case where the Committee or Correlating Committee is the Submitter of the Public Comment, any member of the respective Committee may submit the Notice in accordance with Table 1. In the event of the respective Committee submitting the Notice, the Committee shall be balloted in accordance with 4.4.10 and, if applicable, the Correlating Committee shall be balloted in accordance with 4.4.11.5.1.

4.5.2.3 Content of the Notice. Each Notice shall include a precise description of the motion to be made in accordance with 4.5.3.6 and shall identify the maker of the motion and provide such evidence as may be necessary to establish that the person so identified has properly met the requirements of 4.5.3.5(c) or 4.5.3.6.

4.5.2.4 NFPA Technical Meeting Consideration of Motions. When a Technical Committee report on an NFPA Standard receives at least one Notice of Intent to Make a Motion that is certified in accordance with the Convention Rules and an authorized maker of at least one such certified motion has signed in pursuant to Section 2.7 of the Convention Rules, it shall be presented for membership action at an NFPA Technical Meeting in accordance with Section 4.5 and the Convention Rules (including the sign-in requirements of Section 2.7 of the Convention Rules).

4.5.2.5 No Notice of Intent to Make a Motion Received. Where no Notice of Intent to Make a Motion is received and certified in accordance with the Convention Rules, or where no authorized maker of a certified motion on an NFPA Standard signs in to make the motion in accordance with Section 2.7 of the Convention Rules, the NFPA Standard shall be considered a Consent Standard and shall be forwarded directly to the Standards Council for action in accordance with Section 4.7 (see also 4.4.8.4).

4.5.2.6 Publication of Updated NFPA Technical Meeting Agenda. Following the established deadline for the filing of a Notice of Intent to Make a Motion and any necessary review and action by the Motions Committee, the Agenda of the NFPA Technical Meeting shall be updated to remove any Technical Committee Reports that, by reason of no proper Notice of Intent to Make a Motion having been filed, will not be presented to the NFPA Technical Meeting. The updated Agenda shall be published on the NFPA website and, as time permits, in NFPA News and other appropriate media.

4.5.3 Membership Action at NFPA Technical Meetings.

4.5.3.1 General. Unless forwarded directly to the Standards Council in accordance with 4.5.2.5 and 4.5.2.6, all completed NFPA Standards and their associated Technical Committee Reports shall be presented for NFPA Membership action in accordance with this section and the Convention Rules.

4.5.3.2 Authority of an NFPA Technical Meeting. The NFPA Membership may provide recommendations to the Standards Council on the issuance of an NFPA Standard through consideration and action on Amending Motions permitted in Table 1, Column 1, and in general shall accomplish one of the following:

(a) Recommend an NFPA Standard as published In the Technical Committee Report or as modified by the Technical Committee or Correlating Committee to effect editorial improvements or correction of errors. An NFPA Standard shall be

deemed to have been recommended where no Amending Motions have been passed by the NFPA Membership.

(b) Adopt an NFPA Standard as amended in accordance with the provisions of Table 1 (NFPA Technical Meeting Amending Motions and Ballot Table) contingent upon subsequent approval by the required number of Members of the concerned Technical Committee and Correlating Committee (see 4.6.1).

(c) Return an entire NFPA Standard to the responsible Technical Committee (see Table 1, Column 3, Amending Motions 13 and 14).

(d) Amendments other than those permitted by these Regulations shall not be permitted for NFPA Membership consideration.

The above actions are subject to review by the Standards Council in accordance with Section 4.7.

4.5.3.3 Transaction of Business. The transaction of business at NFPA Technical Meetings (see Section 4.5) shall be governed, in order of precedence, first by these Regulations and second by Convention Rules.

4.5.3.4 Who May Vote at NFPA Technical Meetings. Voting on NFPA Standards at NFPA Technical Meetings shall be limited to Voting Members of the NFPA who have registered for the Meeting.

4.5.3.5 NFPA Technical Meetings — General Information.

(a) **Explanation of Identifiable Part.** An “identifiable part” is a recognized component of a Public Comment or a Second Revision and shall have the following features:

(1) The Public Comment or Second Revision shall be capable of being segmented into separate parts understandable to the voting membership.

(2) A decision on the segmented part shall constitute a complete action.

(3) The segmented part of the Second Revision or Public Comment shall be presented exactly as published in the Second Draft Report.

(b) **Restriction to Published Text.** Amendments are limited to proposed text exactly as published in the Technical Committee Reports.

(c) **Designated Representative.** The submitter of a Public Comment may designate a representative to make any amending motion (or related Notice of Intent to Make a Motion) that these rules would permit the submitter to make. The submitter shall designate such Designated Representative in writing to the Standards Council Secretary.

4.5.3.6 Permitted Amending Motions and Who May Make Such Amending Motions at NFPA Technical Meetings. Amendments to the Second Draft as published in the Second Draft Report of the Technical Committee Report can be proposed through the making of permitted Amending Motions that have been previously submitted through a valid Notice of Intent to Make a Motion. The permitted Amending Motions, who may make such motions, and the effect of such Motions are set forth in Table 1, Columns 1–3.

4.5.3.7 Forwarding NFPA Standards Following NFPA Technical Meeting Recommendations.

(a) When an NFPA Standard is recommended at the NFPA Technical Meeting, without Amendments, as published in the Technical Committee Report or as modified by the Technical Committee or Correlating Committee to effect editorial improvements or corrections of errors [see 4.5.3.2(a)], the NFPA Standard shall be forwarded directly to the Standards Council for action in accordance with Section 4.7.

(b) Where, due to the lack of a quorum at an NFPA Technical Meeting, the NFPA Membership fails to undertake or complete its consideration of an NFPA Standard, the NFPA Standard shall be forwarded directly to the Standards Council without recommendation for action in accordance with Section 4.7. Notwithstanding the foregoing, any Amending Motions that have passed prior

to the loss of a quorum shall be processed and forwarded to the Standards Council in accordance with Sections 4.6 and 4.7.

(c) Where Amendments are made to the NFPA Standard [see 4.5.3.2(b)], or where the NFPA Standard is Returned [see 4.5.3.2(c)], the NFPA Standard shall be forwarded to the responsible Technical Committee and Correlating Committee for action in accordance with Section 4.6.

4.6 Technical Committee/Correlating Committee Activities: Balloting Following NFPA Technical Meetings. Ballot on proposed resulting text only; no ballot where recommendation is to previous edition text. See Table 1, NFPA Technical Meeting Amending Motions and Ballot Table.

4.6.1 Balloting of Recommended Amendments. Following the NFPA Technical Meeting, the responsible Committees shall be Balloted concerning recommended Amendments in accordance with Table 1, Column 4, which sets forth, with respect to each type of Amendment, whether a Ballot is conducted and the subject of the Ballot.

4.6.2 Procedure for Balloting. Where a Ballot is required by Table 1, Column 4, a passing Ballot shall require a two-thirds affirmative vote of the Technical Committee and a three-fourths affirmative vote of the Correlating Committee. The Technical Committee Ballot shall be completed within 21 days, and the Correlating Committee Ballot shall be completed within 45 days, both following the first business day after adjournment of the NFPA Technical Meeting.

4.6.3 Recommended Results of Amendments and Balloting for the Text of the NFPA Standard. The recommended result for the text of the NFPA Standard following Amendments passed by the NFPA Technical Meeting and any subsequent Balloting of the Committees is set forth in Table 1, Column 5.

4.6.4 Further Processing of NFPA Standards That Have Been Returned to Committee. When an NFPA Standard is Returned to the responsible Technical Committee/Correlating Committee in accordance with 4.5.3.2(c) and Table 1, Column 3, Amending Motions 13 and 14, the applicable Technical Committee/Correlating Committee shall make a recommendation to the Standards Council on which Revision Cycle it wishes to pursue. The Technical Committee/Correlating Committee shall take into consideration the discussion that took place at the NFPA Technical Meeting in preparing its amended report. The Standards Council shall direct the following options:

(a) Process the NFPA Standard based on an existing First Draft, without a call for new Public Comments. This requires the Technical Committee to begin with the existing First Draft as published, reconsider and act on all Public Comments previously filed, generate any new Second Revisions, and publish and prepare an amended Second Draft.

(b) Process the NFPA Standard based on the existing First Draft, with a call for new Public Comments. This requires the Technical Committee to begin with the existing First Draft as published, call for new Public Comments that would supersede all previously filed Public Comments, and publish and prepare a new Second Draft.

(c) Process the NFPA Standard through a full Revision Cycle without a call for new Public Input. This requires the Technical Committee to reconsider and act on all Public Input previously filed, generate any new First Revisions, and publish and prepare an amended First Draft, followed by the processing of the new Second Draft.

(d) Process the NFPA Standard through a full Revision Cycle with a call for new Public Input. This requires the Technical Committee to call for new Public Input that would supersede all previously filed Public Input, followed by the processing of the new Second Draft.

4.6.5 Informational and Supplementary Ballots.

4.6.5.1 Informational Ballots. In the case of a Return of an NFPA Standard (see Table 1, Column 3, Motions 13 and 14), an Informational Ballot shall be conducted

to assist the Standards Council in the event of an Appeal. Such Informational Ballot shall be advisory only and shall not change the recommended result or the text of the NFPA Standard set forth in Table 1, Column 5.

4.6.5.2 Supplementary Ballots. Where the results of the Balloting following the NFPA Technical Meeting, because of inadvertence, error, or otherwise, yields confusing, conflicting, or mutually inconsistent NFPA Standard text, the Standards Council Secretary may direct that a Supplementary Ballot be conducted so as to determine the intent of the Committee. Where an Amendment fails Ballot, a Supplementary Ballot may also be directed, where appropriate, to determine whether the Committee is in support of any related First Revision or portion of a First Revision. The Standards Council Secretary may also direct an advisory Supplementary Ballot of the Committee to assist the Council in the event of the appeal on matters on which the Committee is not balloted in accordance with Table 1, Column 4. The effect of any Supplementary Ballots on the text of any NFPA Standard shall be determined by the Standards Council.

4.6.5.3 Informational and Supplementary Ballot Results. The results of any Informational or Supplementary Ballot, including the reasons for negative, abstain, and affirmative with comment votes, shall be submitted to the Standards Council for consideration during deliberations.

4.7 Standards Council Consideration and Issuance.

4.7.1 Introduction. The Standards Council, as the appeals body and official issuer of all NFPA Standards, provides a final opportunity for the further consideration of views and objections previously raised in accordance with these Regulations. Any issues raised during the standards development process that are not followed up with the filing and presentation of an Appeal to the Standards Council shall be considered Resolved.

4.7.2 Action by the Council. The Standards Council shall act on the issuance of an NFPA Standard presented for action at an NFPA Technical Meeting within 75 days from the conclusion of the NFPA Technical Meeting unless this period is extended by the Standards Council. For NFPA Standards forwarded directly to the Standards Council for action pursuant to 4.4.8.4 and 4.5.2.5, the Standards Council shall act on the NFPA Standard at its next scheduled meeting or by Ballot (see Section 2.7).

4.7.3 Basis for Judgment. The Standards Council shall make a judgment on whether to issue an NFPA Standard or to take other appropriate action based upon the entire record before the Standards Council. Among the items that the Standards Council will consider in making a judgment are the following:

- (a) The Technical Committee Report and any supporting documentation
- (b) Any Transcript and deliberations of the NFPA Technical Meeting
- (c) Any Recommendation of the NFPA membership established by vote taken at the NFPA Technical Meeting on the Technical Committee Report
- (d) Balloting of the Technical Committee and Correlating Committee as may be appropriate in connection with the recommendation established by vote taken by the NFPA membership
- (e) Any views that the Standards Council has solicited from interested groups, including Sections of NFPA; various international, national, state, and local public safety organizations, including fire service organizations; and any other relevant interested person or groups
- (f) Any views resulting from submission of Appeals (see Section 1.6)

4.7.4 Effective Date. All NFPA Standards issued by the Standards Council shall become effective 20 days after the Standards Council action unless the Standards Council designates a different effective date, or the President determines, within his or her discretion, that the effective date shall be delayed

pending the consideration of a Petition to the Board of Directors (see Section 1.7). The President may also, within his or her discretion, refer the matter of a delay in the effective date of the NFPA Standard to the Executive Committee of the Board of Directors or to the Board of Directors.

4.7.5 Publication of NFPA Standards. The NFPA shall publish all NFPA Standards once they have become effective.

Section 5 Tentative Interim Amendments (TIAs).

5.1 Content of a Proposed Tentative Interim Amendment. Each Tentative Interim Amendment (TIA) shall be submitted to the Standards Council Secretary and shall include the following:

- (a) Identification of the submitter and his or her affiliation (i.e., Technical Committee, organization, company), where appropriate
- (b) Identification of the NFPA Standard, edition of the NFPA Standard, and paragraph of the NFPA Standard to which the TIA is directed
- (c) Proposed text of the TIA, including the wording to be added, revised (and how revised), or deleted
- (d) Statement of the problem and substantiation for the TIA
- (e) The signature of the submitter or other means of authentication approved by the Standards Council Secretary
- (f) Statement of the basis of conclusion that the TIA is of an emergency nature requiring prompt action
- (g) The written agreement of at least two members of the involved Technical Committee or Correlating Committee to the processing of the TIA. The agreement to the processing of the TIA is for the sole purpose to allow the TIA to be processed and does not necessarily imply agreement with the merits or emergency nature of the TIA.

5.2 Preliminary Screening of Proposed Tentative Interim Amendment. The Standards Council Secretary shall review all Proposed TIAs and may return to the submitter, without processing, any submission that does not conform to Section 5.1. In addition, the Standards Council Secretary may reject for processing any proposed TIA that does not manifestly appear to be of an emergency nature requiring prompt action. In exercising his or her discretion to reject a proposed TIA for processing, the Standards Council Secretary may consult with the responsible Technical Committee/Correlating Committee chairs and may consider, without limitation, whether the TIA submittal, on its face, does not state any adequate basis on which to conclude that it is of an emergency, whether it is unduly repetitive of issues already considered and rejected by the Technical Committee/Correlating Committee, or whether it is plainly frivolous. Where, however, there exists any reasonable question about the emergency nature of the proposed TIA or where the Standards Council Secretary determines that it is otherwise advisable for the TIA to be processed, the Standards Council Secretary shall submit the TIA for processing, and the question of emergency nature shall be considered anew and determined by the responsible Technical Committee and Correlating Committee. The text of a proposed TIA may be processed as submitted or may be changed, but only with the approval of the submitter.

5.3 Evaluation of Emergency Nature. Determination of an emergency nature shall include but not be limited to one or more of the following factors:

- (a) The NFPA Standard contains an error or an omission that was overlooked during a regular revision process.
- (b) The NFPA Standard contains a conflict within the NFPA Standard or with another NFPA Standard.
- (c) The proposed TIA intends to correct a previously unknown existing hazard.
- (d) The proposed TIA intends to offer to the public a benefit that would

lessen a recognized (known) hazard or ameliorate a continuing dangerous condition or situation.

(e) The proposed TIA intends to accomplish a recognition of an advance in the art of safeguarding property or life where an alternative method is not in current use or is unavailable to the public.

(f) The proposed TIA intends to correct a circumstance in which the revised NFPA Standard has resulted in an adverse impact on a product or method that was inadvertently overlooked in the total revision process or was without adequate technical (safety) justification for the action.

5.4 Publication of Proposed Tentative Interim Amendment. A proposed Tentative Interim Amendment that meets the provisions of Section 5.1 shall be published indicating that the proposed Tentative Interim Amendment has been forwarded to the responsible Technical Committee and Correlating Committee for processing and that anyone interested may comment on the proposed Tentative Interim Amendment within the time period established and published.

5.5 Technical Committee and Correlating Committee Action.

(a) The proposed Tentative Interim Amendment shall be submitted for Ballot and comment of the Technical Committee in accordance with 3.3.4. The Technical Committee shall be separately Balloted on both the technical merits of the amendment and whether the amendment involves an issue of an emergency nature. Such Balloting shall be completed concurrently with the public review period. Any Public Comments inconsistent with the vote of any Technical Committee Member shall be circulated to the Technical Committee to allow votes to be changed. A recommendation for approval shall be established if three-fourths of the voting Members calculated in accordance with 3.3.4.3(c) have voted in favor of the Tentative Interim Amendment.

(b) The proposed Tentative Interim Amendment shall be submitted for Ballot and comment of the Correlating Committee, if any, which shall make a recommendation to the Standards Council with respect to the disposition of the Tentative Interim Amendment. The Correlating Committee shall be separately Balloted on both the merits of the amendment (as it relates to the Correlating Committee authority and responsibilities in accordance with 3.4.2 and 3.4.3) and whether the amendment involves an issue of an emergency nature. Any Public Comments inconsistent with the vote of any Technical Committee or Correlating Committee Member shall be circulated to the Correlating Committee to allow votes to be changed. A recommendation for approval shall be established if three-fourths of the voting Members calculated in accordance with 3.3.4.3(c) have voted in favor of the Tentative Interim Amendment.

(c) All Public Comments, Ballots, and comments on Ballots on the proposed Tentative Interim Amendment shall be summarized in a staff report and forwarded to the Standards Council for action in accordance with Section 5.6.

5.6 Action of the Standards Council. The Standards Council shall review the material submitted in accordance with 5.5(c), together with the record on any Appeals (see Section 1.6, 1.6.1), and shall take one of the following actions:

(a) Issue the proposed Tentative Interim Amendment.

(b) Issue the proposed Tentative Interim Amendment as amended by the Standards Council.

(c) Where acted on concurrently with the issuance of a new edition of the NFPA Standard to which it relates, issue the Tentative Interim Amendment as part of the new edition.

(d) Reject the proposed Tentative Interim Amendment.

(e) Return the proposed Tentative Interim Amendment to the Technical Committee with appropriate instruction

(f) Direct a different action.

5.7 Effective Date of a Tentative Interim Amendment. Tentative Interim Amendments shall become effective 20 days after Standards Council issuance unless the President determines, within his or her discretion, that the effective date shall be delayed pending the consideration of a Petition to the Board of Directors (see Section 1.7). The President may also, within his or her discretion, refer the matter of a delay in the effective date of the TIA to the Executive Committee of the Board of Directors or to the Board of Directors.

5.8 Publication of Tentative Interim Amendments. The NFPA shall publish a notice of the issuance of each Tentative Interim Amendment and may, as appropriate, issue a news release to applicable and interested technical journals. The notice and any news release shall indicate the tentative character of the Tentative Interim Amendment. In any subsequent distribution of the NFPA Standard to which the Tentative Interim Amendment applies, the text of the Tentative Interim Amendment shall be included in a manner judged most feasible to accomplish the desired objectives.

5.9 Applicability. Tentative Interim Amendments shall apply to the NFPA Standard existing at the time of issuance. Tentative Interim Amendments issued after the proposal closing date shall also apply, when the text of the existing NFPA Standard remains unchanged, to the next edition of the NFPA Standard. Tentative Interim Amendments issued concurrently with the issuance of a new edition shall apply to both the existing and the new editions.

5.10 Subsequent Processing. The Technical Committee responsible for the NFPA Standard or the part of the NFPA Standard affected shall process the subject matter of any Tentative Interim Amendment as Public Input for the next edition of the NFPA Standard (see Section 3.3).

5.11 Exception. When the Standards Council authorizes other procedures for the processing and/or issuance of Tentative Interim Amendments, the provisions of this section shall not apply.

Section 6 Formal Interpretations.

6.1 General. Formal Interpretations are for the purpose of providing formal explanations of the meaning or intent of the Technical Committee on any specific provision or provisions of any NFPA Standard.

6.1.1 Limitations. A statement, written or oral, that is not processed in accordance with Section 6 of these Regulations shall not be considered the official position of NFPA or any of its Technical Committees and shall not be considered to be, nor be relied upon as, a Formal Interpretation.

NOTE: This Formal Interpretation procedure does not prevent any Chair, Member, or Staff Liaison from expressing a personal opinion on the meaning or intent of the Technical Committee on any provision of any such NFPA Standard, provided that: (a) the person rendering the opinion orally or in writing clearly states that the opinion is personal and does not necessarily represent the position of the Technical Committee or the NFPA and may not be considered to be or relied upon as such; and (b) written opinions are rendered only in response to written requests and a copy of the request and the response is sent to the Staff Liaison.

6.1.2 Nature of Formal Interpretations. Requests for Formal Interpretations shall be clearly worded so as to solicit a Yes or No answer from the Technical Committee.

6.1.3 Editions to be Interpreted. Interpretations shall be rendered only on the text of the current or immediately prior edition of the NFPA Standard.

6.1.4 Reasons for Not Processing. A request for an Interpretation shall not be processed if it:

(a) Involves a determination of compliance of a design, installation, or product or equivalency of protection

(b) Involves a review of plans or specifications or requires judgment or knowledge that can be acquired only as a result of on-site inspection

(c) Involves text that clearly and decisively provides the requested information

(d) Involves subjects that were not previously considered by the Technical Committee or that are not addressed in the NFPA Standard

6.2 Method of Requesting Formal Interpretations. A request for a Formal Interpretation shall be directed to the Standards Council Secretary. The request shall include a statement in which shall appear specific references to a single problem and identification of the portion (article, section, paragraph, etc.) of the NFPA Standard and edition of the NFPA Standard on which an Interpretation is requested. Such a request shall be in writing and shall indicate the business interest of the requester. A request involving an actual field situation shall so state, and all parties involved shall be named and notified.

6.3 Processing.

6.3.1 Determination of Qualification. The Standards Council Secretary, after consultation with the appropriate Staff Liaison, shall determine if the request for Formal Interpretation shall be processed in accordance with 6.1.4. The Secretary's decision to process a request shall not bind the Technical Committee, which may, in accordance with 6.3.4(a), reconsider, based on one of the factors listed in 6.1.4, whether the Formal Interpretation should be issued.

6.3.2 Editing of Interpretation Request. A request for an Interpretation may be rephrased. The rephrased version and any pertinent background information shall be sent to the requester and all parties named in the request for agreement. A deadline for receipt of agreement shall be established.

6.3.3 Balloting of Interpretations. If accepted for consideration, each request shall then be submitted to Ballot of the Technical Committee having primary jurisdiction of the NFPA Standard or portion thereof covering the subject under consideration. The Correlating Committee shall be balloted on correlation issues within its authority under Section 3.4.2.

6.3.4 Voting on Interpretations.

(a) The Ballot of the Technical Committee shall contain four choices to the question posed in the interpretation request: (1) yes, (2) no, (3) abstain, and

(4) a Formal Interpretation should not be issued based on one of the factors indicated in 6.1.4, or because a yes or no answer would be inappropriate.

(b) A Formal Interpretation requires a three-quarters majority agreement in favor of either a yes or no answer to the question posed in the interpretation request. In calculating the vote, those who have expressed in writing valid reasons for abstaining and those who after a second request fail to return their Ballots shall be omitted from the calculations. In all cases, for the Formal Interpretation to be issued, a simple majority of the committee membership eligible to vote must vote in favor of the prevailing yes or no answer.

(c) When Ballots contain comments with regard to a position set forth in a Formal Interpretation request, such comments shall be transmitted to each Member, who may change his or her Ballot at that time.

(d) When the necessary agreement is not received, the item shall be placed on the docket for processing and resolution by the Technical Committee at its next meeting.

6.4 Issuance of Formal Interpretations. If the required agreement is secured, the requester, the Technical Committee, and all named parties shall be notified by the Staff Liaison. The Formal Interpretation shall be issued and shall become effective 20 days after the notification unless an Appeal is filed with the Standards Council within that 20-day period.

6.5 Publication. Formal Interpretations of text of the current edition of an NFPA Standard shall be published by the NFPA in one of its publications sent or accessible to all members and announced in an NFPA news release to other media.

6.6 Action Following Issuance of a Formal Interpretation. Any Technical Committee whose NFPA Standard has been the subject of a Formal Interpretation shall prepare language in the form of a Public Input to clarify the text of the NFPA Standard involved. The Technical Committee shall process such a change in conformance with procedures set forth in Section 4.3. After issuance of the next edition of the NFPA Standard, the Interpretation shall be retired.

Table 1: NFPA Technical Meeting – Amending Motions and Ballot Table (see related 4.5.3.6 and 4.6.2)

Table Note: In addition to the Ballots required in this Table, the Standards Council Secretary may direct that additional Supplementary Ballots be conducted pursuant to Section 4.6.4, to clarify the intent of the Committee.

1	2	3	4	5		
				What is the recommended result for the text of the NFPA Standard.		
				Committee Ballot Conducted		No Committee Ballot Conducted
Amendment Passes Ballot	Amendment Fails Ballot					
1) Motion to Accept a Public Comment; or 2) Motion to Accept, an Identifiable Part of a Public Comment	Submitter of the Public Comment (see also 4.5.2.2.1 in the case of a Committee-submitted Comment)	The Amendment changes text of Second Draft in accordance with the Public Comment or the Identifiable Part of the Public Comment.	Yes, the Committee ballots the proposed text from Public Comment.	Public Comment text incorporated into the next edition of the standard.	The related text returns to previous edition text. Where no previous edition text exists the text is deleted.	N/A
3) Motion Accept a Committee Comment; or 4) Motion to Accept an Identifiable Part of a Committee Comment	Anyone	The Amendment changes text of Second Draft in accordance with the Committee Comment or the Identifiable Part of the Committee Comment.	Yes, the Committee ballots the proposed text from Committee Comment.	Committee Comment text incorporated into the next edition of the standard.	The related text returns to previous edition text. Where no previous edition text exists the text is deleted.	N/A

Table 1: NFPA Technical Meeting – Amending Motions and Ballot Table (see related 4.5.3.6 and 4.6.2) - continued

Table Note: In addition to the Ballots required in this Table, the Standards Council Secretary may direct that additional Supplementary Ballots be conducted pursuant to Section 4.6.4, to clarify the intent of the Committee.

1	2	3	4	5		
				What is the recommended result for the text of the NFPA Standard.		
				Committee Ballot Conducted		No Committee Ballot Conducted
Amendment Passes Ballot	Amendment Fails Ballot					
5) Motion to Reject a Second Revision; or 6) Motion to Reject an Identifiable Part of a Second Revision	Anyone	The Amendment rejects the Second Revision or the Identifiable Part of the Second Revision.	Yes, if there is a related First Revision or a related part of a First Revision. In that case, the Committee ballots the related First Revision or related part of the First Revision.	First Revision text incorporated into the next edition of the standard.	The related text returns to previous edition text. Where no previous edition text exists the text is deleted.	N/A
			No, if there is no related First Revision.	N/A	N/A	The related text returns to previous edition text. Where no previous edition text exists the text is deleted.
7) Motion to Reject a Second Revision and any related portions of First Revisions and First Correlating Revisions; or 8) Motion to Reject an Identifiable Part of a Second Revision and any related portions of First Revisions and First Correlating Revisions	Anyone	The Amendment rejects Second Revision or the Identifiable Part of the Second Revision and any related portions of First Revisions and First Correlating Revisions.	No.	N/A	N/A	The related text returns to previous edition text. Where no previous edition text exists the text is deleted.
9) Motion to Reject a Second Correlating Revision; or 10) Motion to Reject an Identifiable Part of a Second Correlating Revision	Anyone	The Amendment rejects Second Correlating Revision or an Identifiable Part of a Second Correlating Revision.	Yes, if there is a related First Revision or a related part of a First Revision. In that case, the Committee ballots the related First Revision or related part of the First Revision	First Revision text incorporated into the next edition of the standard.	The related text returns to previous edition text. Where no previous edition text exists the text is deleted.	N/A
			No, if there is no related First Revision.	N/A	N/A	The related text returns to previous edition text. Where no previous edition text exists the text is deleted.
11) Motion to Reject a Second Correlating Revision and any related portions of First Revisions and First Correlating Revisions; or 12) Motion to Reject an Identifiable Part of a Second Correlating Revision and any related portions of First Revisions and First Correlating Revisions; or	Anyone	The Amendment rejects a Second Correlating Revision or the Identifiable Part of the Second Correlating Revision and any related portions of First Revisions and First Correlating Revisions.	No.			The related text returns to previous edition text. Where no previous edition text exists the text is deleted.
13) Motion to Return an Entire NFPA Standard – New NFPA Standard	Anyone	The entire NFPA Standard is returned to the Technical Committee.	No. (However an Informational Ballot is conducted in accordance with Section 4.6.5.1.)			The New NFPA Standard is not issued.

Table 1: NFPA Technical Meeting – Amending Motions and Ballot Table (see related 4.5.3.6 and 4.6.2) - continued

Table Note: In addition to the Ballots required in this Table, the Standards Council Secretary may direct that additional Supplementary Ballots be conducted pursuant to Section 4.6.4, to clarify the intent of the Committee.

1	2	3	4	5		
What are the permitted Amending Motions.	Who is authorized to make the Amending Motion.	What is the Amendment or Return that results from the successful Amending Motion.	Does the Committee (or Committees) Ballot on a successful Amending Motion.	What is the recommended result for the text of the NFPA Standard.		
				Committee Ballot Conducted		No Committee Ballot Conducted
				Amendment Passes Ballot	Amendment Fails Ballot	
14) Motion to Return an Entire NFPA Standard – New edition of an Existing NFPA Standard	An Amending Motion is not available. However, anyone can make a Motion to Return an Entire Standard as a Follow-up Motion (Requires 2/3rds Support to Pass) (See Convention Rules)	The entire NFPA Standard is returned to the Technical Committee.	No. (However an Informational Ballot is conducted in accordance with Section 4.6.5.1.)			The New edition of the NFPA Standard is not issued and previous edition remains in effect.

REGULATIONS AND PROCEDURES

NFPA TECHNICAL MEETING CONVENTION RULES

For 2014 and Subsequent Technical Meetings

Note: For updates throughout the year, please visit the NFPA Directory online: www.nfpa.org.

APPROVED BY BOARD OF DIRECTORS NOVEMBER 2011

The Association Technical Meetings are an important step in developing a complete record to assist the Standards Council in determining the degree of consensus achieved. These Convention Rules, or any part of same, may not be suspended. The transaction of business at Association Technical Meetings shall be governed, in order of precedence, by the *Regulations Governing the Development of NFPA Standards (Regs)* (see especially Section 4.5) and these Convention Rules.

1.0 General.

1.1 Meeting Agenda.

(a) The Secretary of the Standards Council shall, in consultation with the Chair of the Standards Council, appoint a Presiding Officer and shall develop and publish in advance, an initial agenda for each Association Technical Meeting. Such agenda shall generally include those Technical Committee Reports due for presentation to the assembly in accordance with the schedules for reporting of NFPA documents that have been approved by the Standards Council.

(b) Following the certification of motions in accordance with 2.0, the Secretary shall publish an updated agenda reflecting the removal of Technical Committee Reports from the agenda in accordance with 4.5.2.6 of the *Regs*.

1.2 Meeting Sessions. At the discretion of the Secretary, the meeting may take place in a single session or may be divided into more than one session. All items on the agenda scheduled for consideration at a session shall be completed before the adjournment of that session.

1.3 Distribution of Materials. All materials distributed within the Association Technical Meeting room shall have prior approval by the Secretary of the Standards Council. Only NFPA staff shall be permitted to distribute such materials.

1.4 Visual Aids and Physical Simulations. Visual aids and physical simulations of any kind are prohibited. Only verbal presentations are allowed.

1.5 Appeal. Decisions of the Presiding Officer can be appealed except as otherwise prohibited by these rules. The proper venue for appeal of these rules is by an Appeal filed with the Standards Council.

2.0 Certification of Amending Motions.

2.1 Appointment of a Motions Committee. Prior to each Association Technical Meeting, a Motions Committee shall be constituted for the purpose of reviewing all amending motions, which have been noticed according to

4.5 of the *Regs*, and to provide such other assistance as the Presiding Officer may request. The Motions Committee shall consist of a minimum of three members of the Standards Council, one of whom shall also generally be the Presiding Officer. Members of the Committee shall be appointed by the Chair of the Standards Council or his designee, and may be appointed, substituted, or replaced as necessary to ensure the fulfillment of the responsibilities of the Motions Committee.

2.2 Determination of Proper Motions. As to each Amending Motion submitted, the Motions Committee shall determine whether the motion is proper, i.e., is permitted under the *Regs*, and has been submitted by a person entitled under the *Regs* to make the motion.

2.3 Restating and Grouping of Motions. Upon request or on its own initiative, and in consultation with the mover(s), the Motions Committee may: (a) restate an Amending Motion to facilitate the making of a proper motion or to clarify the intent of the mover; and (b) group Amending Motions which are dependent on one another into a single Amending Motion. Dependent motions are motions that the mover(s) wish to be considered by the assembly and voted on as single up or down package. In addition to the foregoing the Motions Committee may take such other actions or make such other recommendations as will facilitate the fair and efficient consideration of motions within the available time.

2.4 Multiple Notices for a Single Motion. The Motions Committee shall generally treat any motion that has been noticed by more than one person as a single motion. In such a case, any of the persons giving notice, or their Designated Representative, may make the motion, subject to the requirements of 2.7.

2.5 Certification of Amending Motions and Motions Committee Report. The Motions Committee shall certify for presentation to the assembly all proper Amending Motions, either as submitted or as modified pursuant to 2.3. The Motions Committee shall publish a report in advance of the meeting. At a minimum, the Report shall set forth each Certified Amending Motion, the person(s) authorized to make such motion, and the recommended order in which motions should be entertained. In addition, the Report may include Motions Committee notes or comments aimed at assisting the Presiding Officer or facilitating the understanding of the assembly or the orderly and efficient consideration of motions.

2.6 Permissible Amending Motions. Only the following Amending Motions may be presented to the assembly: (a) Certified Amending Motions made by authorized persons or their Designated Representatives; and (b) Follow-Up Motions pursuant to 3.4.4.

2.7 Sign-in Requirement for Certified Motions Prior to Technical Session. The person(s) authorized in the Motions Committee Report to make a Certified Amending Motion or his or her Designated Representative [see *Regs* at 4.5.3.5(c)] shall appear in person and sign in at the designated location in the meeting registration area, as soon as possible after the opening of the registration for the meeting but no later than one hour before the beginning of the Technical Session at which a Certified Amending Motion is scheduled for consideration. Any motion, as to which an authorized maker of the motion has not signed in, may not be considered by the assembly as a Certified Amending Motion. A Final List of Certified Amending Motions shall be created reflecting the remaining Certified Amending Motions for consideration of the assembly. At the discretion of the Presiding Officer or his or her designee, the sign-in requirement may be waived or the failure to sign-in excused.

3.0 Conduct of the Session.

3.1 General. In conducting the session, the Presiding Officer shall have discretion to manage the session so as to maintain an orderly debate and maximize broad participation within the available time limits. Where these rules do not govern, *Robert's Rules of Order* shall serve as a guide but are not binding on the Presiding Officer in conducting the session.

3.2 Call for Orders of the Day. Any change to the published agenda is to be announced by the Presiding Officer at the commencement of the session. This announcement shall include notice to the meeting of any Reports that have, by reason of the failure of any person authorized to make a certified motion to sign in pursuant to 2.7 of the Convention Rules, been forwarded directly to the Standards Council for action.

3.3 Voting on Motions. Except as otherwise provided in these rules, the vote on motions shall be taken by electronic means unless the Presiding Officer determines otherwise. No proxy voting is permitted.

3.4 Technical Committee Reports and Amending Motions.

3.4.1 General. Subject to the broad discretion of the Presiding officer, the presentation of Technical Committee Reports and the making of and debate on Amending Motions related to each such Report shall generally be conducted according to this section.

3.4.2 Presentation of Technical Committee Reports. All Technical Committee Reports presented to the assembly shall have been placed on the agenda in advance of the Meeting in accordance with 1.1. Each Technical Committee Report on the agenda shall be presented by the Presiding officer to the assembly for the making of Amending Motions in accordance with these Convention Rules. Following the conclusion of the presentation of Amending Motions, the Report shall be deemed to have been adopted or returned by the Assembly as reflected in its actions on the Amending Motions.

3.4.3 Consideration of Certified Motions. Following the presentation of each Technical Committee Report, the Presiding Officer shall open the floor to related motions from the final list of Certified Amending Motions, which, subject to the discretion of the Presiding Officer, shall generally be entertained in the order in which they appear on the List. A Certified Amending Motion shall require one seconder.

3.4.4 Follow-Up Amending Motions. Upon completion of action on all certified motions related to an NFPA document, the Presiding Officer shall entertain any Follow-Up Motions. A Follow-Up Motion is a motion that becomes necessary as a result of a previous successful Amending Motion. A motion to return a document or to return a portion of a document, affected by a previous successful amending motion, is always in order as a follow-up motion as long as it is not repetitious. The Presiding Officer shall make the determination whether a motion is a proper follow-up motion. A follow-up motion shall require two seconds.

3.4.5 Time to Debate Each Motion.

3.4.5.1 Amending Motions. Following the making and seconding of the motion, the debate shall proceed in accordance with 3.4.5.2 unless the Presiding Officer authorizes a different procedure in accordance with 3.4.6.

3.4.5.2 Time Restrictions. The maker of the motion shall have three minutes to speak in favor of the motion.

3.4.5.3 Rebuttal. Thereafter, the Presiding Officer shall recognize speakers alternating, to the extent practicable, between those against and those that

favor the motion. Each speaker shall be limited to three minutes or such other time as the Presiding Officer, in consideration of the available time, may designate.

3.4.6 Guidelines for the Presiding Officer. The Presiding Officer shall have broad discretion in managing the debate to ensure that the issues are as fully debated as possible within the available time. Without limiting that discretion, the Presiding Officer should give consideration to implementing one or more of the following guidelines:

(a) The Presiding Officer should generally refrain from calling on the same person more than once unless it appears that no others are available to speak to a position.

(b) The maker of the motion and the presenter of the report or his designee shall generally be afforded three minutes each at the close of the debate for closing remarks.

(c) The Presiding Officer may limit or disallow debate that is repetitive or not relevant to the motion.

(d) Where appropriate, and in order to encourage debaters to coordinate their presentations or to ensure that both sides are afforded equal time without affording undue time to any one speaker, or to save time where it appears that many more wish to speak to one side of an issue than the other, the Presiding Officer may allocate time to each side in groups or allow a side wishing to make a presentation as a group to yield additional time to one speaker. Participants are encouraged to coordinate such requests with the Presiding Officer in advance of the session where appropriate.

3.5 Parliamentary Motions and Actions. The following shall govern the types of motions allowed:

(a) Adjournment of each session shall take place only upon completion of the scheduled agenda.

(b) Amending Motions. See *Regs* at Section 4.5.3 (especially 4.5.3.4 through 4.5.3.6).

(c) Commit or Refer. Not allowed.

(d) Division of Assembly. Not allowed (for rules on voting on motions, see 3.3).

(e) Division of Question. Allowable at the discretion of the Presiding Officer.

(f) Lay on the Table. Not allowed.

(g) Parliamentary Inquiry or Point of Information. Allowed.

(h) Point of Order. Allowed.

(i) Postpone Definitely. Not allowed.

(j) Postpone Indefinitely. Not allowed.

(k) Previous Question. Requires a second and two-thirds vote of those present. For informational purposes prior to the vote, the Presiding Officer has the authority to ask if there is anyone who wishes to speak who has not spoken and who has something new to add. A successful motion of the previous question will close debate on the pending motion and bring it to an immediate vote.

(l) Question of Privilege. Ruled on by the Presiding Officer.

(m) Recess. A session may be recessed at any time at the discretion of the Presiding Officer. A motion to recess shall also be allowed at the discretion of the Presiding Officer.

(n) Reconsider, Rescind, or Amend Something Previously Adopted. Applicable only within the period of discussion of the specific document and prior to the final vote.

(o) Suspend Rules. Not allowed.

(p) Take from the Table. Not allowed.

(q) Withdraw Motion. A motion can be withdrawn only by a majority vote of the members assembled.

REGULATIONS AND PROCEDURES

GUIDE FOR THE CONDUCT OF PARTICIPANTS IN THE NFPA STANDARDS DEVELOPMENT PROCESS

ADOPTED BY THE BOARD OF DIRECTORS DECEMBER, 1994 (AMENDED NOVEMBER 2003, NOVEMBER 2012)

Note: For updates throughout the year, please visit the NFPA Directory online: www.nfpa.org.

1. Introduction and Statement of Purpose. Since 1896, the National Fire Protection Association has been committed to reducing the loss of life and property. The basic mission of the NFPA is, “to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating scientifically based consensus codes and standards, research, training, and education.” The NFPA Standards Development Process is a central means by which the NFPA fulfills that mission. The purpose of the NFPA Standards Development Process is, through an open, broad-based, and fair process, to develop timely, scientifically based, consensus codes and standards intended to minimize the possibility and effects of fire and other hazards in all aspects of contemporary activity.

The primary goal of all participants in the NFPA Standards Development Process as well as the NFPA staff who facilitate this process should be the achievement of this purpose. This Guide for the Conduct of Participants in the NFPA Standards Development Process is intended to assist participants and staff in that endeavor. It is divided into this Introduction and Statement of Purpose (Part I), a Statement of General Principles (Part II) that should be the basis for all conduct within the NFPA Standards Development Process, followed by conduct guidelines offering more specific guidance for participants other than Staff Liaisons (Part III). A final section (Part IV) provides guidelines for the role of NFPA Staff Liaisons.

2. Statement of General Principles. The basic structure and operating procedures of the NFPA Standards Development Process has been set forth by the NFPA Board of Directors in the NFPA Bylaws, the Regulations Governing the Development of NFPA Standards, and other policies and procedures established from time to time by the Board or the Standards Council. In fulfilling the general roles and obligations set forth under these regulations, policies, and procedures, all participants in the NFPA Standards Development Process should adhere to the following general principles:

(a) To promote and support the overall mission of the NFPA as well as the purposes and objectives of the NFPA Standards Development Process

(b) To maintain a process that is open, honest, and fair to all participants

(c) To promote the development of codes and standards that are scientifically and technically sound, that promote creativity and innovation in the development of new methods and technologies, and that set reasonable standards intended to minimize the possibility and effects of fire and related hazards

(d) To promote the development of consensus through the broad and balanced participation of a variety of interests and through the full airing and discussion of all points of view

(e) To adhere, both in letter and in spirit, to all duly established rules, regulations, and policies governing the NFPA Standards Development Process

3. Conduct Guidelines for Participants Other than Staff Liaisons. There are many different roles within the NFPA Standards Development Process, primarily including: NFPA Standards Council members, Technical Committee or Correlating Committee Officers, Technical Committee or Correlating Committee members, Technical Advisory Committee members, participants at NFPA membership meetings, and submitters of Public Inputs or Public Comments. Although all participants in the NFPA Standards Development Process serve the same overall NFPA mission and are expected to promote the purposes and goals stated in the Statement of Purpose (Part I, above) and the Statement of General Principles (Part II, above), different roles within the Standards Development Process may carry differing responsibilities and obligations. The following guidelines for conduct are intended to provide an extension to the Statement of General Principles to assist participants in the NFPA process in carrying out their respective roles and responsibilities. Because no single set of guidelines can address every possible situation, participants in the NFPA Standards Development Process should attempt, even when the guidelines do not specifically address a situation, to act in a manner which is consistent with the Statement of Purpose, Statement of General Principles, and the spirit of these Guidelines. Questions on the interpretation or the intent of any of the provisions contained in these guidelines may be referred for resolution to the Standards Council.

3.1 Guidelines Applicable to All Participants.

(a) Participants should read, become familiar with, and adhere to the Regulations Governing the Development of NFPA Standards and all other duly established policies and procedures related to the NFPA Standards Development Process.

(b) Participants should act honestly and in good faith with a view to the best interest of NFPA and the NFPA Standards Development Process. Although it is recognized that legitimate differences of opinion can exist on individual issues, participants should support and promote the defined broad objectives of the NFPA.

(c) Participants should stay current with all NFPA standards development activities in which they are directly or indirectly involved. Participants should encourage full participation in the Standards Development Process by all interested persons, and they should encourage and facilitate the full and open dissemination of all information necessary to enable full and fair consideration of all points of view.

(d) No participant should ever attempt to withhold or prohibit information or points of view from being disseminated, particularly on the grounds that the participant is in disagreement with the information or points of view. Disagreements should be addressed and resolved through full presentation and discus-

sion of all information and points of view, not through withholding information or preventing points of view from being expressed.

(e) In order that the points of view and information participants contribute to the NFPA Standards Development Process can be accurately evaluated by others, participants should always endeavor to make known their business, commercial, organizational, or other affiliations that might affect their interests or points of view.

(f) In all discussion, debate, and deliberation within the Standards Development Process, participants should confine their comments to the merits of the scientific, technical, and procedural issues under review. Although participants may forcefully advocate their views or positions, they should be candid and forthcoming about any weaknesses in their position, and they should refrain from debate and discussion which is disrespectful or unprofessional in tone or which is unduly personalized or damaging to the overall process of achieving consensus.

(g) Participants should take appropriate steps to ensure that any Public Statements, either written or oral, which are not official statements of the NFPA, are properly portrayed as the opinion or position of that individual. Care should be taken to ensure that the public is not misled by such statements.

(h) In circumstances where duly established policies and procedures related to the NFPA Standards Development Process permit deliberations to take place in executive session, participants should respect and observe the confidentiality of those executive sessions.

3.2 Additional Guidelines Applicable to Participation in Technical Meetings of NFPA Membership Meetings.

(a) It is appropriate for participants in the Standards Development Process to urge that all persons with a genuine and demonstrated interest in the purposes of NFPA join the organization and participate as duly enrolled voting members in the Technical Meetings at NFPA Membership Meetings. Participants, however, should not urge, arrange, or otherwise facilitate the participation of persons with no such interest for the purpose of affecting the outcome of a vote on an issue at a Technical Meeting.

(b) Participants should conduct themselves at all times in a professional and respectful manner, and shall respect all rulings of the chair. They should express their views through the making of appropriate motions and through participation in the formal debate on motions.

3.3 Additional Guidelines Applicable to Members of Technical Committees and Correlating Committees (TC/CC Members).

(a) In order for the Standards Development Process to operate fairly and effectively, it is necessary that Technical Committees and Correlating Committees contain the representation of a variety of interests and that those interests are balanced within the Committees. In order to ensure the necessary balance of interest, TC/CC Members have an affirmative and continuing obligation to provide NFPA with timely, accurate, and complete information concerning their qualifications and interest classification.

(b) TC/CC Members should maintain a high level of knowledge and competency in the areas of interest and/or expertise that are related to their activities within the NFPA Standards Development Process.

(c) TC/CC Members should actively and diligently perform all duties required of them by their committee work. This includes fully preparing for and consistently attending all appropriate Committee and Task Group Meetings; reading and becoming familiar with all issues relating to Public Inputs and Public Comments on which their Committee is to act; promptly completing and returning all letter ballots; and promptly and thoroughly taking all actions necessary to complete the processing of documents within their Committees.

(d) The NFPA Standards Development Process recognizes that those who are willing and competent to participate in standards development activities often have outside business, commercial, or other interests. It is for this reason that Technical Committees and Correlating Committees are required to be balanced by including in their membership persons of varying commercial and other interests. Although members are categorized according to their interest classification for the purpose of achieving balance, TC/CC Members are not appointed to committees for the purpose of furthering their business, commercial, or other outside interests. TC/CC Members are expected to and should base all advocacy, voting, and other standards development activities on sound technical and scientific bases and should act in the interest of fire safety and NFPA's other purposes and goals.

(e) TC/CC Members who have been classified by the Standards Council as Special Experts comprise a category of independent consultants and experts who are generally unallied with any particular business or commercial interest. On occasion, however, independent consultants in this category may be retained by a client to advocate on behalf of the client with regard to a specific issue or issues before the TC/CC. As to these specific issues, the TC/CC Member should not be regarded as a Special Expert because to do so could result in a balance of interests that was not intended by the Standards Council. Therefore, TC/CC Members categorized as Special Experts who have been retained to represent the interests of another with respect to a specific issue or issues that are to be addressed by a TC/CC shall declare those interests to the Committee and refrain from voting on any Public Input, Public Comment, or other matter relating to those issues.

In addition, although it is not expected that TC/CC Members in other interest categories will generally be retained by another to advocate on his or her behalf with respect to a specific issue or issues before the TC/CC, such an arrangement would present the same concerns as would exist with a Special Expert. Accordingly, a TC/CC Member in any interest category who has been retained to represent the interests of another interest category with respect to a specific issue or issues that are to be addressed by a TC/CC shall declare those interests to the Committee and refrain from voting on any Public Input, Public Comment, or other matter relating to those issues.

(f) TC/CC Members frequently receive funding from their employers, organizations, or other sources for their participation in the NFPA Standards Development Process, and they have an affirmative and continuing obligation to declare those sources of funding to the NFPA. Apart from those declared sources of funding, TC/CC Members should not solicit or accept gifts, hospitality, or transfers of economic benefit, other than incidental gifts or other benefits of nominal value, from persons, groups, or organizations having dealings with their Committee or under any circumstances in which the benefit would be or would appear to be bestowed or accepted for the purposes of influencing the members' activities within the Standards Development Process.

(g) TC/CC Members should treat all persons having dealings with their Committee with respect and fairness and should not offer or appear to offer preferential treatment to any person or group.

(h) TC/CC Members should refrain from disseminating false or misleading information or from withholding information necessary to a full, fair, and complete consideration of the issues before their Committee.

3.4 Additional Guidelines Applicable to Technical Committee and Correlating Committee Chairs (TC/CC Chairs).

(a) TC/CC Chairs should act in an impartial manner in the performance of their duties as chair.

(b) TC/CC Chairs should disclose to all members of their Committee all known or potential conflicts of interest or other circumstances that could influence their

impartiality on a particular matter and must not preside during the Committee's consideration of that matter. A conflict of interest is defined as any situation in which the Committee's decision could substantially and directly affect the Chair's financial or business interest.

(c) If a TC/CC Chair discovers that a conflict of interest arises and is likely to involve a major activity of the Committee or to continue over a considerable period of time, the Chair must advise the Secretary of the Standards Council and seek direction as to whether the individual should continue in that role.

(d) TC/CC Chairs should avoid potential conflicts of interest in the appointment of all Task Group Chairs. If, in the opinion of the Chair, an individual has a known or potential conflict of interest, or other circumstances that could influence the individual's impartiality, that individual should not be appointed to Chair the Task Group.

(e) TC/CC Chairs should exercise care and diligence in the appointment of Task Groups. Although Task Groups need not be fully balanced, Chairs should attempt to include, to the extent practicable, any interested committee member or others who could usefully contribute to the work of the Task Group. TC/CC Chairs should avoid constituting a Task Group in such a way as to unfairly exclude participation of any interest desiring and qualified to participate.

(f) TC/CC Chairs should identify participating Task Group members when presenting Task Group reports to the full Committee for review and action. TC/CC Chairs should ensure that the work of Task Groups is thoroughly reviewed and considered by the full Committee.

(g) TC/CC Chairs should refrain from asserting a position in technical discussions. If a Chair wishes to assert a position in the technical discussion, that individual should relinquish the chair.

(h) TC/CC Chairs should be consistent in the conduct of meetings and in particular should be consistent with respect to participation by non-members (see Section 3.2.2.5 of the Regs).

(i) TC/CC Chairs should endeavor to stimulate participation from all Committee members.

3.5 Additional Guidelines Applicable to Standards Council Members (SC Members).

(a) The Standards Council acts as the overseer of the Standards Development Process, the official issuer of all NFPA documents, and the body that hears and determines all Appeals related to the Standards Development Process and to the issuance of NFPA Codes and Standards. As such, the Standards Council must both be and be perceived to be a fair and nonpartisan decision-making body. Accordingly, SC Members should treat all persons or groups appearing before them in a courteous, respectful, and fair manner, and should render all decisions in a fair, unbiased, and impartial manner.

(b) SC Members should read and familiarize themselves with all the issues relating to any Appeal or other matter coming before the Council.

(c) SC Members should disclose to all members of the Council all known or potential conflicts of interest or other circumstances that could influence their impartiality on a particular matter under consideration. The SC Member should then abstain from participating in any hearing or discussion, should not be present during any executive session, and should not vote on the matter. A conflict of interest is defined as any situation in which the Council's decision could substantially and directly affect the Council member's financial or business interest.

(d) SC Members who are also members/chairs of Technical Committees or Correlating Committees may participate in the discussions and vote at both Committee and Council Meetings. However, if an SC Member has previously expressed a position on a matter which is the subject of an Appeal to the Council in such a manner that his or her views are, or would appear to be, fixed and not

amenable for open consideration of the issue, then the member should, at the outset of any hearing or discussion, state his or her intention to step down from the Council for the purposes of that hearing or discussion. During the hearing or discussion, he or she may address the Council to state his or her views or to provide information to the Council but should not be present during any executive session, and should not vote on the matter.

(e) SC Members may submit Public Inputs and Public Comments, and vote during Association Technical Meetings at NFPA Membership Meetings with the exception of an SC Member who serves as the Presiding Officer at Association Technical Meetings. However, if an SC Member or the member's business or significant organizational affiliation either submits a Public Input or Public Comment or makes a floor motion or presentation during a Association Technical Meeting which expresses a position on a matter which is the subject of an Appeal to the Council, then the SC Member should, at the outset of any hearing or discussion, state his or her intention to step down from the Council for the purposes of that hearing or discussion. During the hearing or discussion, he or she may address the Council to state his or her views or to provide information to the Council but should not be present during any executive session, and should not vote on the matter.

(f) If an SC Member cannot give all sides to an Appeal before the Council fair and open-minded consideration, either because his or her views on the matter are fixed or for any other reason, he or she should abstain from participating in any hearing or discussion, should not be present during any executive session, and should not vote on the matter.

(g) An SC Member may address the Council as a spokesperson for the position of a Technical Committee where no other practical alternative exists and where the Council's decision on the issue would not substantially and directly affect the financial or business interest of the SC Member. In that case, the SC Member should, at the outset of any hearing or discussion, state his or her intention to step down from the Council for the purposes of that hearing or discussion. He or she should not be present during any executive session, and should not vote on the matter.

(h) In no case should an SC Member leave his or her role as a SC Member to represent either his or her own business or financial interests or the interest of a client before the Standards Council.

(i) SC Members who abstain from participating in any hearing or discussion, deliberations, or voting on any matter should so state either at the outset of the hearing or discussion or as soon as the need for abstention becomes clear, and they should record that abstention in the Council meeting minutes.

4. Guidelines for the Conduct of NFPA Staff Liaisons. NFPA Staff Liaisons participate in the NFPA Standards Development Process primarily as facilitators. Their role is vital to the fair, open, and efficient operation of the NFPA Standards Development Process. Staff liaisons should promote the purposes and goals stated in the "Statement of Purpose" (see Section 1) and "Statement of General Principles" (see Section 2). In addition, Staff Liaisons should observe the following guidelines:

(a) Staff Liaisons should promptly and diligently perform all of the advisory, organizational, clerical, and other duties assigned to them by the Council Secretary, the Regulations Governing the Development of NFPA Standards, and by all other duly established policies and procedures related to the Standards Development Process.

(b) Staff Liaisons should encourage and facilitate full and effective participation in Committee work by all TC/TCC Members, and should encourage and facilitate the full, fair, and accurate presentation of all relevant information and viewpoints.

(c) Staff Liaisons should strive to ensure that all the work of the TC/CCs to which they are assigned is carried out in accordance with the Regulations Governing the Development of NFPA Standards, and any other duly established policies and procedures related to the NFPA Standards Development Process.

(d) Staff Liaisons should counsel and advise the TC/TCC concerning the Regulations Governing the Development of NFPA Standards, and other duly established policies and procedures related to the NFPA Standards Development Process. Staff Liaisons should also provide timely and accurate information concerning the scheduling of meetings, balloting of Committee Reports, and other information necessary to the TC/CCs.

(e) Staff Liaisons should conduct themselves in a manner that preserves and enhances the trust and confidence of standards development participants as well as the public in the integrity and efficacy of the NFPA and the NFPA Standards Development Process.

(f) Staff Liaisons should conduct themselves in a manner that reflects their nonpartisan, facilitative, and advisory role. They should maintain a demeanor that is fair and dispassionate. Staff Liaisons should take care that they neither act nor could be perceived to be acting on behalf of or in order to further the interests of any group or individual.

(g) The Staff Liaison is often in possession of technical information, standards development history, feedback concerning the standard from users, and other information of use to the TC/CC. It is both appropriate and beneficial for the

Liaison to provide the TC/CC such information, and the Liaison should do so as necessary to assist the TC/CC in the course of its work.

(h) In areas in which the Staff Liaison possesses technical expertise, he or she may share that expertise with the TC/CC and, if appropriate, express an expert opinion. Similarly, a Staff Liaison may, where appropriate, express an opinion concerning the meaning of code language or the intent of the TC/CC. In expressing opinions, however, a Staff Liaison should clearly identify the opinion as his or her personal opinion and not necessarily that of the NFPA or any TC/CC. The Staff Liaison should also express that opinion with brevity, dispassion, and fairness to the opinions of others, and avoid adopting an argumentative or adversarial posture.

(i) Staff Liaisons should not submit any Public Input or Public Comment. Staff Liaisons should not vote either formally or informally on any matter before the TC/CC, nor should they act as chair of a TC/CC Meeting.

(j) Staff Liaisons should not vote at an Association Technical Meeting or make any floor motion. Staff Liaisons should not act as the representative of the TC/CC for the purposes of presenting a Technical Committee Report at an Association Technical Meeting. Staff Liaisons should not advocate for or against any floor motion.

(k) Staff Liaisons should not act as the representative of the TC/CC for the purposes of arguing the TC/CC position at any hearing on an Appeal to the Standards Council or a petition to the Board of Directors. However, the Staff Liaison may provide information as requested by either the Council or the Board.

REGULATIONS AND PROCEDURES

REGULATIONS GOVERNING PETITIONS TO THE BOARD OF DIRECTORS FROM DECISIONS OF THE STANDARDS COUNCIL

ADOPTED BY THE NFPA BOARD OF DIRECTORS, MARCH 7, 1997
(Amended November 14, 1999, November 13, 2010)

1. Scope of and Authority for these Regulations.

(a) These Regulations have been issued by the Board of Directors pursuant to its authority under Article 5 of the Articles of Organization and Articles 5 and 8 of the Bylaws.

(b) These regulations set forth the procedures to be used for the filing and processing of all Petitions to the Board of Directors filed pursuant to 1.7 of the Regulations Governing Committee Projects.

(c) The Board of Directors can amend these Regulations from time to time and waive or supplement, in whole or in part, at any time or times at its discretion.

(d) For the purposes of these Regulations, the Assistant Secretary of the Board of Directors, or such other person as the President may appoint, shall act as a Petitions Clerk.

2. Subcommittees of the Board. Unless the Board of Directors otherwise orders, the authority to consider and decide a Petition to the Board of Directors shall be delegated to a Subcommittee of the Board, which shall be appointed, in accordance with 2.1 of these Regulations. Subcommittees shall be appointed by the President with the approval of the Chair of the Board or, in the event of his or her unavailability, the First or Second Vice Chair.

2.1 Composition of Subcommittees. Subcommittees shall consist of three or more members of the Board of Directors. The criteria for selection and appointment of Subcommittee members shall be as follows:

(a) A Subcommittee member shall be a person who can decide the Petition on the merits in an impartial manner.

(b) A Subcommittee member shall not have any conflict of interest. (A conflict of interest is defined as any situation in which a decision on a Petition could substantially and materially affect the member's financial or business interest.)

(c) A Subcommittee member shall not be a member of any committee

responsible for a Document under consideration.

(d) Each Subcommittee shall to the extent practicable represent diverse interests within the Association.

In making a decision of whether or not to serve on a Subcommittee, the member may consult with the NFPA General Counsel.

Any challenge to the composition of the Subcommittee that is not resolved shall be referred by the President to the Executive Committee for resolution.

3. The Scope of Review. The petitioner shall generally confine the argument in the Petition to matters that were presented below and shall not raise any new matters that could have but were not presented within the standards development process. A Petition to the Board of Directors shall not be regarded as simply another opportunity to reargue a position that was rejected by the Standards Council. In considering a Petition, the Subcommittee shall give due deference to the judgment of the Standards Council, and shall not intervene unless it can be demonstrated that extraordinary circumstances exist requiring Board intervention to protect the integrity of the standards development process or the interests of the Association.

4. The Record. In its consideration of the Petition, the Subcommittee shall have before it the entire record that was before the Standards Council, as well as all proceedings and decisions of the Standards Council on the issue. In addition, the Subcommittee may consult any other records of the Association that it deems pertinent to the issue, and the Subcommittee may seek technical assistance from staff, the Technical Committee, or any other source or persons that it deems appropriate.

5. Notice of Intent to File the Petition. Anyone wishing to petition the Board of Directors concerning a Standards Council action related to the issuance of a document shall file a Notice of Intent to File a Petition within 15 days following the Standards Council action. A Standards Council action related to the issuance of a document includes any action of the Council which issues or returns a Document or which affects the text of a Document. Petitions concerning other Standards Council actions shall be filed within a reasonable period of time.

6. Filing and Contents of the Petition.

(a) Within 15 days following the receipt of the notice of intent to file, or within such other time as the Petitions Clerk may allow, the petitioner shall file the Petition together with 19 copies. The Petition shall be no more than 10 pages in length and shall contain, in separately denominated sections, the following:

(1) Name, affiliation, and address of the petitioner

(2) Statement identifying the particular Standards Council action to which the Petition relates

(3) Argument setting forth the grounds for the Petition and, in particular, addressing why there exist extraordinary circumstances requiring the intervention of the Board (see Section 3, above and 1.7 of the Regulations Governing Committee Projects)

(4) Statement of the precise relief requested.

(b) Any part of the record related to the standards development process that is referenced or discussed in the Petition should be clearly cited in the

Petition using available markings such as the title, author, date and page of the record. Since the full record will be available to the Subcommittee during its review, attachments and appendices shall not accompany the Petition, unless express permission has been obtained from the Petitions Clerk.

7. Consideration of the Petition.

7.1 Initial Review. The Petitions Clerk may, at his or her discretion, arrange for initial review of the Petition by meeting, correspondence, or telephone conference. If upon such initial review of the Petition and any relevant portions of the Record, the Subcommittee determines that the Petition has no merit, it may dismiss the Petition.

7.2 Full Review. If initial review is not conducted, or, if upon such review, the Subcommittee determines that further review is warranted, it shall afford the opportunity for responses to be filed by interested parties. Responses, together with 19 copies, shall be filed within 15 days or within such other time as the Petitions Clerk may allow.

(a) Responses shall be no more than 10 pages in length and shall contain, in separately denominated sections, the following:

(1) Name, affiliation, and address, of the respondent

(2) Statement identifying the Petition to which the response relates and stating whether the respondent supports or opposes the Petition

(3) Argument setting forth the grounds for opposing or supporting the Petition and, in particular, addressing why there does or does not exist extraordinary circumstances requiring the intervention of the Board (see Section 3, above, and 1.7 of the Regulations Governing Committee Projects).

(b) Any part of the record related to the standards development process that is referenced or discussed in a response should be clearly cited in the response using available markings such as the title, author, date and page of the record. Since the full record will be available to the Subcommittee during its review, attachments and appendices shall not accompany the response, unless express permission has been obtained from the Petitions Clerk.

(c) So as to avoid unnecessary repetition and duplication of effort, parties are encouraged to file joint responses where possible and appropriate.

(d) Unless a hearing has been requested and granted by the Subcommittee (see Section 8 below), the Subcommittee shall, either by meeting or telephone conference, review and render a decision on the Petition based on the written submissions of the parties and the record before it.

8. Requests for Hearings. If the petitioner requests a hearing on the Petition and that hearing is granted, the petitioner shall be assessed a filing fee of \$2,500 to be posted following the granting of the request. This fee may be reduced or waived by the President upon application of the Petitioner if good cause for reducing or waiving the fee is presented.

9. Waiver of Regulations. Any of the deadlines or requirements set forth in these regulations may be waived by the Subcommittee upon application of the petitioner or any other party for good cause shown, or in the discretion of the Subcommittee.

10. Subcommittee Report to the Board. The Subcommittee shall file with the Board of Directors a written report concerning each Petition that it has determined.

STANDARDS COUNCIL SELECTION PROCESS

ADOPTED BY THE NFPA BOARD OF DIRECTORS
JANUARY 1991 (AMENDED NOVEMBER 2003)

Note: For updates throughout the year, please visit the NFPA Directory online: www.nfpa.org.

1. The Regulations Governing Committee Projects states the following relative to the selection of individuals for the Standards Council:

“2.1 General. In accordance with 8.2 of the Bylaws, there shall be appointed by the Board of Directors a Standards Council to provide for the administration of NFPA standards development process, including the establishment, appointment, and administration of Technical Committees and Technical Correlating Committees.

2.4 Member Requirements. The Standards Council membership shall consist of twelve Regular Members and a Chair. Members shall be familiar with the technical and standards development functions of the Association and shall be selected from a broad range of appropriate interests. Members of the Council shall be members of the Association, and shall not be members of the Board of Directors.”

2. In order to assist the Board of Directors in selecting qualified individuals, the Standards Council has established the following guidelines regarding the makeup of the Council.

2.1. Council members shall be familiar with the technical and standards development functions of the Association. Council members must have served on one or more NFPA Technical Committees for a period of time sufficient to be familiar with the Regulations Governing Committee Projects and the standards adoption process.

2.2. Council Members shall be selected from a broad range of appropriate interests. Although not a prerequisite for Council members or a limitation to Council membership, to the extent possible, an attempt is made to have one representative from each of the following interest categories on the Council:

- | | |
|---------------------------|-----------------------------|
| Architect/Engineer | Insurance |
| Education | Business/Industry |
| Fire Equipment Mfg./Dist. | Fed/State/Local Government |
| Health Care | Fire Service |
| Building Official | Research/Testing |
| Electrical | Trade & Professional Assns. |
| Fire Marshal | |

2.3. While not mandatory, an attempt is also made to have representation from the nine classifications used to identify the principal interest of members on NFPA Committees. These classifications are as follows:

- | | |
|------------------|----------------------|
| Consumer | Special Expert |
| Insurance | Installer/Maintainer |
| Research/Testing | Manufacturer |
| Enforcer | User |
| Labor | |

2.4. It is also desirable to have representation on the Council from certain major Technical Committees such as the National Electrical Code, Building Construction and Safety Code, Life Safety Code, Health Care Facilities, and Automatic Sprinkler Systems.

2.5. Finally, the geographic location of individuals is taken into consideration and an attempt is made to have broad representation on the Council.

2.6. The primary consideration for membership on the Council is an individual with a personal and professional reputation of high integrity and a demonstrated commitment to the principles of due process, fairness, and the validity of the consensus standards procedures.

3. The Chair of the Standards Council reviews potential candidates for Council membership with Council members based on the above guidelines and recommends one or more candidates for each vacancy to the President. The President reviews the Council's recommendations with the Council Secretary, the Chair, First Vice Chair, and Second Vice Chair of the Board prior to submitting final recommendations to the Board for approval.

4. If the status of a Standards Council member changes, including change of employment, organizational affiliation, or funding source, the Council member must notify the Council Chair or Secretary immediately. The change in status, including any change in interest category represented, will be considered by the Council in determining whether or not there is a need to recommend a replacement for the member.

5. All nominations for Council membership will be submitted in written form on the form entitled “Nomination for Standards Council Members” and returned to the Council Secretary prior to June 15 for consideration by the Council at the August Council meeting.

REGULATIONS GOVERNING NFPA REPRESENTATIVES

ADOPTED BY BOARD OF DIRECTORS, JUNE 1967
(AMENDED NOVEMBER 2001)

Section 1. Appointment.

1.1 Appointment of Members and their Tenure.

NFPA Representatives to other organizations shall be appointed by the President, who may seek the recommendation of the Board of Directors and/or the Standards Council concerning the appointment of such representatives.

All such appointments are subject to annual review and reappointment by the President and those members who exhibit lack of interest, knowledge, or responsibility shall not be reappointed and may be removed for the stated causes at any time.

Representation to another organization shall not in and of itself constitute an endorsement of the organization or of any document developed by the organization.

Section 2. Qualification.

2.1 Membership Qualifications.

Each candidate shall submit statements to the President indicating the following:

- (a) Evidence of knowledge and competence in the work of the other organization;
- (b) Assurance of ability to participate actively in the work of the other organization including responding to correspondence and attendance at meetings;
- (c) What person or organization would fund participation;
- (d) Agreement to notify the President of a change in status including employment, or funding source.

2.2 Selection.

Selection and appointment shall be based on the qualifications of the applicant under the provisions of 2-1.

The person selected shall be familiar with the standards of the National Fire Protection Association, if any, which impinge on the activities of the other organization. The person should preferably be a member of an NFPA Committee having parallel or related interests or a member of the NFPA Staff.

Section 3. Authority and Responsibilities.

3.1 Authority and Responsibilities.

Following appointment, each NFPA representative to other organizations shall advance, insofar as possible, the objectives of the National Fire Protection Association to promote the science and improve the methods of fire protection, fire prevention, electrical safety, and other safety related goals and shall advance the policies of the Association as expressed in its Codes and Standards. If questions of policy or technical issues arise in which the NFPA representative feels the need for additional guidance, assistance shall be sought through the

NFPA Executive Office, the Secretary of the Standards Council, or the staff liaison for the NFPA Committee whose scope encompasses the subject.

In some cases, the scope of the activities of the other organization may be of such significance that the President may, at his discretion, appoint an advisory group to provide guidance and assistance to the NFPA Representative. In such cases, the NFPA Representative shall keep the advisory group fully informed of all issues and must secure direction from the advisory group prior to expressing an NFPA position.

Any proposed actions that are contrary to Association policy as expressed in its codes and standards shall be reported immediately to the NFPA Executive Office or the Secretary of the Standards Council for communication to any affected NFPA Committees, Sections, and others as appropriate.

Final actions of other organizations cannot be approved or disapproved by an NFPA representative until they have been cleared with the NFPA Executive Office or any NFPA Committee(s) whose scope encompasses the subject. NFPA Committee clearance shall be processed through the Secretary of the Standards Council. It is possible some questions may have to be referred to the NFPA Board of Directors or the Standards Council for decision.

3.2 Reporting of Final Actions.

Approval or disapproval of any final or critical actions of other organizations by the NFPA representative shall be reported to the NFPA Executive Office or the Secretary of the Standards Council so that such actions can be communicated, if appropriate, to any affected NFPA Committees, Sections, or the entire membership of the National Fire Protection Association. This reporting is for the purpose of assuring that all interested and concerned NFPA members and Committee members can be kept properly informed of activities in which the Association is participating.

AMERICAN NATIONAL STANDARDS INSTITUTE, INC.

NFPA is a member of the American National Standards Institute, Inc. (ANSI). ANSI, a private, nonprofit organization founded in 1918, is the coordinator of voluntary standards activities in the United States and the agency that approves standards as American National Standards. ANSI is also the coordinator and manager of U.S. participation in the work of nongovernmental international standards organizations.

As national coordinator, ANSI assists organizations involved in standards development to reach agreement on needs for codes and standards, establish priorities, plan to meet identified needs, and avoid duplication of effort. ANSI also offers codes- and standards-developing organizations a neutral forum for resolving differences and provides procedures and services to help them use their resources effectively. An Executive Standards Council, standards boards, forums, special panels, and committees help those involved coordinate their objectives.

Effective national coordination requires competent, voluntary cooperation from all sectors. ANSI enlists this type of cooperation — a federation of the standards competence existing in technical, trade, professional, labor, and consumer organizations, government agencies, and commerce and industry. These groups cooperate with ANSI to reach agreement on standards needs and priorities and to resolve differences that may arise; they also voluntarily submit standards to ANSI for approval.

ANSI approves standards as American National Standards when it is satisfied that its consensus and due process requirements have been met.

For each standard, ANSI's Board of Standards Review (BSR) evaluates evidence submitted by codes- and standards-developing groups that those groups directly and materially affected by the approval reach substantial agreement — consensus — on the standard's provisions. The BSR also assesses evidence that the code or standard was developed under an open process that gave the affected interest groups an opportunity to express their views and that all comments were carefully considered. If the BSR is satisfied, it takes action on approval.

ANSI is the coordinator and manager of U.S. participation in the activities of certain nongovernmental international standards development bodies that operate through national representation of the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). Through ANSI, NFPA and its U.S. members and constituents, as well as other U.S. interests, are able to influence the development of ISO and IEC standards.

NFPA acts in a variety of ways in cooperation with ANSI. NFPA's participation in the various activities of ANSI is as follows:

BOARD OF DIRECTORS: Immediate Past Chair, Arthur E. Cote (NFPA representative)

EXECUTIVE STANDARDS COUNCIL: Christian Dubay (NFPA staff)

INTERNATIONAL POLICY COMMITTEE: Olga Caledonia (NFPA staff)

INTELLECTUAL PROPERTY RIGHTS POLICY COMMITTEE: Maureen Brodoff (NFPA staff)

NATIONAL POLICY COMMITTEE: Christian Dubay (NFPA staff)

ORGANIZATION MEMBER FORUM: Christian Dubay, Amy Cronin (NFPA staff)

APPEALS BOARD: Maureen Brodoff, Chair (NFPA staff)

ANSI ACCREDITED COMMITTEE PROJECTS SERVED BY NFPA REPRESENTATIVES

ANSI ISO Council (AIC) Richard P. Bielen, (NFPA staff)

Architectural Features and Site Design of Public Buildings and Residential Structures for Persons with Disabilities ANSI/ICC Project A117.1 Sponsor: International Code Council, Allan Fraser, Ron Coté (NFPA staff)

Committee on Leakage Current for Electrical Appliances ANSI Project C101 Sponsor: Underwriters Laboratories Inc., Paul Lawrenz (Kelvinator Division, American Motors Corp., 14250 Plymouth Road, Detroit, MI 48232) (NFPA representative)

Electric Vehicle Standards Panel (EVSP) Kenneth Willette (NFPA staff)

Ground Ladders ANSI Project A14 Sponsor: Samuel C. Cramer (Aluminum Ladder Co., P.O. Box 5329, Florence, SC 29502), Ronald Bennett (alternate) (Aluminum Ladder Co.) (NFPA representatives)

Procurement Standards, Gas Turbines ANSI Project B133 Sponsor: Leonard Hathaway (M & M Protection Consultants, 3400 Georgia Pacific Center, 133 Peachtree Street NE, Atlanta, GA) (NFPA representative)

Respiratory Protection ANSI Project Z88 Sponsor: Lawrence Livermore Laboratories, David Trebisacci (NFPA staff)

Safety in Welding, Cutting, and Allied Processes ANSI Project Z49.1, Sponsor: American Welding Society, Derek Duval (NFPA staff)

Safety Requirements for Confined Spaces ANSI Project Z117 Sponsor: American Society of Safety Engineers, Guy R. Colonna (NFPA staff)

Safety Requirements for Workplace Floor and Wall Openings, Stairs, and Railing Systems ANSI Project A1264 Sponsor: American Society of Safety Engineers, Ron Coté (NFPA staff)

OTHER ORGANIZATIONS

American Boat and Yacht Council Guy R. Colonna (NFPA staff)

American Institute of Chemical Engineers Safety and Health Division; Loss Prevention Programming Committee: Robert P. Benedetti (NFPA staff)

American Petroleum Institute Safety and Fire Protection Group: Robert P. Benedetti (NFPA staff)

American Society for Testing and Materials Committee on Hazard Potential of Chemicals (E-27), Subcommittee 01 Terminology: Robert P. Benedetti (NFPA staff); Subcommittee 04 Flammability and Ignitibility: Robert P. Benedetti (NFPA staff); Committee on Fire Standards (E-5): John R. Hall, Jr. (principal) (NFPA staff) Vacant (alternate) (NFPA staff); Committee on Color and Appearance (E12): Robert E. Solomon (NFPA staff); Committee on Consumer Products (F15): Robert E. Solomon (NFPA staff); Committee on Detention and Correction Facilities (F33): Ron Coté (NFPA staff); Committee on Performance of Buildings (E-06): John R. Hall, Jr., Robert E. Solomon (NFPA staff); Committee on Sustainability (E-60): John R. Hall, Jr. (NFPA staff)

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. Standards Committee: Allan Fraser (NFPA Staff); SSPC 90.1, Energy Standard for Buildings Except Low-Rise Residential Buildings: Allan Fraser (NFPA staff); SSPC 90.1 Format and Compliance Subcommittee: Allan Fraser (NFPA staff); SSPC 90.2, Energy Efficient Design of New Low-Rise Residential Buildings: Allan Fraser (NFPA staff); PPIS Subcommittee of ASHRAE Standards Committee: Allan Fraser (NFPA staff); ASHRAE Homeland Security Ad Hoc Committee, ASHRAE Guideline 29P, Guideline for Risk Management of Public Health and Safety in Buildings: Richard P. Bielen (NFPA staff)

American Society of Mechanical Engineers Elevator and Escalator Code Coordination Committee (A17): Ron Coté (NFPA staff); Elevator and Escalator Emergency Operations Committee: Lee F. Richardson and Richard J. Roux (NFPA staff); B31.12 Code for Hydrogen Pipelines and Piping: Open (NFPA staff); Committee on Outside Emergency Elevator (A17): Rita Fahy (NFPA staff); Committee on Powered Industrial Trucks (B56): Richard E. Munson (Hockessin, DE 19707); Committee on Steel Smoke Stacks: Joseph F. Schulz (Van-Packer Products Co., 6th Street and Bay Avenue, Beach Haven, NJ 08008), Richard L. Stone (alternate) (Wallace Murray Corp., P.O. Box 137, Belmont, CA 94002)

American Water Works Association Committee on Fire Protection: Mathew Klaus (NFPA staff); Committee on Cross-Connections: Matthew Klaus (NFPA staff)

American Welding Society Safety and Health Committee: Derek Duval (NFPA staff)

American Wood Council Wood Design Standards Committee: Tracy Vecchiarelli (NFPA staff)

Commission Fire Accreditation International Steven Sawyer (NFPA staff)

Compressed Gas Association Hazardous Materials Codes, Safety and Health, and Hydrogen Technology Committee: Open

Congressional Fire Services Institute National Advisory Committee: Gregory Cade (NFPA staff); Working Group: Gregory Cade (NFPA staff)

Council on Tall Buildings and Urban Habitat Robert E. Solomon (NFPA staff)

Electrical Safety Foundation International Lorraine Carli (NFPA staff)

Fire Detection Institute vacant (NFPA staff)

Fire Safety Council Sharon Gamache, John R. Hall, Jr. (NFPA staff)

Healthcare Interpretations Task Force Robert E. Solomon (Chair), Gregory E. Harrington (NFPA staff)

Hydrogen Industry Panel on Codes (HIPOC) Susan Bershada (NFPA staff)

Institute of Electrical and Electronics Engineers, Inc. Arc Flash Research Project: William Burke (NFPA staff)

Interagency Advisory Board David Trebisacci (NFPA staff)

Intertek Testing Services/ETL Testing Laboratories Safety Council Mark W. Earley (NFPA staff)

International Association of Electrical Inspectors Global Affairs Committee: Mark W. Earley (NFPA staff)

International Association of Fire Chiefs Operation Life Safety Advisory Committee: Gregory Cade (NFPA staff)

International Association of Plumbing and Mechanical Officials Denise Beach (NFPA staff)

International Fire Service Training Association Thomas McGowan (NFPA staff)

International Liquid Terminals Association Robert P. Benedetti (NFPA staff)

International Tunneling Association Sandra Stanek (NFPA staff)

National Board on Fire Service Professional Qualifications Kenneth Willette (NFPA staff)

National Fire Information Council Marty Ahrens (NFPA staff)

National Hydrogen Fuel Cells Codes & Standards Coordinating Committee Open

National Institute of Building Sciences Gary S. Keith (NFPA staff); Multihazard Mitigation Council: Gregory E. Harrington (NFPA staff);

National Propane Gas Association Technology Standards and Safety Committee Denise Beach (NFPA staff)

National Safe Boating Council Guy R. Colonna (NFPA staff)

National SAFE KIDS Campaign Judy Comoletti (NFPA staff)

National Safety Council Marine Section Guy R. Colonna, Lawrence B. Russell (NFPA staff)

National Volunteer Fire Council Kenneth Willette (NFPA staff)

North American Fire Training Directors Kenneth Willette (NFPA staff)

Rehabilitation Engineering Society of North America (RESNA) Standards Committee on Emergency Stair Travel Devices used by People with Disabilities Allan Fraser (NFPA staff)

Society of Automotive Engineers (SAE) Vehicle Battery Standards Committee: Open; Hybrid and Electric Vehicle Responder Group: Kenneth Willette (NFPA staff)

Standards Engineering Society Christian Dubay (NFPA staff)

The Infrastructure Security Partnership (TISP) Robert E. Solomon (NFPA staff)

Underwriters Laboratories, Inc. Standards Technical Panels: STP 30, 58, 80, 142, 296, 525, 584, 1275 2368: Robert P. Benedetti (NFPA staff); STP 205, 205A, Richard Roux (NFPA staff) 674, 687, 2044: (NFPA staff); Industrial Advisory Group for Smoke Detection on Recreational Boats: Guy R. Colonna (NFPA staff); STP 924: Ron Coté (NFPA staff); STP 1994: Ron Coté (NFPA staff); STP 580: Vacant (NFPA staff); Corporate Member: Christian Dubay (NFPA staff); Electrical Council: Mark W. Earley (NFPA staff); STP 488: vacant (NFPA staff); STP 263: Vacant; STP 48, 50, 62, 83, 153, 174, 183, 347, 355, 410, 414, 458, 508, 508A, 508C, 558, 651, 719, 763, 1699, 1703, 1740, 1741: STP 103, 197: Jonathan Hart (NFPA staff); STP 199: Mathew Klaus (NFPA staff); STP 22271, 2580: Open (NFPA staff) STP 96, 96A, 464, 466, 497, 497A,

497B, 497C, 1480, 1638, 1863: Richard J. Roux (NFPA staff); STP 217, 521, 2572: Lee Richardson (NFPA staff); STP 20, 250, 496, 551, 1004, 1017, 1018, 1028, 1030, 1042, 1047, 1054, 1411, 1431, 1640, 1642, 1647: Jean Blanc (NFPA staff); STP 5, 6, 22, 498, 514A, 514B, 514C, 515, 1026, 1059, 1081, 1682, 61965: Mark Cloutier (NFPA staff); STP 13, 913, 1203, 1419, 1563, 1573, 1598, 1795, 60065, 60079, 61010, 62368: Chris Coache (NFPA staff); STP: 248, 310, 489, 555, 1206, 1446, 1565, 1594: Michael Fontaine (NFPA staff); Fire Council: Ron Coté (NFPA staff)

U.S. Department of Energy Technical Standards Chad Duffy (NFPA staff)

U.S. Department of Housing & Urban Development "Path" Project: Allan B. Fraser (NFPA staff); Federal Advisory Committee for Manufactured Housing: Robert E. Solomon (NFPA staff)

U.S. Department of Homeland Security Chemical Transportation Advisory Committee: Lawrence B. Russell (NFPA staff); U.S. Department of Transportation Technical Pipeline Safety Standards Committee: Denise Beach (NFPA staff)

U.S. Edison Electric Institute Fire Protection Committee Advisory Task Force Group: Chad Duffy (NFPA staff)

U.S. World Standards Day Gregory Cade (NFPA staff)

Western Fire Chiefs Association Raymond B. Biral (NFPA staff)

INTERNATIONAL ACTIVITIES

Canadian Standards Association Canadian Electrical Code Committee (Part 1): Mark W. Earley (NFPA staff); Z462 Workplace Electrical Safety Technical Committee: Mark Earley (NFPA staff)

Confederation of Fire Protection Associations International" (CFPA-I*): Chair, Steven Ooi, Malaysia; Vice Chair, Gary Keith, USA; Treasurer, Open; Director, Jesper Ditlev, Denmark; Director, Anders Bergqvist, Sweden; Director, Hatem Kheir Egypt; Director, Gao Wei, China; Administrator, Christine Ellis USA (NFPA staff)

International Association for Fire Safety Science John R. Hall, Jr., Rita F. Fahy (NFPA staff)

International Electrotechnical Commission U.S. National Committee of IEC (Council): Mark W. Earley (NFPA staff); (IEC/TC44) Safety of Machinery: Mark W. Earley (NFPA staff); (IEC/TC64) Electrical Installations of Buildings: Mark W. Earley (NFPA staff); (IEC/TC79) Alarm Systems: Mark Earley (NFPA staff)

International Organization for Standardization U.S. Technical Advisory Group (ISO/TC21): (ISO/TC21/WG3) Flame Arresters: Robert P. Benedetti (NFPA staff); (ISO/TC21/SC2) Manually Transportable Fire Extinguishers: Barry Chase (NFPA staff); (ISO/TC21/SC3) Fire Detection and Alarm Systems: Lee F. Richardson (NFPA staff); (ISO/TC21/SC5) Sprinkler and Water Spray Extinguishing Systems: Richard P. Bielen (NFPA staff); (ISO/TC21/SC6) Extinguishing Media for Fire Fighting (Foam): Barry Chase (NFPA staff); (ISO/TC21/SC8) Gaseous Media Fire Extinguishing Systems: Richard P. Bielen (NFPA staff); (ISO/TC92/SC4) Fire Safety Engineering: Rita F. Fahy, Convenor; WG11 (NFPA staff), John R. Hall, Jr., Convenor, WG10 (NFPA staff); US Tag-TC92 (NFPA Staff), John R. Hall, Jr. Chair; (ISO/TC94/SC13) WG8 (NFPA Staff) John R. Hall, Jr. Convenor; Protective Clothing and Equipment: David Trebisacci (NFPA staff); (ISO/TC94/SC14) Fire-fighters' Personal Equipment: David Trebisacci (NFPA staff); (ISO/TC223) Societal Security: Orlando Hernandez (NFPA staff)

International Technical Committee for the Prevention and Extinction of Fire (CTIF) Russell E. Sanders, (NFPA staff)

Pan American Standards Commission (COPANT) Olga Caledonia (NFPA staff)

World Organization of Building Officials President, Imad Eldurubi, Jordan; Vice President, Tim Ward USA; Secretary/Treasurer, Robert E. Solomon (NFPA staff); Administrator, Linda MacKay (NFPA staff)

BOARD MEMBERS

NFPA BOARD MEMBERS



Board of Directors, 2012 - 2013

First Row: Brian Hurley, James M. Shannon, Philip Stittleburg, Peter Holland,
Second Row: Ned Pettus, Jr., Randy Tucker, Dean Seavers, Keith Williams, Amy Acton, Thomas Jaeger, H. Wayne Boyd, Philip DiNenno

Third Row: Donald Cook, Julie Rochman, Jim Clark, Bruce Mullen, John Dean, Kwame Cooper

Fourth Row: Peter Willse, William McCammon, Ernest Grant, William Stewart, Dennis Berry

Missing From Photo: Rebecca Denlinger, Harold Schaitberger

OFFICERS

For the year 2012-2013 :

Philip C. Stittleburg *Chair*, La Farge Fire Department, 114 South State Street, La Farge, WI 54639-0009

Ernest J. Grant *First Vice Chair*, North Carolina Jaycee Burn Center, 101 Manning Drive, UNC Hospitals, Chapel Hill, NC 27514

Philip J. DiNenno *Second Vice Chair*, Hughes Associates, Inc., 3610 Commerce Drive, Suite 817, Baltimore, MD 21227-1652

Randolph W. Tucker *Secretary*, 115 N Hunters Crossing Circle, The Woodlands, TX 77381

H. Wayne Boyd *Treasurer*, U.S. Safety & Engineering Corporation, 2365 El Camino Avenue, Sacramento, CA 95821-5647

James M. Shannon *President/CEO*, NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

Bruce H. Mullen *Executive Vice President*, CFO, NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

Dennis J. Berry *Assistant Secretary*, NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

DIRECTORS

The officers listed above (except the Executive Vice President and Assistant Secretary), and the following:

Amy Acton Phoenix Society for Burn Survivors, 1835 RW Berends Drive SW, Grand Rapids, MI 49519-4955 (term expires 2014)

James M. Clark 3395 Bedford Lane, Germantown, TN 38139 (term expires 2014)

Donald R. Cook Shelby County, AL Dept. of Development Services, 1123 County Services Drive, Pelham, AL 35124 (term expires 2013)

Kwame Cooper Los Angeles City Fire Department, 1926 South Wellington Road, Los Angeles, CA 60016 (term expires 2014)

John C. Dean 20 Sherwood Forest Drive, Winthrop, ME 04364 (term expires 2013)

Rebecca F. Denlinger *Fire and Emergency Management Commissioner*, Ministry of Public Safety & Solicitor General, Province of British Columbia, 800 Johnson Street, Stn. Prov. Govt., Victoria, BC V8W 9N7 Canada (term expires 2013)

Peter M. Holland Gerard Hall, Cow Hill, Haighton Preston, Lancashire PR2 5SJ (term expires 2012)

Brian J. Hurley 210 Ridgeview Drive, Palm Beach, FL 33480 (term expires 2012)

William J. McCammon *Executive Director*, East Bay Regional Communications System Authority, 4985 Broder Boulevard, Dublin, CA 94568 (term expires 2012)

Ned Pettus, Jr. 124 Autumn Rush Court, Gahanna, OH 43230 (term expires 2013)

Julie Rochman Insurance Institute for Business & Home Safety, 4775 E Fowler Avenue, Tampa, FL 33617 (term expires 2014)

Harold A. Schaitberger International Association of Fire Fighters, 1750 New York Avenue, NW, Washington DC, 20006-5395 (term expires 2012)

Dean L. Seavers *President/CEO*, Red Hawk Fire & Security, 13525 SW 61st Court, Pinecrest, FL 33156 (term expires 2013)

William A Stewart 873 Whiteny Drive, Mississauga, ON, L4Y 1E6 Canada

Keith E. Williams *President/CEO*, Underwriters Laboratories Inc., 333 Pfingsten Road, Northbrook, IL 60062 (term expires 2013)

Peter J. Willse *Vice President-Director of Research*, XL Global Asset Protection Services, 100 Constitution Plaza, 12th Floor, Hartford, CT 06103

NFPA ELECTED OFFICERS

President

1896.....	C. C. Little
1897-1899	U. C. Crosby
1900-1906	C. A. Hexamer
1907.....	W. W. Dudley
1908-1909	C. M. Goddard
1910-1911	W. H. Merrill
1912.....	H. L. Phillips
1913-1914	R. D. Kohn
1915-1916	C. E. Meek
1917.....	Louis Wiederhold
1918-1919	F. J. T. Stewart
1920-1921	W. E. Mallalieu
1922-1923	H. O. Lacount
1924-1925	R. P. Miller
1926-1927	Dana Pierce
1928.....	A. M. Schoen
1929.....	F. C. Jordan
1930-1931	F. T. Moses
1932-1933	Sumner Rhoades
1934-1935	H. L. Miner
1936-1937	G. W. Elliott
1938-1939	S. D. McComb
1940-1941	Alvah Small
1942-1943	D. J. Price
1944-1945	R. E. Vernor
1946-1947	C. W. Pierce
1948-1949	J. L. Wilds
1950-1951	A. H. S. Stead
1952-1953	A. L. Cobb
1954-1955	T. S. Duke
1956-1957	J. A. Neale
1958-1959	H. G. Thomas
1960-1961	L. S. Bush

1962-1963J. S. Queener
 1964-1965 Warren J. Baker
 1966-1967Paul C. Lamb
 1968-1969Elmer F. Reske
 1970-1972John J. Ahern

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 1903-1906E. U. Crosby
 1907.....H. C. Henley
 1908-1910 H. L. Phillips
 1911-1917 F. J. T. Stewart
 1918.....H. L. Phillips
 1919-1921R. P. Miller
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 1944-1949 G. W. Elliot
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 1958-1965 T. S. Duke
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 2006-2008Warren E. McDaniels
 2008-2010Paul M. Fitzgerald
 2010-2012Thomas W. Jaeger

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1992-1995 John A. Love
 1995-1998Frank J. Fee III
 1998-2004Paul M. Fitzgerald
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 2006-2010 Vincent J. Bollon
 2010- H. Wayne Boyd

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 1997-1998 David A. Lucht
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 2005 S. Joe Bhatia
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 Managing Director
 1939-1969
 Percy Bugbee, General Manager
 1969-1979
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 1980-1991
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 1992-2002
 George D. Miller, President
 2002-
 James M. Shannon, President

STANDARDS COUNCIL

STANDARDS COUNCIL



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Second Row: Donald P. Bliss, John A. Rickard, Roland J. Huggins, J. C. Harrington, James T. Pauley (Chair), Danny L. McDaniel, Randall K. Bradley, Richard P. Owen

Not pictured: Daniel J. O'Connor

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RECORDING SECRETARY: Linda J. Fuller† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

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Donald P. Bliss N12 Center for Infrastructure Expertise, 48 Milbern Avenue, Hampton, NH 03842 (term expires 12/14)

Randall Bradley Moraga- Orinda Fire District, 33 Orinda Way, Orinda, CA 94563 (term expires 12/14)

James E. Golinveaux Tyco Fire Suppression & Building Products, 1467 Elmwood Avenue, Cranston, RI 02910 (term expires 12/15)

John C. Harrington FM Global, 1151 Boston Providence Turnpike, Norwood, MA 02062-9102 (term expires 12/14)

Bonnie E. Manley American Iron and Steel Institute, 41 Tucker Road, Norfolk, MA 02056 (term expires 12/15)

Danny L. McDaniel Colonial Williamsburg Foundation, PO Box 1776, Williamsburg, VA 23187-1776 (term expires 12/13)

James A. Milke University of Maryland, Department of Fire Protection Engineering, 3104 JM Patterson Building, College Park, MD 20742 (term expires 12/13)

Daniel J. O'Connor Aon Fire Protection Engineering, 1000 Milwaukee Avenue, 5th Floor, Glenview, IL 60025-2423 (term expires 12/14)

Richard P. Owen 7421 Upper 24th Street North, Oakdale, MN 55128-4197 (term expires 12/13)

John A. Rickard Katus, LLC, 5838 Balcones Drive, Suite B, Austin, TX 78731-4206 (term expires 12/14)

Michael D. Snyder Dow Corning Corporation, 2200 West Salzburg Road (Mail #544), Midland, MI 48686-0994 (term expires 12/15)

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1967-1969	Warren J. Baker
1975-1979	Paul C. Lamb
1980	John L. Bryan
1981-1984	Alan Stevens
1985-1991	John L. Bryan
1992	John L. Jablonsky
1993-1998	Russell P. Fleming
1999-2001	Gary M. Taylor
2002-2007	Philip J. DiNenno
2008-	James T. Pauley

Secretary

1975-1984	Richard E. Stevens
1984-1996	Arthur E. Cote
1996-2007	Casey C. Grant
2007-2008	Milosh Puchovsky
2008-	Amy Beasley Cronin

†Nonvoting

ADMINISTRATIVE AND ADVISORY COMMITTEES

After each committee is an indication of the scope of the committee activity and, where appropriate, a reference to the NFPA publications for which it is responsible.

DISABILITY ACCESS REVIEW AND ADVISORY COMMITTEE

CHAIR: Toby Olson Governor's Committee on Disability Issues and Employment, P.O. Box 9046, Olympia, WA 98507-9046

Rocky Burks City of Sacramento Department of Transportation Engineering Services Div., 915 I Street Room 2000, Sacramento, CA 95814-1604

Marilyn Golden Disability Rights Education and Defense Fund (DREDF), 1629 Ward Street, Berkeley, CA 94703

Marsha Mazz The Access Board, 1331 F Street NW, Suite 1000, Washington, DC 20004

Gail Minger Michael H. Minger Foundation, P.O. Box 721, Niceville, FL 32588

Thomas Norton Norel Service Company, Inc., 237 Buckmaster Dr., Concord, MA 01742

Richard Skaff Designing Accessible Communities, 303 Ashton Lane, Mill Valley, CA 94141

Steven Spinetto Former Commissioner, Commission for Persons with Disabilities, City of Boston, Boston City Hall, Rm 966, Boston, MA 02201

Mary Troupe Executive Director, Just Advocacy, 603 Mill Branch Road, Pearl, MS 39208

Scope: A presidential committee appointed by the NFPA President to: identify existing needs and emerging issues within the disability community; identify areas where NFPA can provide a leadership role on such issues; ensure that the NFPA Codes and Standards process includes current subject matter that addresses disability issues, access provisions, and other matters that impact the disability community.

Staff Liaison: **Allan Fraser**

GLOSSARY OF TERMS TECHNICAL ADVISORY COMMITTEE

CHAIR: Marcelo M. Hirschler GBH International, 2 Friar's Lane, Mill Valley, CA 94941

Richard A. Blanchard Silicon Valley Expert Witness Group Inc., 2570 West El Camino Real, Suite 550, Mountain View, CA 94040

Susan Desrocher East Bridgewater, MA 02333

Jeff M. Goldsmith General Electric Company, 3 Burlington Woods Drive, Burlington, MA 01803-4535

Rodney A. McPhee Canadian Wood Council, 99 Bank Street, Suite 400, Ottawa, ON K1P 6B9, Canada

Thomas A. Salamone Gannett Fleming Inc., 20 Elmwood Circle, Peekskill, NY 10566

Scope: The Glossary of Terms Technical Advisory Committee (GOT) shall be a standing advisory committee, reporting directly to the NFPA Standards Council. The GOT shall be charged with:

(1) Providing advisory support to the NFPA Standards Council on policies related to definitions in NFPA Codes, Standards, Recommended Practices, and Guides;

(2) Submitting comments to NFPA documents to generate consistent definitions and minimize the number of duplicate definitions;

(3) Submitting comments to NFPA documents related to definitions that do not comply with the Manual of Style; and

(4) Handling special tasks as assigned by the NFPA Standards Council

Staff Liaison: **Tracy L. Vecchiarelli**

HIGH RISE BUILDING SAFETY ADVISORY COMMITTEE

CHAIR: James R. Quiter Arup, 560 Mission Street, Floor 7, San Francisco, CA 94105

Geoff Craighead Universal Protection Service, 1551 North Tustin Avenue, Suite 650, Santa Ana, CA 92705

Jon D. Magnusson Magnusson Klemencic Associates, 1301 Fifth Avenue, Suite 3200, Seattle, WA 98101-2699 (Rep National Council of Structural Engineering Associations)

John P. Miller Los Angeles City Fire Department, Battalion 17 "A" Platoon, 200 North Main Street, Los Angeles, CA 90012

Jack J. Murphy Fire Safety Directors Association of Greater New York, 236 Overlook Avenue, Leonia, NJ 07605 (Rep Fire Safety Directors Association of Greater New York)

Steven M. Nilles Goettsch Partners, 224 South Michigan Avenue, Floor 17, Chicago, IL 60604 (Rep Council on Tall Buildings and Urban Habitat)

Jake Pauls Jake Pauls Consulting Service in Building Use and Safety, 12507 Winexburg Manor Drive, Suite 201, Silver Spring, MD 20906 (Rep American Public Health Association)

James Shea Tishman Speyer Properties, 45 Rockefeller Plaza, New York, NY 10111

Sally Regenhard The Skyscraper Safety Campaign, 131 East 237 Street, P.O. Box 70, Woodlawn, NY 10470 (Rep The Skyscraper Safety Campaign)

William Stewart 873 Whitney Drive, Mississauga, ON L4Y 1E6, CANADA (Rep Metropolitan Fire Chiefs-IAFC/NFPA)

Charles Jennings (Alternate to S. Regenhard) John Jay College of Criminal Justice, City University of New York, 229 Nelson Avenue, Peekskill, NY 10566 (Rep The Skyscraper Safety Campaign)

Scope: This committee was appointed by the NFPA Standards Council to: identify existing needs and emerging issues within the high rise building environment; produce recommendations as to how NFPA can provide a leadership role on such issues; and ensure that the NFPA Codes and Standards Process includes current subject matter on high rise building safety, emerging technologies, and other matters that impact those who work in, live in, or operate high rise buildings.

Staff Liaison: **Kristin Bigda**

TOXICITY TECHNICAL ADVISORY COMMITTEE

CHAIR: Richard G. Gann U.S. National Institute of Standards and Technology, 100 Bureau Drive, Stop 8664, Gaithersburg, MD 20899-8664

SECRETARY: Amy Beasley Cronin† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

Craig Beyler Hughes Assoc., Inc., 3610 Commerce Drive, Suite 817, Baltimore, MD 21227-1652

Edward V. Clougherty, Ph.D. Worcester Polytechnic Institute, 20 Pleasant Valley Circle, W. Roxbury, MA 02132

Richard Pehrson, Ph.D. Futrell Fire Consult and Design, Inc., 8860 Jefferson Highway, Osseo, MN 55369-1500

Scope: This Committee shall be responsible for providing recommendations to committees of the Association on questions and policies relating to assessing the toxicity of the products of combustion. This Committee shall report its activities annually to the Standards Council, and members of this Committee shall be appointed by the Standards Council.

Staff Liaison: **Amy Beasley Cronin**

† Nonvoting

NFPA BOARD OF DIRECTORS, STANDARDS COUNCIL AND MANAGEMENT

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Paul G. Crossman, Vice President, Business Group

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Linda Bailey, Division Manager

Tara Hastings-Healy, Administrative Assistant

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Christine M. Ellis, Executive Administrative Assistant

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Public Education

Judith L. Comoletti, Division Manager

Wildland Fire Operations

David Nuss, Division Manager

Linda Coyle, Senior Administrative Assistant

COMMITTEE PROJECTS AND SCOPES

Aerosol Extinguishing Technology (AEG-AAA)

Scope: This committee shall have primary responsibility for documents on design, installation, operation, testing, maintenance, and use of fire extinguishing systems that utilize aerosol extinguishing agents. It shall not address documents on safeguarding against the fire and explosion hazards associated with the manufacturing, handling, and storage of combustible or flammable aerosol products covered by other committees.

Responsibility: *Standard for Fixed Aerosol Fire-Extinguishing Systems* (NFPA 2010)

Aerosol Products (AER-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with the manufacturing, handling, and storage of aerosol products.

Responsibility: *Code for the Manufacture and Storage of Aerosol Products* (NFPA 30B)

Air Conditioning (AIC-AAA)

Scope: This Committee shall have primary responsibility for documents on the construction, installation, operation, and maintenance of systems for air conditioning, warm air heating, and ventilating including filters, ducts, and related equipment to protect life and property from fire, smoke, and gases resulting from fire or from conditions having manifestations similar to fire.

Responsibility: *Standard for the Installation of Air-Conditioning and Ventilating Systems* (NFPA 90A); *Standard for the Installation of Warm Air Heating and Air-Conditioning Systems* (NFPA 90B)

Aircraft Fuel Servicing (AIF-AAA)

Scope: This Committee shall have primary responsibility for documents on fire safe procedures, equipment, and installations for aircraft fuel servicing.

Responsibility: *Standard for Aircraft Fuel Servicing* (NFPA 407)

Aircraft Maintenance Operations (AIM-AAA)

Scope: This Committee shall have primary responsibility for documents on fire safe practices during maintenance operations on aircraft including similar operations on aircraft during manufacture. This committee does not cover aircraft fuel servicing.

Responsibility: *Standard on Aircraft Maintenance* (NFPA 410)

Aircraft Rescue and Fire Fighting (AIR-AAA)

Scope: This Committee shall have primary responsibility for documents on aircraft rescue and fire-fighting services and equipment, for procedures for handling aircraft fire emergencies, and for specialized vehicles used to perform these functions at airports, with particular emphasis on saving lives and reducing injuries coincident with aircraft fires following impact or aircraft ground fires. This Committee also shall have responsibility for documents on aircraft hand fire extinguishers and accident prevention and the saving of lives in future aircraft accidents involving fire.

Responsibility: *Guide for Aircraft Accident/Incident Response Assessment* (NFPA 422); *Guide for Aircraft Rescue and Fire-Fighting Operations* (NFPA 402); *Guide for Airport/Community Emergency Planning* (NFPA 424); *Standard for Aircraft Hand Portable Fire Extinguishers* (NFPA 408); *Standard for Aircraft Rescue and Fire-Fighting Services at Airports* (NFPA 403); *Standard for Aircraft Rescue and Fire-Fighting Vehicles* (NFPA 414); *Standard for Evaluating Aircraft Rescue and Fire-Fighting Foam Equipment* (NFPA 412); *Standard for the Recurring Proficiency of Airport Fire Fighters* (NFPA 405)

Airport Facilities (AIS-AAA)

Scope: This Committee shall have primary responsibility for documents on fire safety for the construction and protection at airport facilities involving construction engineering but excluding airport fixed fueling systems.

Responsibility: *Standard for Construction and Protection of Aircraft Engine Test Facilities* (NFPA 423); *Standard on Aircraft Hangars* (NFPA 409); *Standard on Airport Terminal Buildings, Fueling Ramp Drainage, and Loading Walkways* (NFPA 415)

Ambulances (AMB-AAA)

Scope: This committee shall have primary responsibility for documents on the design and performance of ambulances used to provide patient care and transport under emergency conditions.

Responsibility: *Standard for Automotive Ambulances* (NFPA 1917)

Animal Housing Facilities (ASF-AAA)

Scope: This Committee shall have primary responsibility for documents on the loss of animal and human life and property from fire in animal housing facilities, including, but not limited to the following: barns; stables; kennels; animal shelters; animal hospitals; veterinary facilities; zoos, special amusement parks; agricultural facilities; laboratories; and racetrack stable and kennel areas including those stable and kennel areas, barns, and associated buildings at state, county, and local fairgrounds. This Committee does not cover building code or life safety code requirements that are handled by other committees.

Responsibility: *Standard on Fire and Life Safety in Animal Housing Facilities* (NFPA 150)

Automatic Sprinkler Systems (AUT-AAC)

Scope: This Committee shall have overall responsibility for documents that pertain to the criteria for the design and installation of automatic, open and foam-water sprinkler systems including the character and adequacy of water supplies, and the selection of sprinklers, piping, valves, and all materials and accessories. This Committee does not cover the installation of tanks and towers, nor the installation, maintenance, and use of central station, proprietary, auxiliary, and local signaling systems for watchmen, fire alarm, supervisory service, nor the design of fire department hose connections.

Responsibility: *Standard for the Installation of Sprinkler Systems* (NFPA 13); *Standard for the Installation of Sprinkler Systems in Low-Rise Residential*

Occupancies (NFPA 13R); *Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes* (NFPA 13D); *Standard for the Installation of Foam-Water Sprinkler and Foam-Water Spray Systems* (NFPA 16); *Recommended Practice for Fire Flow Testing and Marking of Hydrants* (NFPA 291); *Standard for the Installation of Private Fire Service Mains and Their Appurtenances* (NFPA 24);

Foam-Water Sprinklers (AUT-FOW)

Scope: This Committee shall have primary responsibility for documents on the protection of hazards by systems designed to function as both sprayed foam and water discharge, as from a sprinkler system.

Responsibility: *Standard for the Installation of Foam-Water Sprinkler and Foam-Water Spray Systems* (NFPA 16)

Hanging and Bracing of Water-Based Fire Protection Systems (AUT-HBS)

Scope: This Committee shall have the primary responsibility for those portions of NFPA 13 that pertain to the criteria for the use and installation of components and devices used for the support of water-based fire protection system piping including protection against seismic events.

Responsibility: *Standard for the Installation of Sprinkler Systems* (NFPA 13) Chapter 9

Private Water Supply Piping Systems (AUT-PRI)

Scope: This Committee shall have the primary responsibility for documents on private piping systems supplying water for fire protection and for hydrants, hose houses, and valves. The Committee is also responsible for documents on fire flow testing and marking of hydrants.

Responsibility: *Recommended Practice for Fire Flow Testing and Marking of Hydrants* (NFPA 291); *Standard for the Installation of Private Fire Service Mains and Their Appurtenances* (NFPA 24); *Standard for the Installation of Sprinkler Systems* (NFPA 13) Chapters 3.8 and 10

Residential Sprinkler Systems (AUT-RSS)

Scope: This Committee shall have primary responsibility for documents on the design and installation of automatic sprinkler systems in dwellings and residential occupancies up to and including four stories in height, including the character and adequacy of water supplies, and the selection of sprinklers, piping, valves, and all materials and accessories. In addition, this Committee shall have primary responsibility of inspection, testing, and maintenance requirements for sprinkler systems installed in one- and two-family dwellings and manufactured homes.

Responsibility: *Standard for the Installation of Sprinkler Systems in Low-Rise Residential Occupancies* (NFPA 13R); *Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes* (NFPA 13D)

Sprinkler System Discharge Criteria (AUT-SSD)

Scope: This Committee shall have primary responsibility for those portions of NFPA 13 that

pertain to the classification of various fire hazards and the determination of associated discharge criteria for sprinkler systems employing automatic and open sprinklers, sprinkler system plans and calculations, and water supplies.

Responsibility: *Standard for the Installation of Sprinkler Systems* (NFPA 13) Chapters 5, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23

Sprinkler System Installation Criteria (AUT-SSI)

Scope: This Committee shall have the primary responsibility for those portions of NFPA 13 that pertain to the criteria for the use and installation

of sprinkler systems components (with the exception of those components used for supporting of piping), position of sprinklers, types of systems, and acceptance testing.

Responsibility: *Standard for the Installation of Sprinkler Systems* (NFPA 13) Chapters 1, 2, 3, 4, 6, 7, 8, 24, 25, and 26.

Automotive and Marine Service Stations (AUV-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with the general storage, handling, and dispensing of flammable and combustible liquids at automotive and marine service stations, farms, and isolated construction sites and with related activities such as dispensing gaseous fuels.

This Committee shall also have primary responsibility for documents on construction, control of fire hazards, ventilations, fire protection, and maintenance of repair garages.

Responsibility: *Code for Motor Fuel Dispensing Facilities and Repair Garages* (NFPA 30A)

Boiler Combustion System Hazards (BCS-AAC)

Scope: This Committee shall have primary responsibility for documents on the reduction of combustion system hazards in single-burner boilers, multiple-burner boilers, and stoker-fired boilers with a heat input rate of 12,500,000 Btu/hr and above. This includes all fuels. This Committee also is responsible for documents on the reduction of hazards in pulverized fuel systems, fluidized-bed boilers, and heat recovery steam generators and other combustion turbine exhaust systems at any heat input rate.

Responsibility: *Boiler and Combustion Systems Hazards Code* (NFPA 85)

Fluidized Bed Boilers (BCS-FBB)

Scope: This Committee shall have primary responsibility for documents on the operation and reduction of combustion system hazards and the prevention of boiler furnace explosions of fluidized-bed boilers. This includes all fuels at any heat input rate.

Responsibility: *Boiler and Combustion Systems Hazards Code* (NFPA 85) Chapter 7

Fundamentals of Combustion Systems Hazards (BCS-FUN)

Scope: This Committee shall have primary responsibility for documents or portions of documents on fundamentals, maintenance, inspection, training, and safety for the reduction of combustion system hazards. Fundamentals shall specifically include definitions, furnace explosion/implosion prevention, manufacture, design and engineering, installation, coordination of design, construction and operation, basic operating objectives, equipment requirements, and commissioning.

Responsibility: *Boiler and Combustion Systems Hazards Code* (NFPA 85) Chapters 1, 2, 3 and 4

Heat Recovery Steam Generators (BCS-HRS)

Scope: This Committee shall have primary responsibility for documents covering the operation of heat recovery steam generators and other combustion turbine exhaust systems, and the related reduction of combustion system hazards and prevention of explosions. This includes all fuels at any heat input rate.

Responsibility: *Boiler and Combustion Systems Hazards Code* (NFPA 85) Chapter 8

Multiple Burner Boilers (BCS-MBB)

Scope: This Committee shall have primary responsibility for documents covering the reduction of combustion system hazards and the prevention of boiler furnace explosions and implosions in multiple burner boilers with a

heat input rate of 12,500,000 Btu/hr and above. This includes all fuels.
Responsibility: *Boiler and Combustion Systems Hazards Code* (NFPA 85)
Chapter 6

Pulverized Fuel Systems (BCS-PFS)

Scope: This Committee shall have primary responsibility for documents on the operation and design requirements for the reduction of hazards associated with pulverized fuel systems at any heat input rate.
Responsibility: *Boiler and Combustion Systems Hazards Code* (NFPA 85)
Chapter 9

Single Burner Boilers (BCS-SBB)

Scope: This Committee shall have primary responsibility for documents on the reduction of combustion system hazards and the prevention of boiler furnace explosions in single burner boilers with a heat input rate of 12,500,000 Btu/hr and above. This includes all fuels.
Responsibility: *Boiler and Combustion Systems Hazards Code* (NFPA 85)
Chapter 5

Stoker Operations (BCS-STO)

Scope: This Committee shall have primary responsibility for documents covering the operation of stokers and related fuel burning equipment with a heat input rate of 12,500,000 BTU/hr and above. This includes all fuels.
Responsibility: *Boiler and Combustion Systems Hazards Code* (NFPA 85)
Chapter 10

Building Code (BLD-AAC)

Scope: This committee shall have primary responsibility for documents or portions of documents on the design and construction of every building or structure, including structural design methods and techniques, as well as the design of integrated building systems for health, safety, comfort, and convenience.
Responsibility: *Building Construction and Safety Code*® (NFPA 5000®) and *Building Energy Code* (NFPA 900)

Assembly Occupancies (BLD-AXM)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the nonemergency and emergency movement of people in assembly occupancies, tents, and membrane structures.
Responsibility: *Building Construction and Safety Code*® (NFPA 5000®)
Chapter 16

Board and Care Facilities (BLD-BCF)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in residential board and care facilities.
Responsibility: *Building Construction and Safety Code*® (NFPA 5000)
Chapter 26

Building Construction (BLD-BLC)

Scope: This committee shall have primary responsibility for documents on the selection and design of types of building construction, exterior walls, building height and area, firewalls, and fire barrier walls, as they relate to the protection of life and property from fire. For the processing of NFPA 5000, Chapter 7, and Sections 8.3 and 8.4, this committee reports directly to the NFPA 5000 TCC; whereas, for the processing of NFPA 220 and NFPA 221, this committee does not report to the NFPA 5000 TCC.
Responsibility: *Building Construction and Safety Code*® (NFPA 5000®)
Chapters 7 and Annex D; *Standard on Types of Building Construction* (NFPA

220); *Standard for High Challenge Fire Walls, Fire Walls, and Fire Barrier Walls* (NFPA 221)

Building Service and Fire Protection Equipment (BLD-BSF)

Scope: This Committee shall have primary responsibility for documents on the application of fire protection systems including detection, alarm, and suppression, and the life safety impact of various building systems.
Responsibility: *Building Construction and Safety Code*® (NFPA 5000®)
Chapter 55

Building Systems (BLD-BSY)

Scope: This Committee shall have primary responsibility for documents on the application of various building systems and features that relate to convenience, health, comfort, and access to a building.
Responsibility: *Building Construction and Safety Code*® (NFPA 5000®) Annex B; Chapters 12, 49, 50, 51, 52, 53 and 54; *Building Energy Code* (NFPA 900)

Detention and Correctional Occupancies (BLD-DET)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in detention and correctional occupancies.
Responsibility: *Building Construction and Safety Code*® (NFPA 5000)
Chapter 21

Educational and Day-Care Occupancies (BLD-END)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in educational occupancies and day-care occupancies.
Responsibility: *Building Construction and Safety Code*® (NFPA 5000®) Chapters 17 and 18

Fire Protection Features (BLD-FIR)

Scope: This Committee shall have primary responsibility for documents on construction compartmentation, including the performance of assemblies, openings, and penetrations, as related to the protection of life and property from fire and other circumstances capable of producing similar consequences.
Responsibility: *Building Construction and Safety Code*® (NFPA 5000®)
Chapter 8

Fundamentals (BLD-FUN)

Scope: This Committee shall have primary responsibility for documents on the basic goals, objectives, performance requirements, and definitions for protection of human life and property from fire, earthquake, flood, wind, and other circumstances capable of producing similar consequences, on the nonemergency and emergency movement of people, and on high-rise buildings.
Responsibility: *Building Construction and Safety Code*® (NFPA 5000®) Chapters 1, 2, 3, 4, 5, 6, 13, 14 and 15

Furnishings and Contents (BLD-FUR)

Scope: This Committee shall have primary responsibility for documents on limiting the impact of furnishings and building contents effect on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people.
Responsibility: *Building Construction and Safety Code*® (NFPA 5000®)
Chapter 10

Health Care Occupancies (BLD-HEA)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in health care occupancies.

Responsibility: *Building Construction and Safety Code*® (NFPA 5000®) Chapters 19 and 20

Industrial, Storage, and Miscellaneous Occupancies (BLD-IND)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in industrial and storage occupancies, special structures, and windowless and underground buildings.

Responsibility: *Building Construction and Safety Code*® (NFPA 5000®) Chapters 29, 30, 31, 33 and 34

Means of Egress (BLD-MEA)

Scope: This committee shall have primary responsibility for documents on the general requirements for safe egress for protection of human life from fire and other circumstances capable of producing similar consequences, and on the nonemergency and emergency movement of people.

Responsibility: *Building Construction and Safety Code*® (NFPA 5000®) Chapter 11

Mercantile and Business Occupancies (BLD-MER)

Scope: This committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and for the emergency movement of people in mercantile and business occupancies.

Responsibility: *Building Construction and Safety Code*® (NFPA 5000) Chapters 27 and 28

Residential Occupancies (BLD-RES)

Scope: This committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in hotels, dormitories, apartments, lodging and rooming houses, and one- and two-family dwellings.

Responsibility: *Building Construction and Safety Code*® (NFPA 5000®) Chapters 22, 23, 24 and 25

Structures, Construction, and Materials (BLD-SCM)

Scope: This committee shall have primary responsibility for documents on the protection of human life and property from fire and environmental loads through the selection and design of structural elements and assemblies; construction techniques and methodologies; and on the application of building materials used in the construction of buildings, structures, and related facilities.

Responsibility: *Building Construction and Safety Code*® (NFPA 5000®) Annex C, Chapters 32, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47 and 48; *Standard for Fire Retardant Treated—Wood and Fire-Retardant Coatings for Building Materials* (NFPA 703)

Chimneys, Fireplaces, and Venting Systems for Heat-Producing Appliances (CHI-AAA)

Scope: This Committee shall have primary responsibility for documents on fire safety for the construction, installation, and use of chimneys, fireplaces, vents, venting systems, and solid fuel-burning appliances. It also shall be responsible for documents on clearances of heat-producing appliances from combustible

materials and terms relating to chimneys, vents, and heat-producing appliances.

Responsibility: *Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances* (NFPA 211)

Classification and Properties of Hazardous Chemical Data (CLA-AAA)

Scope: This Committee shall have primary responsibility for documents on the classification of the relative hazards of all chemical solids, liquids and gases and to compile data on the hazard properties of these hazardous chemicals.

Responsibility: *Standard System for the Identification of the Hazards of Materials for Emergency Response* (NFPA 704)

Combustible Dusts (CMD-AAC)

Scope: This Committee shall have primary responsibility for documents on the hazard identification, prevention, control, and extinguishment of fires and explosions in the design, construction, installation, operation, and maintenance of facilities and systems used in manufacturing, processing, recycling, handling, conveying, or storing combustible particulate solids, combustible metals, or hybrid mixtures.

Responsibility: *Standard for the Prevention of Fires and Dust Explosions in Agricultural and Food Processing Facilities* (NFPA 61); *Standard for Combustible Metals* (NFPA 484); *Standard on Combustible Dusts* (NFPA 652); *Standard for Exhaust Systems for Air Conveying of Vapors, Gases, Mists, and Noncombustible Particulate Solids* (NFPA 91); *Standard for the Prevention of Fire and Dust Explosions from the Manufacturing, Processing, and Handling of Combustible Particulate Solids* (NFPA 654); *Standard for Prevention of Sulfur Fires and Explosions* (NFPA 655); *Standard for the Prevention of Fires and Explosions in Wood Processing and Woodworking Facilities* (NFPA 664)

Agricultural Dusts (CMD-AGR)

Scope: This Committee shall have primary responsibility for documents on the prevention, control, and extinguishment of fire and explosions resulting from dusts produced by the processing, handling, and storage of grain, starch, food, animal feed, flour, and other agricultural products. The Technical Committee shall also be responsible for requirements relating to the protection of life and property from fire and explosion hazards at agricultural and food products facilities.

Responsibility: *Standard for the Prevention of Fires and Dust Explosions in Agricultural and Food Processing Facilities* (NFPA 61)

Combustible Metals and Metal Dusts (CMD-CMM)

Scope: This Committee shall have primary responsibility for documents on safeguards against fire and explosion in the manufacturing, processing, handling, and storage of combustible metals, powders, and dusts.

Responsibility: *Standard for Combustible Metals* (NFPA 484)

Fundamentals of Combustible Dusts (CMD-FUN)

Scope: This Committee shall have primary responsibility for information and documents on the management of fire and explosion hazards from combustible dusts and particulate solids.

Responsibility: *Standard on Combustible Dusts* (NFPA 652)

Handling and Conveying of Dusts, Vapors, and Gases (CMD-HAP)

Scope: This Committee shall have primary responsibility for documents on the prevention, control, and extinguishment of fires and explosions in the design, construction, installation, operation, and maintenance of facilities and systems processing or conveying flammable or combustible dusts, gases, vapors, and mists.

Responsibility: *Standard for Exhaust Systems for Air Conveying of Vapors, Gases, Mists, and Noncombustible Particulate Solids* (NFPA 91); *Standard for*

the Prevention of Fire and Dust Explosions from the Manufacturing, Processing, and Handling of Combustible Particulate Solids (NFPA 654): Standard for Prevention of Sulfur Fires and Explosions (NFPA 655)

Wood and Cellulosic Materials Processing (CMD-WOO)

Scope: This Committee shall have primary responsibility for documents on the prevention, control, and extinguishment of fires and explosions in wood processing, woodworking facilities, and facilities that use other cellulosic materials as a substitute or additive for wood.

Responsibility: *Standard for the Prevention of Fires and Explosions in Wood Processing and Woodworking Facilities (NFPA 664)*

Commissioning and Integrated Testing (CMI-AAA)

Scope: This Committee shall have primary responsibility for documents that address commissioning and integrated system testing activities and tasks for fire protection and life safety systems. This includes the requirements for planning, organization, coordination, responsibility, implementation, and documentation of commissioning and integrated system testing of active and passive systems and features that serve a fire protection or life safety purpose.

Responsibility: *Recommended Practice for Commissioning and Integrated Testing of Fire Protection and Life Safety Systems (NFPA 3);*

Standard for Integrated Fire Protection and Life Safety System Testing (NFPA 4)

Common Mass Evacuation Planning (CMO-AAA)

Scope: This standard shall establish a common set of criteria for mass evacuation plans hereinafter referred to as the plan.

Responsibility:

Confined Space Safe Work Practices (CNS-AAA)

Scope: This committee shall have primary responsibility for documents on safeguarding against fire, explosion, and health hazards associated with entry and work in confined and enclosed spaces. The committee shall also have primary responsibility for developing safe work practices based upon hazard recognition, evaluation, and control for those occupancies with confined or enclosed spaces. The safe work practices shall also address exit procedures from the spaces.

Responsibility: *Guide for Safe Confined Space Entry and Work (NFPA 350)*

Construction and Demolition (COD-AAA)

Scope: This Committee shall have primary responsibility for documents on the identification and control of fire hazards associated with the construction, alteration, and demolition of buildings, tunnels, and bridges not otherwise covered by other NFPA standards.

Responsibility: *Standard for Safeguarding Construction, Alteration, and Demolition Operations (NFPA 241)*

Cultural Resources (CUL-AAA)

Scope: This Committee shall have primary responsibility for documents on fire safety and security for libraries, museums, places of worship, and historic structures and their contents, but shall not overlap the provisions of NFPA 101, Life Safety Code, and NFPA 731, Standard for the Installation of Electronic Premises Security Systems.

Responsibility: *Code for the Protection of Cultural Resource Properties - Museums, Libraries, and Places of Worship (NFPA 909); Code for Fire Protection of Historic Structures (NFPA 914)*

Data Exchange for the Fire Service (DAT-AAA)

Scope: This Committee shall have primary responsibility for documents that establish frameworks to 1) provide for the identification, development, management, and exchange of essential data; and 2) enhance an interoperable geospatial data environment for fire and emergency services. This

includes documents that establish criteria for and promote the exchange and use of data in common formats critical to the support for decision making in all phases of administration, planning, prevention, preparedness, mitigation, response, and recovery.

Responsibility: *Standard for Data Development and Exchange for the Fire Service (NFPA 950)*

Dry and Wet Chemical Extinguishing Systems (DRY-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, installation, operation, testing, maintenance, and use of dry and wet chemical extinguishing systems for fire protection.

Responsibility: *Standard for Dry Chemical Extinguishing Systems (NFPA 17); Standard for Wet Chemical Extinguishing Systems (NFPA 17A)*

Electric Generating Plants (ECG-AAA)

Scope: This Committee shall have primary responsibility for documents on fire protection for electric generating plants and high voltage direct current (HVDC) converter stations, except for electric generating plants using nuclear fuel.

Responsibility: *Recommended Practice for Fire Protection for Electric Generating Plants and High Voltage Direct Current Converter Stations (NFPA 850); Recommended Practice for Fire Protection for Hydroelectric Generating Plants (NFPA 851); Standard for the Installation of Stationary Fuel Cell Power Systems (NFPA 853)*

Electrical Equipment in Chemical Atmospheres (EEC-AAA)

Scope: This Committee shall have primary responsibility for documents on (1) developing data on the properties of chemicals enabling proper selection of electrical equipment for use in atmospheres containing flammable gases, vapors or dusts; (2) making recommendations for the prevention of fires and explosions through the use of continuously purged, pressurized, explosion-proof, or dust-ignition-proof electrical equipment where installed in such chemical atmospheres.

Responsibility: *Standard for Purged and Pressurized Enclosures for Electrical Equipment (NFPA 496); Recommended Practice for the Classification of Flammable Liquids, Gases, or Vapors and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas (NFPA 497); Recommended Practice for the Classification of Combustible Dusts and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas (NFPA 499)*

Electrical Equipment Evaluation (EEE-AAA)

Scope: This committee shall have primary responsibility for documents covering the performance of field evaluations of electrical equipment. This committee shall also have primary responsibility for documents on the competency of companies and individuals within those companies conducting field evaluations. This committee shall have primary jurisdiction, but shall report to the Association through the National Electrical Code Technical Correlating Committee.

Responsibility: *Standard for Competency of Third-Party Field Evaluation Bodies (NFPA 790); Recommended Practice and Procedures for Unlabeled Electrical Equipment Evaluation (NFPA 791)*

Electrical Equipment of Industrial Machinery (EEI-AAA)

Scope: This Committee shall have primary responsibility for documents intended to minimize the potential hazard of electric shock and electrical fire hazards of industrial metalworking machine tools, woodworking machinery, plastics machinery and mass production equipment, not portable by hand. This Committee shall report to Technical Correlating Committee of the National Electrical Code.

Responsibility: *Electrical Standard for Industrial Machinery (NFPA 79)*

Electrical Equipment Maintenance (EEM-AAA)

Scope: This Committee shall have the primary responsibility for documents relating to preventive maintenance of electrical, electronic, and communications systems and equipment used in industrial and commercial type applications with the view of: (1) reducing loss of life and property, and (2) improving reliability, performance, and efficiency in a cost-effective manner. The purpose is to provide generally applicable procedures for preventive maintenance that have broad application to the more common classes of industrial and commercial systems and equipment without duplicating or superseding instructions that manufacturers normally provide. This Committee shall report to Technical Correlating Committee of the National Electrical Code.

Responsibility: *Recommended Practice for Electrical Equipment Maintenance* (NFPA 70B)

Electrical Safety in the Workplace (EEW-AAA)

Scope: This Committee shall have primary responsibility for documents for work practices that are necessary to provide a practical safe workplace relative to the hazards associated with electrical energy. This Committee shall have primary jurisdiction, but shall report to Technical Correlating Committee of the National Electrical Code.

Responsibility: *Standard for Electrical Safety in the Workplace*® (NFPA 70E®)

Electrical Systems Maintenance (EFM-AAA)

Scope: This Committee shall have primary responsibility for documents on the maintenance of electrical systems in existing one-family, two-family, and multifamily dwellings. This Committee shall report to the Technical Correlating Committee of the National Electrical Code.

Responsibility: *Standard for Electrical Inspections for Existing Dwellings* (NFPA 73)

Electronic Computer Systems (ELT-AAA)

Scope: This Committee shall have primary responsibility for documents on the protection of electronic computer equipment, components, and associated records.

Responsibility: *Standard for the Fire Protection of Information Technology Equipment* (NFPA 75)

Emergency Management and Business Continuity (EMB-AAA)

Scope: This Committee shall have primary responsibility for documents on preparedness for, response to, and recovery from disasters resulting from natural, human, or technological events.

Responsibility: *Standard on Disaster/Emergency Management and Business Continuity Programs* (NFPA 1600)

Emergency Medical Services (EMS-AAA)

Scope: This Committee shall have primary responsibility for documents relating to emergency medical services, except those documents covered by other existing NFPA committees.

Responsibility: *Guide for Emergency Medical Services and Systems* (NFPA 450)

Emergency Power Supplies (EPS-AAA)

Scope: This Committee shall have primary responsibility for documents on performance criteria for the selection and assembly of the components for emergency and standby power systems in buildings and facilities, including categories of power supplies, transfer equipment, controls, supervisory equipment, and all related electrical and mechanical auxiliary or accessory equipment needed to supply emergency or standby power to the utilization equipment. The Committee also shall be responsible for criteria on the maintenance and testing of the system. This Committee does not cover requirements for the application of emergency power systems, self-contained emergency lighting units, and electrical wiring, except that wiring that is an integral part

of the system up to the load side of the transfer switch(es). This Committee shall report to Technical Correlating Committee of the National Electrical Code. **Responsibility:** *Standard for Emergency and Standby Power Systems* (NFPA 110); *Standard on Stored Electrical Energy Emergency and Standby Power Systems* (NFPA 111)

Emergency Service Organization Risk Management (ESR-AAA)

Scope: This Committee shall have primary responsibility for documents on emergency service organizations structure, operations, and risk management. **Responsibility:** *Standard for Providing Fire and Emergency Services to the Public* (NFPA 1201); *Recommended Practice in Fire and Emergency Service Organization Risk Management* (NFPA 1250)

Explosion Protection Systems (EXL-AAA)

Scope: This Committee shall have primary responsibility for documents on explosion protection systems for all types of equipment and for buildings, except pressure venting devices designed to protect against overpressure of vessels such as those containing flammable liquids, liquefied gases, and compressed gases under fire exposure conditions, as now covered in existing NFPA standards.

Responsibility: *Guideline on Explosion Protection for Gaseous Mixtures in Pipe Systems* (NFPA 67); *Standard on Explosion Protection by Deflagration Venting* (NFPA 68); *Standard on Explosion Prevention Systems* (NFPA 69)

Explosives (EXP-AAA)

Scope: This Committee shall have primary responsibility for documents on the manufacture, transportation, storage and use of explosives and related materials. This Committee does not have responsibility for documents on consumer and display fireworks, model and high power rockets and motors, and pyrotechnic special effects.

Responsibility: *Explosive Materials Code* (NFPA 495); *Standard for Safe Havens and Interchange Lots for Vehicles Transporting Explosives* (NFPA 498)

Exposure Fire Protection (EXR-AAA)

Scope: This Committee shall have primary responsibility for documents on protection of buildings from fire exposure, excluding installation details for outside sprinklers, which are handled by the Technical Committee on Automatic Sprinklers.

Responsibility: *Recommended Practice for Protection of Buildings from Exterior Fire Exposures* (NFPA 80A)

Finishing Processes (FAA-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with spray application processes, dipping processes, coating processes, and other similar processes, including glass fiber/resin fabrication processes and printing processes, except for certain dipping processes that are within the scope of the Committee on Ovens and Furnaces.

Responsibility: *Standard for Spray Application Using Flammable or Combustible Materials* (NFPA 33); *Standard for Dipping, Coating, and Printing Processes Using Flammable or Combustible Liquids* (NFPA 34)

Fire and Emergency Service Organization and Deployment-Career (FAC-AAA)

Scope: This Committee shall have primary responsibility for documents on the organization, operation, deployment, and evaluation of substantially all career public fire protection and emergency medical services.

Responsibility: *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments* (NFPA 1710)

Fire and Emergency Service Organization and Deployment-Volunteer (FAD-AAA)

Scope: This Committee shall have primary responsibility for documents on the organization, operation, deployment, and evaluation of substantially all volunteer public fire protection and emergency medical services.

Responsibility: *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments* (NFPA 1720)

Fire and Emergency Services Protective Clothing and Equipment (FAE-AAC)

Scope: This Committee shall have primary responsibility for documents on the design, performance, testing, and certification of protective clothing and protective equipment manufactured for fire and emergency services organizations and personnel, to protect against exposures encountered during emergency incident operations. This Committee shall also have the primary responsibility for documents on the selection, care, and maintenance of such protective clothing and protective equipment by fire and emergency services organizations and personnel.

Responsibility: *Standard on Electronic Safety Equipment for Emergency Services* (NFPA 1800); *Standard on Thermal Imagers for the Fire Service* (NFPA 1801); *Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting* (NFPA 1851); *Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA)* (NFPA 1852); *Standard for Selection, Care, and Maintenance on Protective Ensembles for Technical Rescue Incidents* (NFPA 1855); *Standard on Protective Ensembles for Technical Rescue Incidents* (NFPA 1951); *Standard on Surface Water Operations Protective Clothing and Equipment* (NFPA 1952); *Standard on Protective Ensembles for Contaminated Water Diving* (NFPA 1953); *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting* (NFPA 1971); *Standard on Station/Work Uniforms for Emergency Services* (NFPA 1975); *Standard on Protective Clothing and Equipment for Wildland Fire Fighting* (NFPA 1977); *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services* (NFPA 1981); *Standard on Personal Alert Safety Systems (PASS)* (NFPA 1982); *Standard on Life Safety Rope and Equipment for Emergency Services* (NFPA 1983); *Standard on Respirators for Wildland Fire-Fighting Operations* (NFPA 1984); *Standard on Breathing Air Quality for Emergency Services Respiratory Protection* (NFPA 1989); *Standard on Vapor-Protective Ensembles for Hazardous Materials Emergencies* (NFPA 1991); *Standard on Liquid Splash-Protective Ensembles and Clothing for Hazardous Materials Emergencies* (NFPA 1992); *Standard on Protective Ensembles for First Responders to CBRN Terrorism Incidents* (NFPA 1994); *Standard on Protective Clothing for Emergency Medical Operations* (NFPA 1999)

Electronic Safety Equipment (FAE-ELS)

Scope: This committee shall have primary responsibility for documents on the design, performance, testing, and certification of electronic safety equipment used by fire and emergency services personnel during emergency incident operations, and shall also have primary responsibility for documents on the selection, care, and maintenance of electronic safety equipment.

Responsibility: *Standard on Electronic Safety Equipment for Emergency Services* (NFPA 1800); *Standard on Thermal Imagers for the Fire Service* (NFPA 1801); *Standard on Personal Alert Safety Systems (PASS)* (NFPA 1982)

Emergency Medical Services Protective Clothing and Equipment (FAE-EMS)

Scope: This Committee shall have primary responsibility for documents on protective clothing and protective equipment, except respiratory protective equipment, that provides hand, torso, limb, and face protection for fire

fighters or other emergency services responders during incidents that involve emergency medical operations. These operations include first aid, cardiopulmonary resuscitation, basic life support, advanced life support, and other medical procedures provided to patients prior to arrival at a hospital or other health care facility.

Additionally, this committee shall have primary responsibility for documents on the selection, care, and maintenance of emergency medical protective clothing and protective equipment by fire and emergency services organizations and personnel.

Responsibility: *Standard on Protective Clothing for Emergency Medical Operations* (NFPA 1999)

Hazardous Materials Protective Clothing and Equipment (FAE-HAZ)

Scope: This Committee shall have primary responsibility for documents on protective clothing and protective equipment, except respiratory protective equipment, that provides hand, foot, torso, limb, and head protection for fire fighters and other emergency services responders during incidents that involve hazardous materials operations. These operations involve the activities of rescue; hazardous material confinement, containment, and mitigation; and property conservation where exposure to substances that present an unusual danger to responders are present or could occur due to toxicity, chemical reactivity, decomposition, corrosiveness, or similar reactions.

Additionally, this Committee shall have primary responsibility for documents on the selection, care, and maintenance of hazardous materials protective clothing and protective equipment by fire and emergency services organizations and personnel.

Responsibility: *Standard on Vapor-Protective Ensembles for Hazardous Materials Emergencies* (NFPA 1991); *Standard on Liquid Splash-Protective Ensembles and Clothing for Hazardous Materials Emergencies* (NFPA 1992); *Standard on Protective Ensembles for First Responders to CBRN Terrorism Incidents* (NFPA 1994)

Respiratory Protection Equipment (FAE-RPE)

Scope: This Committee shall have primary responsibility for documents on respiratory equipment, including breathing air, for fire and emergency services personnel during incidents involving hazardous or oxygen deficient atmospheres. This Committee shall also have primary responsibility for documents on the selection, care, and maintenance of respiratory protection equipment and systems by fire and emergency services organizations and personnel.

Responsibility: *Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA)* (NFPA 1852); *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services* (NFPA 1981); *Standard on Respirators for Wildland Fire-Fighting Operations* (NFPA 1984); *Standard on Breathing Air Quality for Emergency Services Respiratory Protection* (NFPA 1989)

Special Operations Protective Clothing and Equipment (FAE-SCE)

Scope: This Committee shall have primary responsibility for documents on special operations protective clothing and protective equipment, except respiratory equipment, that provides hand, foot, torso, limb, head, and interface protection for fire fighters and other emergency services responders during incidents involving special operations functions including, but not limited to, structural collapse, trench rescue, confined space entry, urban search and rescue, high angle/mountain rescue, vehicular extraction, swift water or flooding rescue, contaminated water diving, and air operations.

This Committee shall also have primary responsibility for documents on station/work uniform garments that are not of themselves primary protec-

tive garments but can be combined with a primary protective garment to serve dual or multiple functions.

Additionally, this Committee shall have primary responsibility for documents on the selection, care, and maintenance of special operations protective clothing and equipment by fire and emergency services organizations and personnel.

Responsibility: *Standard for Selection, Care, and Maintenance on Protective Ensembles for Technical Rescue Incidents* (NFPA 1855); *Standard on Protective Ensembles for Technical Rescue Incidents* (NFPA 1951); *Standard on Surface Water Operations Protective Clothing and Equipment* (NFPA 1952); *Standard on Protective Ensembles for Contaminated Water Diving* (NFPA 1953); *Standard on Station/Work Uniforms for Emergency Services* (NFPA 1975); *Standard on Life Safety Rope and Equipment for Emergency Services* (NFPA 1983)

Structural and Proximity Fire Fighting Protective Clothing and Equipment (FAE-SPF)

Scope: This committee shall have primary responsibility for documents on protective ensembles, except respiratory protection, that provides head, limb, hand, foot, torso, and interface protection for fire fighters and other emergency services responders during incidents involving structural fire fighting operations or proximity fire fighting operations.

Structural fire fighting operations include the activities of rescue, fire suppression, and property conservation during incidents involving fires in buildings, enclosed structures, vehicles, marine vessels, or like properties.

Proximity fire fighting operations include the activities of rescue, fire suppression, and property conservation during incidents involving commercial and military aircraft fires, bulk flammable gas fires, bulk flammable and combustible liquids fires, combustible metal fires, exotic fuel fires, and other such fires that produce very high levels of radiant heat as well as convective and conductive heat.

Additionally, this committee shall have primary responsibility for documents on the selection, care, and maintenance of structural and proximity fire fighting protective ensembles by fire and emergency services organizations and personnel.

Responsibility: *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting* (NFPA 1971); *Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting* (NFPA 1851)

Wildland Fire Fighting Protective Clothing and Equipment (FAE-WFF)

Scope: This Committee shall have primary responsibility for documents on protective clothing and protective equipment, except respiratory protective equipment, that provides hand, foot, torso, limb and head protection, as well as interface protection for fire fighters or other emergency services responders during incidents involving wildland fire fighting operations. These operations include the activities of fire suppression and property conservation in forest, brush, grass, ground cover, and other such vegetation that is not within structures but that is involved in fire.

Additionally, this Committee shall have primary responsibility for documents on the selection, care, and maintenance of wildland fire fighting protective clothing and protective equipment by fire and emergency services organizations and personnel.

Responsibility: *Standard on Protective Clothing and Equipment for Wildland Fire Fighting* (NFPA 1977)

Fire Code (FCC-AAA)

Scope: This Committee shall have primary responsibility for documents on a Fire Prevention Code that includes appropriate administrative provisions, to be

used with the National Fire Codes for the installation, operation, and maintenance of buildings, structures, and premises for the purpose of providing safety to life and property from fire and explosion. This includes development of requirements for, and maintenance of, systems and equipment for fire control and extinguishment. Safety to life of occupants of buildings and structures is under the primary jurisdiction of the Committee on Safety to Life.

Responsibility: *Fire Code* (NFPA 1)

Fire Department Apparatus (FDA-AAA)

Scope: This Committee shall have primary responsibility for documents on the design and performance of fire apparatus for use by the fire service.

Responsibility: *Standard for Automotive Fire Apparatus* (NFPA 1901); *Standard for Wildland Fire Apparatus* (NFPA 1906); *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus* (NFPA 1911); *Standard for Fire Apparatus Refurbishing* (NFPA 1912)

Fire Department Ground Ladders (FDG-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, inspection, testing, and use of ground ladders for the fire service.

Responsibility: *Standard for Manufacturer's Design of Fire Department Ground Ladders* (NFPA 1931); *Standard on Use, Maintenance, and Service Testing of In-Service Fire Department Ground Ladders* (NFPA 1932)

Fire Department Rescue Tools (FDR-AAA)

Scope: This Committee shall have primary responsibility for documents related to the design, inspection, testing, and use of rescue tools for the fire services.

Responsibility: *Standard on Powered Rescue Tools* (NFPA 1936)

Fire Doors and Windows (FDW-AAA)

Scope: This Committee shall have primary responsibility for documents on the installation and maintenance of fire doors, windows, shutters, and other equipment used to restrict the spread of fire, including arrangements for automatic operation in case of fire. This includes installation to protect buildings against external fire and to restrict the spread of fire within buildings. Vault and record room doors are covered by the Technical Committee on Record Protection.

Responsibility: *Standard for Fire Doors and Other Opening Protectives* (NFPA 80); *Standard for the Installation of Smoke Door Assemblies and Other Opening Protectives* (NFPA 105)

Fire Hose (FHS-AAA)

Scope: This Committee shall have primary responsibility for documents on the size and design of fire hose connections, and the performance, maintenance, and selection of all types of fire hose, couplings, nozzles, and accessory equipment.

Responsibility: *Standard on Fire Hose* (NFPA 1961); *Standard for the Inspection, Care, and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose* (NFPA 1962); *Standard for Fire Hose Connections* (NFPA 1963); *Standard for Spray Nozzles* (NFPA 1964); *Standard for Fire Hose Appliances* (NFPA 1965)

Fire Investigations (FIA-AAA)

Scope: This Committee shall have primary responsibility for documents relating to techniques to be used in investigating fires, and equipment and facilities designed to assist or be used in developing or verifying data needed by fire investigators in the determination of the origin and development of hostile fires.

Responsibility: *Guide for Fire and Explosion Investigations* (NFPA 921)

Fire Prevention Organization and Deployment (FID-AAA)

Scope: This Committee shall have primary responsibility for documents on the organization, operation, deployment, and evaluation of code enforcement,

public fire and life safety education, and fire investigation operations.
 Responsibility: *Standard on Organization and Deployment of Code Enforcement, Plan Review, Fire Investigation, and Public Education Operations to the Public* (NFPA 1730)

Fire Protection for Nuclear Facilities (FIF-AAA)

Scope: This Committee shall have primary responsibility for documents on the safeguarding of life and property from fires in which radiation or other effects of nuclear energy might be a factor.

Responsibility: *Standard for Fire Protection for Facilities Handling Radioactive Materials* (NFPA 801); *Standard for Fire Protection for Advanced Light Water Reactor Electric Generating Plants* (NFPA 804); *Performance-Based Standard for Fire Protection for Light Water Reactor Electric Generating Plants* (NFPA 805); *Performance-Based Standard for Fire Protection for Advanced Nuclear Reactor Electric Generating Plants Change Process* (NFPA 806)

Fire Pumps (FIM-AAA)

Scope: This Committee shall have primary responsibility for documents on the selection and installation of stationary pumps supplying water or special additives including but not limited to foam concentrates for private fire protection, including suction piping, valves and auxiliary equipment, electric drive and control equipment, and internal combustion engine drive and control equipment.

Responsibility: *Standard for the Installation of Stationary Pumps for Fire Protection* (NFPA 20)

Fire Reporting (FIP-AAA)

Scope: This Committee shall have primary responsibility for documents on standard methods of compiling fire experience data by the fire service. The main purposes of this Committee are to develop standard occupancy and cause classification for use by cities and states in the reporting of fires, to suggest other useful information that needs to be collected, and to develop standard forms for these purposes.

Responsibility: *Standard Classifications for Incident Reporting and Fire Protection Data* (NFPA 901)

Fire Risk Assessment Methods (FIR-AAA)

Scope: This Committee shall have primary responsibility for documents covering the following: (1) frameworks that identify the relationships of fire safety concepts used for fire prevention and fire control, including codes, standards and recommended practices, and (2) frameworks that describe the properties of risk assessment methods for use in regulations.

Responsibility: *Guide to the Fire Safety Concepts Tree* (NFPA 550); *Guide for the Evaluation of Fire Risk Assessments* (NFPA 551)

Fire Safety and Emergency Symbols (FIS-AAA)

Scope: This Committee shall have primary responsibility for documents on fire safety and emergency symbols including those for building design plans, investigation diagrams, maps, and for public fire safety and emergency. It shall coordinate its work with NFPA technical committees and other groups dealing with subjects to which fire safety symbols apply.

Responsibility: *Standard for Fire Safety and Emergency Symbols* (NFPA 170)

Fire Service Occupational Safety and Health (FIX-AAA)

Scope: This Committee shall have primary responsibility for documents on occupational safety and health in the working environment of the fire service. The Committee shall also have responsibility for documents related to medical requirements for fire fighters, and the professional qualifications for Fire Department Safety Officer.

Responsibility: *Standard on Fire Department Occupational Safety and Health Program* (NFPA 1500); *Standard for Fire Department Safety Officer* (NFPA 1521);

Standard on Emergency Services Incident Management System (NFPA 1561); *Standard on Fire Department Infection Control Program* (NFPA 1581); *Standard on Comprehensive Occupational Medical Program for Fire Departments* (NFPA 1582); *Standard on Health-Related Fitness Programs for Fire Department Members* (NFPA 1583); *Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises* (NFPA 1584)

Fire Service Training (FIY-AAA)

Scope: This Committee shall have primary responsibility for all fire service training techniques, operations, and procedures to develop maximum efficiency and proper utilization of available personnel. Such activities can include training guides for fire prevention, fire suppression, and other missions for which the fire service has responsibility.

Responsibility: *Recommended Practice for Fire Department Operations in Properties Protected by Sprinkler and Standpipe Systems* (NFPA 13E); *Recommended Practice for Fire Service Training Reports and Records* (NFPA 1401); *Guide to Building Fire Service Training Centers* (NFPA 1402); *Standard on Live Fire Training Evolutions* (NFPA 1403); *Standard for Fire Service Respiratory Protection Training* (NFPA 1404); *Guide for Land-Based Fire Departments that Respond to Marine Vessel Fires* (NFPA 1405); *Standard for Training Fire Service Rapid Intervention Crews* (NFPA 1407); *Standard on Thermal Imaging Training* (NFPA 1408); *Standard on Training for Initial Emergency Scene Operations* (NFPA 1410); *Standard for a Fire Service Vehicle Operations Training Program* (NFPA 1451); *Guide for Training Fire Service Personnel to Conduct Dwelling Fire Safety Surveys* (NFPA 1452)

Fire Tests (FIZ-AAA)

Scope: This Committee shall have primary responsibility for documents on fire testing procedures, for reviewing existing fire test standards and recommending appropriate action to NFPA, for recommending the application of and advising on the interpretation of acceptable test standards for fire problems of concern to NFPA technical committees and members, and for acting in a liaison capacity between NFPA and the committees of other organizations writing fire test standards. This Committee does not cover fire tests that are used to evaluate extinguishing agents, devices, or systems.

Responsibility: *Standard Methods of Fire Tests of Door Assemblies* (NFPA 252); *Standard Method of Test for Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source* (NFPA 253); *Standard on Fire Test for Window and Glass Block Assemblies* (NFPA 257); *Recommended Practice for Determining Smoke Generation of Solid Materials* (NFPA 258); *Standard Test Method for Potential Heat of Building Materials* (NFPA 259); *Standard Methods of Tests and Classification System for Cigarette Ignition Resistance of Components of Upholstered Furniture* (NFPA 260); *Standard Method of Test for Determining Resistance of Mock-Up Upholstered Furniture Material Assemblies to Ignition by Smoldering Cigarettes* (NFPA 261); *Standard Method of Test for Flame Travel and Smoke of Wires and Cables for Use in Air-Handling Spaces* (NFPA 262); *Standard Methods of Fire Tests for Evaluating Room Fire Growth Contribution of Textile or Expanded Vinyl Wall Coverings on Full Height Panels and Walls* (NFPA 265); *Standard Test Method for Determining Ignitibility of Exterior Wall Assemblies Using a Radiant Heat Energy Source* (NFPA 268); *Standard Test Method for Developing Toxic Potency Data for Use in Fire Hazard Modeling* (NFPA 269); *Standard Test Method for Measurement of Smoke Obscuration Using a Conical Radiant Source in a Single Closed Chamber* (NFPA 270); *Standard Test Method to Evaluate Fire Performance Characteristics of Pipe Insulation* (NFPA 274); *Standard Method of Fire Tests for the Evaluation of Thermal Barriers* (NFPA 275); *Standard Method of Fire Tests for Determining the Heat Release Rate of Roofing Assemblies with Combustible Above-Deck Roofing Components* (NFPA 276); *Standard Test Method for Mattresses for Cor-*

rectional Occupancies (NFPA 284); *Standard Fire Test Method for Evaluation of Fire Propagation Characteristics of Exterior Non-Load Bearing Wall Assemblies Containing Combustible Components* (NFPA 285); *Standard Methods of Fire Tests for Evaluating Contribution of Wall and Ceiling Interior Finish to Room Fire Growth* (NFPA 286); *Standard Test Methods for Measurement of Flammability of Materials in Cleanrooms Using a Fire Propagation Apparatus (FPA)* (NFPA 287); *Standard Methods of Fire Tests of Horizontal Fire Door Assemblies Installed in Horizontal Fire Resistance-Rated Assemblies* (NFPA 288); *Standard Method of Fire Test for Individual Fuel Packages* (NFPA 289); *Standard for Fire Testing of Passive Protection Materials for Use on LP-Gas Containers* (NFPA 290); *Standard Methods of Fire Tests for Flame Propagation of Textiles and Films* (NFPA 701); *Recommended Practice for a Field Flame Test for Textiles and Films* (NFPA 705)

Fixed Guideway Transit and Passenger Rail Systems (FKT-AAA)

Scope: This Committee shall have primary responsibility for documents pertaining to fire safety requirements for underground, surface, and elevated fixed guideway transit and passenger rail systems including stations, trainways, emergency ventilation systems, vehicles, emergency procedures, communications and control systems and for life safety from fire and fire protection in stations, trainways, and vehicles. Stations shall pertain to stations accommodating occupants of the fixed guideway transit and passenger rail systems and incidental occupancies in the stations.

Responsibility: *Standard for Fixed Guideway Transit and Passenger Rail Systems* (NFPA 130)

Flammable and Combustible Liquids (FLC-AAC)

Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with the storage, handling, and use of flammable and combustible liquids; and classifying flammable and combustible liquids.

Responsibility: *Flammable and Combustible Liquids Code* (NFPA 30)

Fundamentals (FLC-FUN)

Scope: This Committee shall have primary responsibility for documents or portions of documents on the basic requirements for safeguarding against the fire and explosion hazards associated with the storage and handling of flammable and combustible liquids. This Committee shall also have responsibility for definitions related to flammable and combustible liquids and for criteria for the classification of flammable and combustible liquids.

Responsibility: *Flammable and Combustible Liquids Code* (NFPA 30) Chapters 1, 2, 3, 4, 5, 6, 7 and 8

Operations (FLC-OPS)

Scope: This Committee shall have primary responsibility for documents or portions of documents on safeguarding against the fire and explosion hazards associated with operations that involve the handling, transfer, and use of flammable and combustible liquids, either as a principal activity or as an incidental activity.

Responsibility: *Flammable and Combustible Liquids Code* (NFPA 30) Chapters 17, 18, 19, 20, 28 and 29

Storage and Warehousing of Containers and Portable Tanks (FLC-SWC)

Scope: This Committee shall have primary responsibility for documents or portions of documents on safeguarding against the fire and explosion hazards associated with the storage, warehousing, and display merchandising of flammable and combustible liquids in containers and in portable tanks whose capacity does not exceed 2500 liters (660 gallons).

Responsibility: *Flammable and Combustible Liquids Code* (NFPA 30) Chapters 9, 10, 11, 12, 13, 14, 15 and 16

Tank Storage and Piping Systems (FLC-TAN)

Scope: This Committee shall have primary responsibility for documents or portions of documents on safeguarding against the fire and explosion hazards associated with the storage of flammable and combustible liquids in fixed aboveground and underground tanks of any size, including tanks in buildings, except as specifically covered by other NFPA documents, and with the installation of piping systems for flammable and combustible liquids. This Committee shall also have primary responsibility for documents or portions of documents on safeguarding against the fire and explosion hazards associated with the storage of flammable and combustible liquids in portable tanks whose capacity exceeds 2500 liters (660 gallons).

Responsibility: *Flammable and Combustible Liquids Code* (NFPA 30) Chapters 21, 22, 23, 24, 25, 26 and 27

Flash Fire Protective Garments (FLG-AAA)

Scope: This Committee shall have primary responsibility for documents on the manufacture, selection, care, and use of garments and equipment used for protection of industrial personnel where there is potential for flash fire. Industrial personnel include workers who are potentially or may accidentally be exposed to hydrocarbon or combustible dust flash fires, and not electrical flashes. These documents do not cover fire fighters and other emergency services personnel.

Responsibility: *Standard on Flame-Resistant Garments for Protection of Industrial Personnel Against Flash Fire* (NFPA 2112);

Standard on Selection, Care, Use, and Maintenance of Flame-Resistant Garments for Protection of Industrial Personnel Against Flash Fire (NFPA 2113)

Fluid Heaters (FLU-AAA)

Scope: Proposed **Scope:** The committee shall have primary responsibility for documents covering fluid heaters where the release of energy inside the heater indirectly heats a process fluid that is flowing under pressure. The committee shall not have responsibility for boilers (which are covered by NFPA 85); ovens and furnaces (which are covered by NFPA 86); fired heaters in petroleum refineries and petrochemical facilities (which are covered by API Standards and Recommended Practices); units that heat air for occupiable space or comfort; and LP-gas vaporizers designed and installed in accordance with NFPA 58 and NFPA 59.

Responsibility: *Recommended Practice for Fluid Heaters* (NFPA 87)

Foam (FOM-AAA)

Scope: This Committee shall have primary responsibility for documents on the installation, maintenance, and use of foam systems for fire protection, including foam hose streams.

Responsibility: *Standard for Low-, Medium-, and High-Expansion Foam* (NFPA 11)

Forest and Rural Fire Protection (FRU-AAA)

Scope: This Committee shall have primary responsibility for documents on fire protection for rural, suburban, forest, grass, brush, and tundra areas. This Committee shall also have primary responsibility for documents on Class A foam and water enhancing gels, and their utilization for all wildland and structural fire fighting. This excludes fixed fire protection systems.

Responsibility: *Standard for Fire Protection Infrastructure for Land Development in Wildland, Rural, and Suburban Areas* (NFPA 1141), *Standard on Water Supplies for Suburban and Rural Fire Fighting* (NFPA 1142); *Standard for Wildland Fire Management* (NFPA 1143); *Standard for Reducing Structure Ignition Hazards from Wildland Fire* (NFPA 1144); *Guide for the Use of Class A Foams in Manual Structural Fire Fighting* (NFPA 1145); *Standard on Foam Chemicals for Fires in Class A Fuels* (NFPA 1150)

Garages and Parking Structures (GAR-AAA)

Scope: This Committee shall have primary responsibility for documents on construction, control of fire hazards, ventilation, and fire protection in parking structures.

Responsibility: *Standard for Parking Structures* (NFPA 88A)

Gas Hazards (GAS-AAA)

Scope: This Committee shall have primary responsibility for documents on the prevention of fire and explosion of flammable vapors in compartments or in spaces on board vessels and within shipyards and on the conditions that must exist in those compartments or spaces in order that workers can safely enter them and perform work.

Responsibility: *Standard for the Control of Gas Hazards on Vessels* (NFPA 306)

Gaseous Fire Extinguishing Systems (GFE-AAA)

Scope: This committee shall have primary responsibility for documents on the installation, maintenance, and use of carbon dioxide systems for fire protection.

This committee shall also have primary responsibility for documents on fixed fire extinguishing systems utilizing bromotrifluoromethane and other similar halogenated extinguishing agents, covering the installation, maintenance, and use of systems.

This committee shall also have primary responsibility for documents on alternative protection options to Halon 1301 and 1211 fire extinguishing systems. It shall not deal with design, installation, operation, testing, and maintenance of systems employing dry chemical, wet chemical, foam, aerosols, or water as the primary extinguishing media.

Responsibility: *Standard on Carbon Dioxide Extinguishing Systems* (NFPA 12); *Standard on Halon 1301 Fire Extinguishing Systems* (NFPA 12A); *Standard on Clean Agent Fire Extinguishing Systems* (NFPA 2001)

Gas Process Safety (GPS-AAA)

Scope: This committee shall have primary responsibility for documents on the commissioning and maintenance of flammable gas piping systems in commercial, industrial, and power plant applications, extending from the point of delivery to the equipment isolation or shutoff valve except for those already covered by the NFPA National Fuel Gas Code Technical Committee and/or the NFPA Hydrogen Technologies Technical Committee.

Responsibility: *Standard for Fire and Explosion Prevention During Cleaning and Purging of Flammable Gas Piping Systems* (NFPA 56PS)

Hazard and Risk of Contents and Furnishings (HAR-AAA)

Scope: This Committee shall have primary responsibility for documents on fire hazard calculation procedures for use by other Committees in writing provisions to control the fire hazards of contents and furnishings. This Committee shall also provide guidance and recommendations to Committees in assessing the fire hazard of contents and furnishings. It shall establish classification and rating systems, request the development and standardization of appropriate fire tests, and identify and encourage necessary research as it relates to the fire hazards of contents and furnishings. It shall act in a liaison capacity between NFPA and the committees of other organizations with respect to the hazard of contents and furnishings.

Responsibility: *Guide on Methods for Evaluating Potential for Room Flashover* (NFPA 555); *Guide on Methods for Evaluating Fire Hazard to Occupants of Passenger Road Vehicles* (NFPA 556); *Standard for Determination of Fire Loads for Use in Structural Fire Protection Design* (NFPA 557)

Hazardous Chemicals (HCS-AAA)

Scope: This Committee shall have primary responsibility for documents on, and maintain current codes for, classes of hazardous chemicals and codes for

specific chemicals where these are warranted by virtue of widespread distribution or special hazards.

Responsibility: *Standard for the Storage and Handling of Cellulose Nitrate Film* (NFPA 40); *Hazardous Materials Code* (NFPA 400)

Hazardous Materials Response Personnel (HCZ-AAA)

Scope: This Committee shall have primary responsibility for documents on the requirements for professional qualifications, professional competence, training, procedures, and equipment for emergency responders to hazardous materials/weapons of mass destruction incidents.

Responsibility: *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents* (NFPA 472); *Standard for Competencies for EMS Personnel Responding to Hazardous Materials/Weapons of Mass Destruction Incidents* (NFPA 473); *Recommended Practice for Responding to Hazardous Materials Incidents/Weapons of Mass Destruction* (NFPA 475)

Health Care Facilities (HEA-AAC)

Scope: This Committee shall have primary responsibility for documents that contain criteria for safeguarding patients and health care personnel in the delivery of health care services within health care facilities: a) from fire, explosion, electrical, and related hazards resulting either from the use of anesthetic agents, medical gas equipment, electrical apparatus, and high frequency electricity, or from internal or external incidents that disrupt normal patient care; b) from fire and explosion hazards; c) in connection with the use of hyperbaric and hypobaric facilities for medical purposes; d) through performance, maintenance and testing criteria for electrical systems, both normal and essential; and e) through performance, maintenance and testing, and installation criteria: (1) for vacuum systems for medical or surgical purposes, and (2) for medical gas systems; and f) through performance, maintenance and testing of plumbing, heating, cooling, and ventilating in health care facilities.

Responsibility: *Health Care Facilities Code* (NFPA 99); *Standard for Hypobaric Facilities* (NFPA 99B)

Electrical Systems (HEA-ELS)

Scope: This Committee shall have primary responsibility for documents or portions of documents covering the minimum requirements for performance, testing, maintenance, operations, and failure management of electrical systems, low voltage systems, wireless technologies, informatics, and telemedicine to safeguard patients, staff, and visitors within health care facilities based on established risk categories.

Responsibility: *Health Care Facilities Code* (NFPA 99) Chapters 3, 6 and 7

Fundamentals (HEA-FUN)

Scope: This Committee shall have primary responsibility for documents or portions of documents on the scope, application, and intended use of documents under the Health Care Facilities Project, including reference standards, performance, the protection from fire and explosion hazards, protection of special hazards, establishing criteria for levels of health care services based on risk, as well as definitions not assigned to other committees in the Health Care Facilities Project.

Responsibility: *Health Care Facilities Code* (NFPA 99) Chapters 1, 2, 3, 4 and 15

Health Care Emergency Management and Security (HEA-HES)

Scope: This Committee shall have primary responsibility for documents or portions of documents covering the framework for emergency management and security of health care facilities proportionate to the risk of the patient and health care staff. This Committee shall have primary responsibility for the elements of planning over a continuum from minor incidences to catastrophic events, including: management controls, mitiga-

tion practices, incident response, continuity of services, recovery, stored capacity, staff training, and program evaluation based on established risk categories.

Responsibility: *Health Care Facilities Code* (NFPA 99) Chapters 12 and 13

Hyperbaric and Hypobaric Facilities (HEA-HYP)

Scope: This Committee shall have primary responsibility for documents or portions of documents covering the construction, installation, testing, performance, and maintenance of hyperbaric and hypobaric facilities for safeguarding staff and occupants of chambers.

Responsibility: *Health Care Facilities Code* (NFPA 99) Chapter 14; *Standard for Hypobaric Facilities* (NFPA 99B)

Mechanical Systems (HEA-MEC)

Scope: This committee shall have primary responsibility for documents or portions of documents covering the performance, operations, testing, and maintenance, for air quality, temperature, humidity, critical space pressure relationships, water and waste water, and their associated systems based on established risk categories.

Responsibility: *Health Care Facilities Code* (NFPA 99) Chapters 8 and 9

Medical Equipment (HEA-MED)

Scope: This committee shall have primary responsibility for documents or portions of documents covering the maintenance, performance, and testing of electrical medical equipment and portable patient-related gas equipment for the purpose of safeguarding patients and health care personnel within patient care areas of health care facilities from the hazards of fire, explosion, electricity, nonionizing radiation, heat, and electrical interference based on established risk categories.

Responsibility: *Health Care Facilities Code* (NFPA 99) Chapters 10 and 11

Piping Systems (HEA-PIP)

Scope: This Committee shall have primary responsibility for documents or portions of documents covering the performance, maintenance, installation, and testing of medical and dental related gas piping systems and medical and dental related vacuum piping systems based on established risk categories.

Responsibility: *Health Care Facilities Code* (NFPA 99) Chapter 5

Helicopter Facilities (HHH-AAA)

Scope: This Committee shall have primary responsibility for documents on the fire protection criteria for the design and construction of elevated and ground level heliports, helistops, and helipads; fire protection requirements for heliports, helistops, and helipads; and requirements for rescue and fire-fighting operations at heliports, helistops, and helipads.

Responsibility: *Standard for Heliports* (NFPA 418)

Hot Work Operations (HWO-AAA)

Scope: This Committee shall have primary responsibility for documents on the prevention of loss of life and property from fire or explosion as a result of hot work. Hot work operations include, but are not limited to, cutting, welding, burning, or similar operations capable of initiating fire or explosion.

Responsibility: *Standard for Fire Prevention During Welding, Cutting, and Other Hot Work* (NFPA 51B)

Hydrogen Technology (HYD-AAA)

Scope: This committee shall have primary responsibility for documents on the storage, transfer, production, and use of hydrogen. The use of hydrogen would include stationary, portable, and vehicular applications.

Responsibility: *Hydrogen Technologies Code* (NFPA 2)

Incinerators and Waste Handling Systems (ICN-AAA)

Scope: This Committee shall have primary responsibility for documents on the fire-safe installation, inspection, maintenance, and use of incinerators, compactors, converters, other waste handling systems and laundry (linen) handling systems.

Responsibility: *Standard on Incinerators and Waste and Linen Handling Systems and Equipment* (NFPA 82)

Industrial and Medical Gases (IMG-AAA)

Scope: This Committee shall have primary responsibility for documents on the storage, transfer, and use of industrial gases. Included are the storage and handling of such gases in their gaseous or liquid phases; the installation of associated storage, piping, and distribution equipment; and operating practices. The Committee also has a technical responsibility for contributions in the same areas for medical gases and clean rooms.

Responsibility: *Standard for the Design and Installation of Oxygen-Fuel Gas Systems for Welding, Cutting, and Allied Processes* (NFPA 51); *Standard for Acetylene Cylinder Charging Plants* (NFPA 51A); *Compressed Gases and Cryogenic Fluids Code* (NFPA 55)

Industrial Trucks (IND-AAA)

Scope: This Committee shall have primary responsibility for documents on the safe use, maintenance, and operation of industrial trucks and other material-handling equipment to minimize fire hazards.

Responsibility: *Fire Safety Standard for Powered Industrial Trucks Including Type Designations, Areas of Use, Conversions, Maintenance, and Operations* (NFPA 505)

Inspection, Testing, and Maintenance of Water-Based Systems (INM-AAA)

Scope: This Committee shall have primary responsibility for documents on inspection, testing, and maintenance of systems utilizing water as a method of extinguishment. These include sprinkler systems (excluding sprinkler systems installed in one- and two-family dwellings and manufactured homes), stand-pipe and hose systems, fire service piping and appurtenances, fire pumps, water storage tanks, fixed water spray systems, water mist systems, foam-water systems, valves, and allied equipment. This Committee shall also develop procedures for the conduct and reporting of routine system impairments.

Responsibility: *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems* (NFPA 25)

Internal Combustion Engines (INT-AAA)

Scope: This Committee shall have primary responsibility for documents on the fire safety of the installation, operation, and control of internal combustion engines, including gas turbine engines, using all types of fuel, within structures or immediately exposing structures.

Responsibility: *Standard for the Installation and Use of Stationary Combustion Engines and Gas Turbines* (NFPA 37)

Laboratories Using Chemicals (LAB-AAA)

Scope: This Committee shall have primary responsibility for documents for the prevention of loss of life and damage to property from fire and explosion in chemical laboratories.

Responsibility: *Standard on Fire Protection for Laboratories Using Chemicals* (NFPA 45)

Laser Fire Protection (LFP-AAA)

Scope: This Committee shall have primary responsibility for documents on fire protection for laser equipment, including their safe installation, use, and maintenance.

Responsibility: *Standard for Laser Fire Protection* (NFPA 115)

Lightning Protection (LIG-AAA)

Scope: This Committee shall have primary responsibility for documents on the protection from lightning of buildings and structures, recreation and sports areas, and any other situations involving danger from lightning to people or property, except those concepts utilizing early streamer emission air terminals. The protection of electric generating, transmission, and distribution systems is not within the scope of this Committee.

Responsibility: *Standard for the Installation of Lightning Protection Systems* (NFPA 780)

Liquefied Natural Gas (LNG-AAA)

Scope: This Committee shall have primary responsibility for documents on safety and related aspects in the liquefaction of natural gas and the transport, storage, vaporization, transfer, and use of liquefied natural gas.

Responsibility: *Standard for the Production, Storage, and Handling of Liquefied Natural Gas (LNG)* (NFPA 59A)

Liquefied Petroleum Gases (LPG-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, construction, installation, and operation of fixed and portable liquefied petroleum gas systems in bulk plants and commercial, industrial (with specified exceptions), institutional, and similar properties; truck transportation of liquefied petroleum gas; engine fuel systems on motor vehicles and other mobile equipment; storage of containers awaiting use or resale; installation on commercial vehicles; and liquefied petroleum gas service stations.

Responsibility: *Liquefied Petroleum Gas Code* (NFPA 58)

Liquid Fuel Burning Equipment (LPI-AAA)

Scope: This Committee shall have primary responsibility for documents on the safeguarding against the fire, explosion, and life safety hazards associated with the installation and use of stationary and portable liquid fuel-burning equipment, including: (1) related fuel storage tanks and associated piping, venting systems, pumps, and controls; (2) the combustion air supply and flue gas venting systems for the liquid fuel burning equipment; and (3) combustion and safety controls.

This Committee does not have responsibility for: (1) boiler-furnaces with fuel input ratings of 3660 kW (12,500,000 BTU per hr. or 10,000 lbs. steam per hr.) or more; (2) process ovens; (3) process furnaces; or (4) internal combustion engines.

Responsibility: *Standard for the Installation of Oil-Burning Equipment* (NFPA 31)

Loss Prevention Procedures and Practices (LPP-AAA)

Scope: This Committee shall have primary responsibility for documents on fire brigades, guard services, and techniques for securing effective fire loss prevention programs in industrial, commercial, institutional, and similar properties.

Responsibility: *Standard on Industrial Fire Brigades* (NFPA 600); *Standard for Security Services in Fire Loss Prevention* (NFPA 601)

LP-Gases at Utility Gas Plants (LPU-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, construction, location, installation, operation, and maintenance of refrigerated and nonrefrigerated liquefied petroleum gas plants to the point of introduction into the utility gas distribution system or those plants that are subject to the requirements of Title 49, Code of Federal Regulations, Part 192, Pipeline Safety Law, issued pursuant to the laws in 49 U.S.C. et seq.

Responsibility: *Utility LP-Gas Plant Code* (NFPA 59)

Manufacture of Organic Coatings (MAC-AAA)

Scope: This Committee shall have primary responsibility for documents on the fire and explosion hazards associated with the design, construction, and opera-

tion of organic coating manufacturing processes and facilities.

Responsibility: *Standard for the Manufacture of Organic Coatings* (NFPA 35)

Manufactured Housing (MAN-AAA)

Scope: This Committee shall have primary responsibility for documents on manufactured homes including the installation, sites and communities, and the maintenance of and improvements for existing manufactured homes.

Responsibility: *Model Manufactured Home Installation Standard* (NFPA 225); *Standard on Manufactured Housing* (NFPA 501); *Standard for Fire Safety Criteria for Manufactured Home Installations, Sites, and Communities* (NFPA 501A)

Marinas and Boatyards (MAR-AAA)

Scope: This Committee shall have primary responsibility for documents on fire prevention and protection in the design, construction, and operation of marinas and boatyards.

Responsibility: *Fire Protection Standard for Marinas and Boatyards* (NFPA 303)

Marine Fire Fighting Vessels (MAS-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, construction, performance, and operation of marine vessels for fire fighting and related emergency operations.

Responsibility: *Standard on Marine Fire-Fighting Vessels* (NFPA 1925)

Marine Terminals (MAT-AAA)

Scope: This Committee shall have primary responsibility for documents relating, generally, to the fire safe construction and fire protection of piers and wharves and of structures thereon. It shall also be responsible for documents relating to the fire safety that is unique to marine terminal facilities and operations but avoiding duplicating and overlapping the scopes of other NFPA Committees that may have primary jurisdiction.

Responsibility: *Standard for the Construction and Fire Protection of Marine Terminals, Piers, and Wharves* (NFPA 307)

Merchant Vessels (MER-AAA)

Scope: This Committee shall have primary responsibility for documents on the protection of human life, property, and the marine environment from fires aboard merchant vessels.

Responsibility: *Code for Safety to Life from Fire on Merchant Vessels* (NFPA 301)

Mining Facilities (MIN-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding life and property against fire, explosion, and related hazards associated with underground and surface coal and metal and nonmetal mining facilities and equipment.

Responsibility: *Standard for Fire Prevention and Control in Coal Mines* (NFPA 120); *Standard for Fire Prevention and Control in Metal/Nonmetal Mining and Metal Mineral Processing Facilities* (NFPA 122)

Motion Picture and Television Industry (MOI-AAA)

Scope: This Committee shall have primary responsibility for documents on the hazards associated with practices, processes, materials, and facilities associated with motion picture and television production.

Responsibility: *Standard on Motion Picture and Television Production Studio Soundstages, Approved Production Facilities, and Production Locations* (NFPA 140)

Motor Craft (MOR-AAA)

Scope: This Committee shall have primary responsibility for documents on fire prevention and protection of motor craft and to encourage their use by designers, builders, and owners.

Responsibility: *Fire Protection Standard for Pleasure and Commercial Motor Craft* (NFPA 302)

National Electrical Code® (NEC-AAC)

Scope: This Committee shall have primary responsibility for documents on minimizing the risk of electricity as a source of electric shock and as a potential ignition source of fires and explosions. It shall also be responsible for text to minimize the propagation of fire and explosions due to electrical installations. **Responsibility:** *National Electrical Code® (NFPA 70®)*; *Recommended Practice for Electrical Equipment Maintenance (NFPA 70B)*; *Standard for Electrical Safety in the Workplace® (NFPA 70E®)*; *Standard for Electrical Inspections for Existing Dwellings (NFPA 73)*; *Standard for Emergency and Standby Power Systems (NFPA 110)*; *Standard on Stored Electrical Energy Emergency and Standby Power Systems (NFPA 111)*; *Standard for Competency of Third-Party Field Evaluation Bodies (NFPA 790)*; *Recommended Practice and Procedures for Unlabeled Electrical Equipment Evaluation (NFPA 791)*

Code-Making Panel 1 (NEC-P01)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)*, Annex A, H, I, Articles 90, 100, 110 and Chapter 9

Code-Making Panel 2 (NEC-P02)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Annex D, Articles 201, 215 and 220

Code-Making Panel 3 (NEC-P03)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Articles 300, 590, 720, 725, 727, 760 and Chapter 9

Code-Making Panel 4 (NEC-P04)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Articles 225, 230, 690, 692, 694 and 705

Code-Making Panel 5 (NEC-P05)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Articles 200, 250, 280 and 285

Code-Making Panel 6 (NEC-P06)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Annex B, Articles 310, 400, 402 and Chapter 9

Code-Making Panel 7 (NEC-P07)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Articles 320, 322, 324, 326, 328, 330, 332, 334, 336, 338, 340, 382, 394, 396, 398 and 399

Code-Making Panel 8 (NEC-P08)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Annex C, Chapters 9, 342, 344, 348, 350, 352, 353, 354, 355, 356, 358, 360, 362, 366, 368, 370, 372, 374, 376, 378, 380, 384, 386, 388, 390 and 392

Code-Making Panel 9 (NEC-P09)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Articles 312, 314, 404, 408, 450 and 490

Code-Making Panel 10 (NEC-P10)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Article 240

Code-Making Panel 11 (NEC-P11)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Annex D, Example D8, Articles 409, 430, 440, 460 and 470

Code-Making Panel 12 (NEC-P12)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Annex D, Articles 610, 620, 625, 626, 630, 640, 645, 647, 650, 660, 665, 668, 669, 670 and 685

Code-Making Panel 13 (NEC-P13)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Annex F,G, Articles 445, 455, 480, 695, 700, 701, 702 and 708

Code-Making Panel 14 (NEC-P14)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Articles 500, 501, 502, 503, 504, 505, 506, 510, 511, 513, 514, 515 and 516

Code-Making Panel 15 (NEC-P15)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Articles 517, 518, 520, 522, 525, 530 and 540

Code-Making Panel 16 (NEC-P16)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Articles 770, 800, 810, 820, 830 and 840

Code-Making Panel 17 (NEC-P17)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Articles 422, 424, 426, 427, 680 and 682

Code-Making Panel 18 (NEC-P18)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Articles 406, 410, 411, 600 and 605

Code-Making Panel 19 (NEC-P19)**Scope:**

Responsibility: *National Electrical Code® (NFPA 70®)* Annex D, Articles 545, 547, 550, 551, 552, 553, 555, 604 and 675

National Fuel Gas Code (NFG-AAA)

Scope: This Committee shall have primary responsibility for documents on safety code for gas piping systems on consumers' premises and the installation of gas utilization equipment and accessories for use with fuel gases such as natural gas, manufactured gas, liquefied petroleum gas in the vapor phase, liquefied petroleum gas-air mixtures, or mixtures of these gases, including: a. The design, fabrication, installation, testing, operation, and maintenance of gas piping systems from the point of delivery to the connections with each gas utilization device. Piping systems covered by this Code are limited to a maximum operating pressure of 125 psig. For purposes of this Code, the point of delivery is defined as the outlet of the meter set assembly, or the outlet of the service regulator or service shutoff valve where no meter is provided. b. The installation of gas utilization equipment, related accessories, and their ventilation and venting systems.

Responsibility: *National Fuel Gas Code (NFPA 54)*

Ovens and Furnaces (OVE-AAA)

Scope: This Committee shall have primary responsibility for documents on

safeguarding against fire and explosion hazards associated with industrial ovens, furnaces, and related equipment that are used in the processing of combustible or non-combustible materials in the presence of air, vacuum, or other special atmospheres and are heated by electricity, fossil fuels, or other heating sources.

Responsibility: *Standard for Ovens and Furnaces* (NFPA 86)

Oxygen-Enriched Atmospheres (OXY-AAA)

Scope: This Committee shall have primary responsibility for documents on the fire and explosion hazards that may exist in oxygen-enriched atmospheres. The Committee will correlate its work with the Committee on Health Care Facilities and other related NFPA committees as required.

Responsibility: *Recommended Practice on Materials, Equipment, and Systems Used in Oxygen-Enriched Atmospheres* (NFPA 53)

Portable Fire Extinguishers (PFE-AAA)

Scope: This Committee shall have primary responsibility for documents on the installation, maintenance, and use of portable fire extinguishers and equipment. Does not apply to permanently installed fire extinguishing systems even though portions of those systems are portable, such as hose and nozzles, which may be attached to a fixed supply of extinguishing agent.

Responsibility: *Standard for Portable Fire Extinguishers* (NFPA 10)

Pre-Incident Planning (PIP-AAA)

Scope: This Committee shall have primary responsibility for documents on the site-specific pre-incident planning for response to fires and other types of emergencies.

Responsibility: *Standard for Pre-Incident Planning* (NFPA 1620)

Premises Security (PMM-AAA)

Scope: This Committee shall have primary responsibility for documents on the overall security program for the protection of premises, people, property, and information specific to a particular occupancy. The Committee shall have responsibility for the installation of premises security systems.

Responsibility: *Guide for Premises Security* (NFPA 730); *Standard for the Installation of Electronic Premises Security Systems* (NFPA 731)

Professional Qualifications (PQU-AAC)

Scope: This Committee shall have primary responsibility for the management of the NFPA Professional Qualifications Project and documents related to professional qualifications for fire service, public safety, and related personnel.

Responsibility: *Recommended Practice for Responding to Hazardous Materials Incidents/Weapons of Mass Destruction* (NFPA 475); *Standard for Fire Department Safety Officer* (NFPA 1521); *Standard for Fire Service Professional Qualifications Accreditation and Certification Systems* (NFPA 1000); *Standard for Emergency Vehicle Technician Professional Qualifications* (NFPA 1071); *Standard for Fire Fighter Professional Qualifications* (NFPA 1001); *Standard for Fire Apparatus Driver/Operator Professional Qualifications* (NFPA 1002); *Standard for Airport Fire Fighter Professional Qualifications* (NFPA 1003); *Standard for Professional Qualifications for Marine Fire Fighting for Land-Based Fire Fighters* (NFPA 1005); *Standard for Professional Qualifications for Fire Inspector and Plan Examiner* (NFPA 1031); *Standard for Professional Qualifications for Fire Investigator* (NFPA 1033); *Standard for Professional Qualifications for Fire Marshal* (NFPA 1037); *Standard for Fire Officer Professional Qualifications* (NFPA 1021); *Standard for Fire Service Instructor Professional Qualifications* (NFPA 1041); *Standard for Incident Management Personnel Professional Qualifications* (NFPA 1026); *Standard for Industrial Fire Brigade Member Professional Qualifications* (NFPA 1081); *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist* (NFPA 1035); *Standard for Professional Qualifications for Public Safety Telecommunica-*

tor (NFPA 1061); *Standard for Technical Rescuer Professional Qualifications* (NFPA 1006); *Standard for Traffic Control Incident Management Professional Qualifications* (NFPA 1091); *Standard for Wildland Fire Fighter Professional Qualifications* (NFPA 1051)

Accreditation and Certification for Fire Service, Public Safety, and Related Personnel to Professional Qualifications Standards (PQU-ACF)

Scope: This Committee shall have primary responsibility for documents on (1) procedures for fire service, public safety and related personnel certification to NFPA Professional Fire Service Qualifications Standards or other standards adopted by the authority having jurisdiction, and (2) procedures for accrediting national, state, provincial, and local jurisdictions as certifying entities for NFPA Professional Fire Service Qualifications Standards or other standards adopted by the authority having jurisdiction.

The Committee shall also have primary responsibility for documents on procedures for accrediting non-engineering, fire-related, academic, degree-granting, programs offered by institutions of post-secondary education.

Responsibility: *Standard for Fire Service Professional Qualifications Accreditation and Certification Systems* (NFPA 1000)

Emergency Vehicle Technicians Professional Qualifications (PQU-EVM)

Scope: This Committee shall have primary responsibility for documents on professional qualifications required of personnel engaged in the diagnosis, maintenance, and repair of systems and components that are unique to emergency response vehicles.

Responsibility: *Standard for Emergency Vehicle Technician Professional Qualifications* (NFPA 1071)

Fire Fighter Professional Qualifications (PQU-FFQ)

Scope: This Committee shall have primary responsibility for documents on professional qualifications required of fire fighters.

Responsibility: *Standard for Fire Fighter Professional Qualifications* (NFPA 1001); *Standard for Fire Apparatus Driver/Operator Professional Qualifications* (NFPA 1002); *Standard for Airport Fire Fighter Professional Qualifications* (NFPA 1003); *Standard for Professional Qualifications for Marine Fire Fighting for Land-Based Fire Fighters* (NFPA 1005)

Fire Inspector and Plan Examiner Professional Qualifications (PQU-FIS)

Scope: This Committee shall have primary responsibility for documents on professional qualifications required of fire inspectors and plan examiners.

Responsibility: *Standard for Professional Qualifications for Fire Inspector and Plan Examiner* (NFPA 1031)

Fire Investigator Professional Qualifications (PQU-FIV)

Scope: This Committee shall have primary responsibility for documents on professional qualifications required of fire investigators.

Responsibility: *Standard for Professional Qualifications for Fire Investigator* (NFPA 1033)

Fire Marshal Professional Qualifications (PQU-FMA)

Scope: This committee shall have primary responsibility for documents on professional qualifications required of fire marshals.

Responsibility: *Standard for Professional Qualifications for Fire Marshal* (NFPA 1037)

Fire Officer Professional Qualifications (PQU-FOF)

Scope: This Committee shall have primary responsibility for documents on professional qualifications required of fire officers.

Responsibility: *Standard for Fire Officer Professional Qualifications* (NFPA 1021)

Fire and Emergency Services Instructor Professional Qualifications (PQU-FSI)

Scope: This Committee shall have primary responsibility for documents on professional qualifications required of fire and emergency services instructors.

Responsibility: *Standard for Fire Service Instructor Professional Qualifications* (NFPA 1041)

Incident Management Personnel Professional Qualifications (PQU-ICM)

Scope: This committee shall have primary responsibility for documents on professional qualifications required of personnel performing roles within an all hazard incident management system.

Responsibility: *Standard for Incident Management Personnel Professional Qualifications* (NFPA 1026)

Industrial Fire Brigade Personnel Professional Qualifications (PQU-IFB)

Scope: This Committee shall have primary responsibility for documents on professional qualifications required for personnel who participate as members of industrial fire brigades.

Responsibility: *Standard for Industrial Fire Brigade Member Professional Qualifications* (NFPA 1081)

Public Fire Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist Professional Qualifications (PQU-PFE)

Scope: This Committee shall have primary responsibility for documents on professional qualifications of public fire educators, public information officers, and juvenile firesetter intervention specialists.

Responsibility: *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist* (NFPA 1035)

Public Safety Telecommunicator Professional Qualifications (PQU-PST)

Scope: This Committee shall have primary responsibility for documents on the professional qualifications for public safety communications positions.

Responsibility: *Standard for Professional Qualifications for Public Safety Telecommunicator* (NFPA 1061)

Rescue Technician Professional Qualifications (PQU-RES)

Scope: This committee shall have the primary responsibility for documents on professional qualifications for fire service and related personnel who will perform rescue operations.

Responsibility: *Standard for Technical Rescuer Professional Qualifications* (NFPA 1006)

Traffic Control Incident Management Professional Qualifications (PQU-TCM)

Scope: This Committee shall have primary responsibility for documents on professional qualifications required for emergency responders in relation to their operations on roadways.

Responsibility: *Standard for Traffic Control Incident Management Professional Qualifications* (NFPA 1091)

Wildland Fire Fighting Personnel Professional Qualifications (PQU-WSP)

Scope: This Committee shall have primary responsibility for documents on professional qualifications for personnel engaged in wildland fire management.

Responsibility: *Standard for Wildland Fire Fighter Professional Qualifications* (NFPA 1051)

Public Emergency Service Communication (PUF-AAA)

Scope: This Committee shall have primary responsibility for documents

relating to the operation, installation, and maintenance of public emergency services communications systems.

Responsibility: *Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems* (NFPA 1221)

Pyrotechnics (PYR-AAA)

Scope: This Committee shall have primary responsibility for documents on the manufacture, transportation, and storage of consumer and display fireworks, pyrotechnic special effects, and model and high power rocket motors. This Committee shall have primary responsibility for the use of display fireworks and for model and high power rocketry, and the construction, launching, and other operations that involve model and high power rocket motors. The Committee shall have primary responsibility for documents on the wholesale and retail sale and storage of consumer fireworks. The Committee shall have responsibility for the development of fire test standards applicable to the packaging, covered fuses, and flame breaks used in retail sales display of consumer fireworks. The Committee shall coordinate the fire test documents with the Fire Tests Committee.

The Committee does not have responsibility for documents on the use of consumer fireworks by the general public; on the use of pyrotechnic special effects before a proximate audience; on the manufacture, transportation, storage for use of military, automotive, agricultural, and industrial pyrotechnics.

Responsibility: *Code for Model Rocketry* (NFPA 1122); *Code for Fireworks Display* (NFPA 1123); *Code for the Manufacture, Transportation, Storage, and Retail Sales of Fireworks and Pyrotechnic Articles* (NFPA 1124); *Code for the Manufacture of Model Rocket and High Power Rocket Motors* (NFPA 1125); *Code for High Power Rocketry* (NFPA 1127); *Standard Method of Fire Test for Flame Breaks* (PYR 1128); *Standard Method of Fire Test for Covered Fuse on Consumer Fireworks* (PYR 1129)

Record Protection (REA-AAA)

Scope: This Committee shall have primary responsibility for documents on the protection of books, papers, plans, and other records from loss incident to fire.

Responsibility: *Standard for the Protection of Records* (NFPA 232)

Recreational Vehicles (REC-AAA)

Scope: This Committee shall have primary responsibility for documents on the fire safety criteria for recreational vehicles and recreational vehicle parks.

Responsibility: *Standard on Recreational Vehicles* (NFPA 1192); *Standard for Recreational Vehicle Parks and Campgrounds* (NFPA 1194)

Road Tunnel and Highway Fire Protection (ROA-AAA)

Scope: This Committee shall have primary responsibility for documents on fire prevention and fire protection measures to reduce loss of life and property damage for road tunnels, air-right structures, bridges, and limited access highways. Excluded from this scope is the protection for facilities for the storage, repair, and parking of motor vehicles.

Responsibility: *Standard for Road Tunnels, Bridges, and Other Limited Access Highways* (NFPA 502)

Safety to Life (SAF-AAC)

Scope: This Committee shall have primary responsibility for documents on the protection of human life from fire and other circumstances capable of producing similar consequences and for the nonemergency and emergency movement of people.

Responsibility: *Life Safety Code*® (NFPA 101*); *Guide on Alternative Approaches to Life Safety* (NFPA 101A); *Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures* (NFPA 102)

Alternative Approaches to Life Safety (SAF-ALS)

Scope: This Committee shall have primary responsibility for documents on alternative methods of protection of human life from fire and other circumstances capable of producing similar consequences and on the nonemergency and emergency movement of people.

Responsibility: *Guide on Alternative Approaches to Life Safety* (NFPA 101A)

Assembly Occupancies (SAF-AXM)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the nonemergency and emergency movement of people in assembly occupancies, tents, and membrane structures.

Responsibility: *Life Safety Code*® (NFPA 101®) Chapters 12, 13; *Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures* (NFPA 102)

Board and Care Facilities (SAF-BCF)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in residential board and care facilities.

Responsibility: *Life Safety Code*® (NFPA 101®) Chapters 32 and 33

Building Service and Fire Protection Equipment (SAF-BSF)

Scope: This Committee shall have primary responsibility for documents on the application of fire protection systems including detection, alarm, and suppression, and the life safety impact of various building systems.

Responsibility: *Life Safety Code*® (NFPA 101®) Chapter 9

Detention and Correctional Occupancies (SAF-DET)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in detention and correctional occupancies.

Responsibility: *Life Safety Code*® (NFPA 101®) Chapters 22 and 23

Educational and Day-Care Occupancies (SAF-END)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in educational occupancies and day-care occupancies.

Responsibility: *Life Safety Code*® (NFPA 101®) Chapters 14, 15, 16 and 17

Fire Protection Features (SAF-FIR)

Scope: This Committee shall have primary responsibility for documents on construction compartmentation, including the performance of assemblies, openings, and penetrations, as related to the protection of life and property from fire and other circumstances capable of producing similar consequences.

Responsibility: *Life Safety Code*® (NFPA 101®) Chapter 8

Fundamentals (SAF-FUN)

Scope: This Committee shall have primary responsibility for documents on the basic goals, objectives, performance requirements, and definitions for protection of human life and property from fire, earthquake, flood, wind, and other circumstances capable of producing similar consequences, on the nonemergency and emergency movement of people, and on high-rise buildings.

Responsibility: *Life Safety Code*® (NFPA 101®) Chapters 1, 2, 4, 5, 6 and 43

Furnishings and Contents (SAF-FUR)

Scope: This Committee shall have primary responsibility for documents on limiting the impact of furnishings and building contents effect on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people.

Responsibility: *Life Safety Code*® (NFPA 101®) Chapter 10

Health Care Occupancies (SAF-HEA)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in health care occupancies.

Responsibility: *Life Safety Code*® (NFPA 101®) Chapters 18, 19, 20 and 21

Industrial, Storage, and Miscellaneous Occupancies (SAF-IND)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in industrial and storage occupancies, special structures, and windowless and underground buildings.

Responsibility: *Life Safety Code*® (NFPA 101®) Chapters 11, 40 and 42

Means of Egress (SAF-MEA)

Scope: This Committee shall have primary responsibility for documents on the general requirements for safe egress for protection of human life from fire and other circumstances capable of producing similar consequences, and on the nonemergency and emergency movement of people.

Responsibility: *Life Safety Code*® (NFPA 101®) Annex A, B and Chapter 7

Mercantile and Business Occupancies (SAF-MER)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and for the emergency movement of people in mercantile and business occupancies.

Responsibility: *Life Safety Code*® (NFPA 101®) Chapters 36, 37, 38 and 39

Residential Occupancies (SAF-RES)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in hotels, dormitories, apartments, lodging and rooming houses, and one- and two-family dwellings.

Responsibility: *Life Safety Code*® (NFPA 101®) Chapters 24, 26, 28, 29, 30 and 31

Safety at Motorsports Venues (SAM-AAA)

Scope: This Committee shall have primary responsibility for documents on training, personnel, equipment, and facilities not covered by other NFPA documents as they relate to emergency operations and safety at motorsports venues.

Responsibility: *Guide for Emergency and Safety Operations at Motorsports Venues* (NFPA 610)

Semiconductor and Related Facilities (SCR-AAA)

Scope: This Committee shall have primary responsibility for documents on the fire protection for fabrication facilities and comparable fabrication processes for semiconductor, display panel, photovoltaic, and related facilities. When bulk gas systems are involved the responsibility begins at a point downstream of the source valve.

Responsibility: *Standard for the Protection of Semiconductor Fabrication Facilities* (NFPA 318)

Shipbuilding, Repair, and Lay-Up (SHI-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with vessels in course of construction, under repair, and during lay-up.

Responsibility: *Standard for Fire Protection of Vessels During Construction, Conversion, Repair, and Lay-Up* (NFPA 312)

Signaling Systems for the Protection of Life and Property (SIG-AAC)

Scope: This Committee shall have primary responsibility for documents on the installation, performance, maintenance, testing, and use of signaling components and signaling systems for the protection of life, property and mission continuity.

Responsibility: *National Fire Alarm and Signaling Code*[®] (NFPA 72[®]); *Standard for the Installation of Carbon Monoxide(CO) Detection and Warning Equipment* (NFPA 720)

Carbon Monoxide Detection (SIG-CAR)

Scope: This Committee shall have primary responsibility for documents addressing the selection, installation, operation, and maintenance of carbon monoxide warning equipment.

Responsibility: *Standard for the Installation of Carbon Monoxide(CO) Detection and Warning Equipment* (NFPA 720)

Emergency Communication Systems (SIG-ECS)

Scope: This committee shall have primary responsibility for documents on the risk analysis, design, application, installation, and performance of emergency communications systems and their components. Public emergency services communications systems covered by NFPA 1221 are outside the scope of this committee except where they interface with in-building bi-directional amplifiers and where trouble and supervisory signals are intended to be monitored by the building fire alarm system.

Responsibility: *National Fire Alarm and Signaling Code*[®] (NFPA 72[®]) Chapters 24

Fundamentals of Fire Alarm and Signaling Systems (SIG-FUN)

Scope: This Committee shall have primary responsibility for documents on common system fundamentals for fire alarm and signaling systems, requirements for approvals, power supplies, equipment performance, system documentation, and compatibility.

Responsibility: *National Fire Alarm and Signaling Code*[®] (NFPA 72[®]) Articles 1 and 10

Single- and Multiple-Station Alarms and Household Fire Alarm Systems (SIG-HOU)

Scope: This Committee shall have primary responsibility for documents on the performance, installation, operation, inspection, testing, maintenance, and use of single- and multiple-station alarms and household alarm systems for fire warning.

Responsibility: *National Fire Alarm and Signaling Code*[®] (NFPA 72[®]) Article 29

Initiating Devices for Fire Alarm and Signaling Systems (SIG-IDS)

Scope: This Committee shall have primary responsibility for documents on the installation and operation of initiating devices for fire alarm and signaling systems.

Responsibility: *National Fire Alarm and Signaling Code*[®] (NFPA 72[®]) Annex B and Chapter 17

Notification Appliances for Fire Alarm and Signaling Systems (SIG-NAS)

Scope: This Committee shall have primary responsibility for documents on the installation and operation of notification appliances for fire alarm and signaling systems.

Responsibility: *National Fire Alarm and Signaling Code*[®] (NFPA 72[®]) Annex E and Chapter 18

Protected Premises Fire Alarm and Signaling Systems (SIG-PRO)

Scope: This Committee shall have primary responsibility for documents on the installation and operation of protected premises fire alarm and signaling systems, including their interconnection with initiating devices, notification appliances, and other related building control equipment, within the protected premises.

Responsibility: *National Fire Alarm and Signaling Code*[®] (NFPA 72[®]) Annex C, Chapters 12, 21 and 23

Public Emergency Reporting Systems (SIG-PRS)

Scope: This Committee shall have primary responsibility for documents on the proper configuration, performance, installation, and operation of public emergency alarm reporting systems and auxiliary alarm systems. The Committee scope shall include systems that use a communication infrastructure that is publicly owned, operated, and controlled. Reporting of alarms by voice over the public switched telephone network utilizing the Universal Emergency Number 9-1-1, or any other telephone number that can be dialed, is outside the scope of this committee.

Responsibility: *National Fire Alarm and Signaling Code*[®] (NFPA 72[®]) Chapter 27

Supervising Station Fire Alarm and Signaling Systems (SIG-SSS)

Scope: This Committee shall have primary responsibility for documents on the installation and operation of equipment for the transmission and receipt of signals from a protected premises to a supervising station, including the supervising station facilities.

Responsibility: *National Fire Alarm and Signaling Code*[®] (NFPA 72[®]) Chapter 26

Testing and Maintenance of Fire Alarm and Signaling Systems (SIG-TMS)

Scope: This Committee shall have primary responsibility for documents and requirements for the inspection, testing, and maintenance of fire alarm and emergency communications systems and associated components, for both new and existing systems. This Committee shall not have responsibility for inspection, testing, and maintenance of single- and multiple-station alarms and household alarm systems.

Responsibility: *National Fire Alarm and Signaling Code*[®] (NFPA 72[®]) Annex D, G and Chapter 14

Smoke Management Systems (SMO-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, installation, testing, operation, and maintenance of systems for the control, removal, or venting of heat or smoke from fires in buildings.

Responsibility: *Standard for Smoke Control Systems* (NFPA 92); *Standard for Smoke-Control Systems Utilizing Barriers and Pressure Differences* (NFPA 92A); *Standard for Smoke Management Systems in Malls, Atria, and Large Spaces* (NFPA 92B); *Standard for Smoke and Heat Venting* (NFPA 204)

Solvent Extraction Plants (SOL-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with the design, construction, and operation of solvent extraction plants.

Responsibility: *Standard for Solvent Extraction Plants* (NFPA 36)

Special Effects (SPE-AAA)

Scope: This Committee shall have primary responsibility for documents on the controlled use of flame, pyrotechnics, or other means of special effects for

entertainment, exhibition, demonstration, or simulation before a proximate audience; and the design, fabrication, installation, testing, control, operation, and maintenance of user equipment, fuel storage, and sources for special effects before a proximate audience.

This Committee does not have responsibility for documents on hazards other than those involving a proximate audience and the life safety considerations of the audience.

Responsibility: *Standard for the Use of Flame Effects Before an Audience* (NFPA 160); *Standard for the Use of Pyrotechnics Before a Proximate Audience* (NFPA 1126)

Standpipes (SPI-AAA)

Scope: This Committee shall have primary responsibility for documents on the installation of standpipes and hose systems in buildings and structures.

Responsibility: *Standard for the Installation of Standpipe and Hose Systems* (NFPA 14)

Static Electricity (STA-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with static electricity, including the prevention and control of these hazards. This Committee shall also have primary responsibility for conductive and static-dissipative floors, except as this subject is addressed by the Committee on Health Care Facilities.

Responsibility: *Recommended Practice on Static Electricity* (NFPA 77)

Subterranean Spaces (SUB-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding life and property against fire, explosion, and related hazards associated with occupancies located in subterranean spaces not addressed by other documents.

Responsibility: *Standard on Subterranean Spaces* (NFPA 520)

Tank Leakage and Repair Safeguards (TAN-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against fire, explosion, and health hazards associated with entry, cleaning, and repair of tank systems and methods for detecting, controlling, and investigating releases that could cause these hazards.

Responsibility: *Standard for the Safeguarding of Tanks and Containers for Entry, Cleaning, or Repair* (NFPA 326); *Recommended Practice for Handling Releases of Flammable and Combustible Liquids and Gases* (NFPA 329)

Technical Search and Rescue (TEC-AAA)

Scope: This Committee shall have primary responsibility for documents on technical search and rescue techniques, operations, and procedures to develop efficient, proper, and safe utilization of personnel and equipment.

Responsibility: *Standard on Operations and Training for Technical Search and Rescue Incidents* (NFPA 1670)

Telecommunications (TEL-AAA)

Scope: This Committee shall have primary responsibility for documents on fire protection for telecommunication networks.

Responsibility: *Standard for the Fire Protection of Telecommunications Facilities* (NFPA 76)

Textile and Garment Care Processes (TGC-AAA)

Scope: This Committee shall have primary responsibility for documents concerned with the fire and explosion hazards of drycleaning using combustible and noncombustible solvents and the fire hazards of laundries and other textile care processes.

Responsibility: *Standard for Drycleaning Plants* (NFPA 32)

Transportation of Flammable Liquids (TRA-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with over-the-road transportation of flammable and combustible liquids in tank vehicles and in portable tanks and containers.

Responsibility: *Standard for Tank Vehicles for Flammable and Combustible Liquids* (NFPA 385)

Vehicular Alternative Fuel Systems (VAF-AAA)

Scope: This Committee shall have primary responsibility for documents on fire and explosion hazards associated with compressed natural gas (CNG), liquefied natural gas (LNG) engine fuel systems, on vehicles of all types and for refueling stations and associated storage.

The Committee shall coordinate its documents with the Committee on the National Fuel Gas Code with respect to natural gas piping within the scope of that Committee; with the Committees on Industrial Trucks, Fire Safety for Recreational Vehicles, and Marine Fire Protection with respect to engine fuel systems and refueling stations within their scopes; and the Liquefied Natural Gas Committee with respect to storage of LNG within its scope.

Responsibility: *Vehicular Gaseous Fuel Systems Code* (NFPA 52)

Venting Systems for Cooking Appliances (VEN-AAA)

Scope: This Committee shall have primary responsibility for documents on fire safety in the design, installation, and use of exhaust systems (including hoods, grease removal devices, exhaust ducts, dampers, air-moving devices; and auxiliary equipment) for the removal of products of combustion, heat, grease, and vapors from cooking equipment, including the application of associated fire extinguishing systems.

Responsibility: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations* (NFPA 96)

Wastewater Treatment Plants (WAA-AAA)

Scope: This Committee shall have primary responsibility for documents on criteria for safeguarding against the fire and explosion hazards specific to wastewater treatment plants and associated collection systems, including the hazard classification of specific areas and processes.

Responsibility: *Standard for Fire Protection in Wastewater Treatment and Collection Facilities* (NFPA 820)

Water Additives for Fire Control and Vapor Mitigation (WAB-AAA)

Scope: This Committee shall have primary responsibility for documents on the manufacture, testing, application, and use of water additives for the control and/or suppression of fire and flammable vapor mitigation including water additives used to prevent or reduce the spread of fire and the use of water additives in fixed, semi-fixed, mobile, and portable fire suppression systems.

Responsibility: *Standard on Wetting Agents* (NFPA 18); *Standard on Water Additives for Fire Control and Vapor Mitigation* (NFPA 18A)

Water-Cooling Towers (WAC-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, construction, protection, and maintenance of water-cooling towers.

Responsibility: *Standard on Water-Cooling Towers* (NFPA 214)

Water Mist Fire Suppression Systems (WAM-AAA)

Scope: This Committee shall have primary responsibility for documents on the design and installation of systems which use a water mist for the control, suppression, or extinguishment of fire.

Responsibility: *Standard on Water Mist Fire Protection Systems* (NFPA 750)

Water Spray Fixed Systems (WAS-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, construction, installation, and test of fixed water spray systems for fire protection purposes.

Responsibility: *Standard for Water Spray Fixed Systems for Fire Protection (NFPA 15)*

Water Tanks (WAT-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, construction, installation, and maintenance of tanks and accessory equipment supplying water for fire extinguishment, including gravity and pressure tanks, towers and foundations, pipe connections and fittings, valve enclosures and frost protection, and tank heating equipment.

Responsibility: *Standard for Water Tanks for Private Fire Protection (NFPA 22)*

NUMERICAL LIST OF NFPA TECHNICAL COMMITTEE DOCUMENTS

NFPA DESIGNATION	SHORT TITLE	STAFF LIAISON	NFPA DESIGNATION	SHORT TITLE	STAFF LIAISON
1	Fire Code	G. E. Harrington		for Fire Control and Vapor Mitigation	S. Stanek
2	Hydrogen Technologies Code	S. Bershad	20	Stationary Pumps, Installation of	C. Duffy
3	Commissioning and Integrated Testing of Fire Protection and Life Safety Systems	M. J. Klaus	22	Water Tanks for Private Fire Protection	C. Duffy
4	Integrated Fire Protection and Life Safety System Testing (PROPOSED)	M. J. Klaus	24	Private Fire Service Mains and Their Appurtenances, Installation of	M. J. Klaus
10	Portable Fire Extinguishers	B. D. Chase	25	Water-Based Fire Protection Systems, Inspection, Testing, and Maintenance of	M. J. Klaus
11	Low-, Medium-, and High-Expansion Foam	B. D. Chase	30	Flammable and Combustible Liquids Code	R. P. Benedetti
12	Carbon Dioxide Extinguishing Systems	B. D. Chase	30A	Motor Fuel Dispensing Facilities and Repair Garages Code	R. P. Benedetti
12A	Halon 1301 Fire Extinguishing Systems	B. D. Chase	30B	Aerosol Products, Manufacture and Storage of	R. P. Benedetti
13	Sprinkler Systems, Installation of	M. J. Klaus	31	Oil-Burning Equipment, Installation of	R. P. Benedetti
13D	Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes, Installation of	M. J. Klaus	32	Drycleaning Plants	N. Pearce
13E	Fire Department Operations in Properties Protected by Sprinkler and Standpipe Systems	S.F. Sawyer	33	Spray Application Using Flammable or Combustible Materials	N. Pearce
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16	Foam-Water Sprinkler and Foam-Water Spray Systems, Installation of	M. J. Klaus	37	Stationary Combustion Engines and Gas Turbines, Installation and Use of	R. P. Benedetti
17	Dry Chemical Extinguishing Systems	S. Stanek	40	Cellulose Nitrate Film, Storage and Handling of	N. Pearce
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18	Wetting Agents	S. Stanek	51	Welding, Cutting, and Allied Processes, Oxygen-Fuel Gas Systems for	S. Bershad
18A	Standard on Water Additives	S. Stanek	51A	Acetylene Cylinder Charging Plants	S. Bershad

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52	Vehicular Gaseous Fuel Systems Code	S. Bershad	87	Recommended Practice for Fluid Heaters	D. Duval
53	Materials, Equipment, and Systems Used in Oxygen-Enriched Atmospheres	S. Bershad	88A	Parking Structures	A. Fraser
54	National Fuel Gas Code	D. Beach	90A	Air-Conditioning and Ventilating Systems, Installation of	A. Fraser
55	Compressed Gases and Cryogenic Fluids Code	S. Bershad	90B	Warm Air Heating and Air-Conditioning Systems, Installation of	A. Fraser
56PS	Fire and Explosion Prevention During Cleaning and Purging of Flammable Gas Piping Systems	D. Beach	91	Exhaust Systems for Air Conveying of Materials	D. Duval
58	Liquefied Petroleum Gas Code	D. Beach	92	Smoke Management Systems	T. Vecchiarelli
59	Utility LP-Gas Plant Code	D. Beach	96	Commercial Cooking Operations, Ventilation Control and Fire Protection of	S. Stanek
59A	Liquefied Natural Gas, Production, Storage, and Handling of	D. Beach	99	Health Care Facilities	J. Hart
61	Fires and Dust Explosions in Agricultural and Food Processing Facilities, Prevention of	D. Duval	99B	Hypobaric Facilities	J. Hart
67	Explosion Protection for Gaseous Mixtures in Pipe Systems	B. D. Chase	101*	Life Safety Code*	R. Coté
68	Deflagration Venting, Explosion Protection by	B.D. Chase	101A	Alternative Approaches to Life Safety	R. Coté
69	Explosion Prevention Systems	B.D. Chase	102	Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures	R. Coté
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70A	Electrical Code Requirements for One- and Two-Family Dwellings	M. W. Earley	110	Emergency and Standby Power Systems	C. Coache
70B	Electrical Equipment Maintenance	M. Fontaine	111	Stored Electrical Energy Emergency and Standby Power Systems	C. Coache
70E	Electrical Safety in the Workplace®	M. Fontaine	115	Laser Fire Protection	S. Stanek
72	National Fire Alarm and Signaling Code	L. F. Richardson	120	Fire Prevention and Control in Coal Mines	S. Bershad
73	Electrical Inspections for Existing Dwellings	C. Coache	122	Metal/Nonmetal Mining and Metal Mineral Processing Facilities, Prevention and Control	S. Bershad
75	Information Technology Equipment, Protection of	J. Hart	130	Fixed Guideway Transit and Passenger Rail Systems	S. Stanek
76	Telecommunications Facilities	J. Hart	140	Motion Picture and Television Production Studio Soundstages, Approved Production Facilities, and Production Locations	R. Coté
77	Static Electricity	R. P. Benedetti	150	Fire and Life Safety in Animal Housing Facilities	T. Vecchiarelli
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85	Boiler and Combustion Systems Hazards Code	D. Beach			

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221	High Challenge Fire Walls and Fire Barrier Walls	T. Vecchiarelli		Fire Test for Determining the Heat Release Rate of Roofing Assemblies with Combustible Above- Deck Roofing Components	T. Vecchiarelli
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232	Records, Protection of	C. Duffy		Evaluating Contribution of Wall and Ceiling Interior Finish to Room Fire Growth, Fire Tests for	T. Vecchiarelli
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269	Toxic Potency Data for Use in Fire Hazard Modeling, Test Method for	T. Vecchiarelli	312	Safeguarding of Tanks and Containers for Entry, Cleaning, or Repair	L. Russell
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275	Fire Test for Evaluation of Thermal	T. Vecchiarelli	400	Aircraft Rescue and Fire-Fighting Operations	N. Pearce
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408	Aircraft Hand Portable Fire Extinguishers	K. Holland	520	Subterranean Space	A. Fraser
409	Aircraft Hangars	B. D. Chase	550	Fire Safety Concepts Tree	K. Bigda
410	Aircraft Maintenance	B. D. Chase	551	Evaluation of Fire Risk Assessments	K. Bigda
412	Evaluating Aircraft Rescue and Fire- Fighting Foam Equipment	K. Holland	555	Methods for Evaluating Potential for Room Flashover	K. Bigda
414	Aircraft Rescue and Fire-Fighting Vehicles	K. Holland	556	Methods for Evaluating Fire Hazard to Occupants of Passenger Road Vehicles	K. Bigda
415	Airport Terminal Buildings, Fueling Ramp Drainage, and Loading Walkways	B. D. Chase	557	Fire Loads for Use in Structural Fire Protection Design	K. Bigda
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422	Aircraft Accident/Incident Response	K. Holland	601	Security Services in Fire Loss Prevention	N. Pearce
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473	Competencies for EMS Personnel Responding to Hazardous Materials/Weapons of Mass Destruction Incidents	T. McGowan	664	Wood Processing and Woodworking Facilities, Prevention of Fire and Explosions in	D. Duval
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495	Explosive Materials Code	D. Duval	704	Identification of the Hazards of Materials for Emergency Response	N. Pearce
496	Purged and Pressurized Enclosures for Electrical Equipment	S. Bershad	705	Field Flame Test for Textiles and Films	T. Vecchiarelli
497	Classification of Flammable Liquids, Gases, or Vapors and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas	S. Bershad	720	Carbon Monoxide (CO) Detection and Warning Equipment, Installation of	L. F. Richardson
498	Safe Havens and Interchange Lots for Vehicles Transporting Explosives	D. Duval	730	Premises Security	R. J. Roux
499	Classification of Combustible Dusts and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas	S. Bershad	731	Installation of Electronic Premises Security Equipment	R.J. Roux
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501A	Manufactured Home Installations, Sites, and Communities	T. Vecchiarelli	780	Lightning Protection Systems, Installation of	R. J. Roux

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791	Procedures for Unlabeled Electrical Equipment Evaluation	R. J. Roux	1006	Technical Rescuer Professional Qualifications	T. McGowan
801	Radioactive Materials, Facilities Handling	S. Bershad	1021	Fire Officer Professional Qualifications	T. McGowan
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806	Fire Protection for Advanced Nuclear Reactor Electric Generating Plants Change Process, Performance-Based Standard for	S. Bershad	1033	Fire Investigator, Professional Qualifications for	T. McGowan
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851	Hydroelectric Generating Plants, Fire Protection for	C. Duffy	1041	Fire Service Instructor Professional Qualifications	T. McGowan
853	Stationary Fuel Cell Power Systems, Installation of	C. Duffy	1051	Wildland Fire Fighter Professional Qualifications	T. McGowan
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951	Guide to Building and Utilizing Data Information (PROPOSED)	C. J. Farrell	1123	Fireworks Display	N. Pearce
1000	Accreditation and Certification Systems, Fire Service Professional Qualifications	T. McGowan	1124	Manufacture, Transportation, Storage, and Retail Sales of Fireworks and Pyrotechnic Articles	N. Pearce
1001	Fire Fighter Professional Qualifications	T. McGowan	1125	Model Rocket and High Power Rocket Motors, Manufacture of	N. Pearce
1002	Fire Apparatus Driver/Operator Professional Qualifications	T. McGowan			
1003	Airport Fire Fighter Professional Qualifications	T. McGowan			

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1142	Water Supplies for Suburban and Rural Fire Fighting	R. Depew	1581	Fire Department Infection Control Program	K. Holland
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1911	In-Service Automotive Fire Apparatus, Inspection, Maintenance, Testing, and Retirement of	R. Depew
1912	Refurbishing Fire Apparatus	R. Depew
1917	Automotive Ambulances	K. Holland
1925	Marine Fire-Fighting Vessels	R. Depew
1931	Fire Department Ground Ladders, Manufacturer's Design	C. J. Farrell
1932	Fire Department Ground Ladders, Use, Maintenance, and Service Testing	C. J. Farrell
1936	Powered Rescue Tool	C.J. Farrell
1951	Protective Ensembles for Technical Rescue Incidents	D.G. Trebisacci
1952	Surface Water Operations Protective Clothing and Equipment	D.G. Trebisacci
1953	Protective Ensembles for Contaminated Water Diving (PROPOSED)	D. G. Trebisacci
1961	Fire Hose	C. J. Farrell
1962	Fire Hose, Couplings, Nozzles, and Fire Hose Appliances, Care, Use, Inspection, and Service Testing	C. J. Farrell
1963	Fire Hose Connections	C. J. Farrell
1964	Spray Nozzles	C. J. Farrell
1965	Fire Hose Appliances	C. J. Farrell
1971	Protective Ensemble for Structural Fire Fighting and Proximity Fire Fighting	D. G. Trebisacci
1975	Station/Work Uniforms for Emergency Services	D. G. Trebisacci

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1977	Wildland Fire Fighting, Protective Clothing and Equipment	D. G. Trebisacci
1981	Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services	D. G. Trebisacci
1982	Personal Alert Safety Systems (PASS)	D. G. Trebisacci
1983	Emergency Services Life Safety Rope and Equipment	D. G. Trebisacci
1984	Respirators for Wildland Fire-Fighting Operations	D. G. Trebisacci
1989	Breathing Air Quality for Emergency Services Respiratory Protection	D. G. Trebisacci
1991	Vapor-Protective Ensembles for Hazardous Materials Emergencies	D.G. Trebisacci
1992	Liquid Splash-Protective Ensembles and Clothing for Hazardous Materials Emergencies	D. G. Trebisacci
1994	Protection Ensembles for First Responders to CBRN Terrorism Incidents	D. G. Trebisacci
1999	Protective Clothing for Emergency Medical Operations	D. G. Trebisacci
2001	Clean Agent Fire Extinguishing Systems	B. D. Chase
2010	Fixed Aerosol Fire-Extinguishing Systems	B. D. Chase
2112	Flame-Resistant Garments for Protection of Industrial Personnel Against Flash Fire	D. Duval
2113	Selection, Care, Use, and Maintenance of Flame-Resistant Garments for Protection of Industrial Personnel Against Flash Fire	D. Duval
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	PROCESS STAGE	PROCESS STEP	DATES FOR TC	DATES FOR TC WITH TCC
1	PRELIMINARY	1.0 Notification of intent to enter cycle	7/8/11	7/8/11
2	REPORT ON PROPOSALS (ROP)	2.1 Proposal closing date*	*11/25/11	*11/25/11
		2.2 Final date for ROP meeting	2/24/12	2/3/12
		2.3 Final date for mailing TC ballots	3/16/12	2/17/12
		2.4 Receipt of (TC) ballots by staff liaison	4/20/12	3/9/12
		2.5 Receipt of TC recirculation ballots	5/4/12	3/16/12
		2.6 Final date for TCC meeting		4/13/12
		2.7 Final date for mailing TCC ballots		4/20/12
		2.8 Receipt of TCC ballots		5/11/12
		2.9 Receipt of TCC recirculation ballots		5/18/12
		2.10 Final copy (w/ ballot statements) to Secretary, Standards Council	5/11/12	5/25/12
		2.11 Completion of Reports	5/18/12	6/1/12
		2.12 ROP Published and Posted	6/22/12	6/22/12
3	REPORT ON COMMENTS (ROC)	3.1 Comment closing date	8/31/12	8/31/12
		3.2 Final date for ROC meeting	11/2/12	10/5/12
		3.3 Final date for mailing TC ballots	11/16/12	10/19/12
		3.4 Receipt of (TC) ballots by staff liaison	11/30/12	11/9/12
		3.5 Receipt of TC recirculation ballots	12/7/12	11/16/12
		3.6 Final date for TCC meeting		12/14/12
		3.7 Final date for mailing TCC ballots		12/21/12
		3.8 Receipt of TCC ballots		1/11/13
		3.9 Receipt of TCC recirculation ballots		1/18/13
		3.10 Final copy (w/ ballot statements) to Secretary, Standards Council	12/21/12	1/25/13
		3.11 Completion of Reports	1/11/13	2/1/13
		3.12 ROC Published and Posted	2/22/13	2/22/13
4	TECH SESSION PREPARATION & ISSUANCE	4.1 Notice of Intent to Make a Motion (NITMAM) Closing Date	4/5/13	4/5/13
		4.2 Posting of Filed NITMAM (Motions Committee Report)	5/3/13	5/3/13
		4.3 Appeal Closing Date for Consent Documents or without NITMAM	5/18/13	5/18/13
		4.4 Council Issuance for Consent Documents or without NITMAM	5/28/13	5/28/13
5	TECHNICAL SESSION	5.0 Association Meeting for Documents with Certified Amending Motions (CAMs)	6/9-13/13	6/9-13/13
6	APPEALS & ISSUANCE	6.1 Appeal closing date for Documents with CAMs	7/3/13	7/3/13
		6.2 Council issuance date for Documents with CAMs	8/1/13	8/1/13

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*Public Input Dates may vary according to documents and schedules for Revision Cycles may change. Please check the NFPA Website for the most up-to-date information on Public Input Closing Dates and schedules at www.nfpa.org/document# (i.e. www.nfpa.org/101) and click on the Next Edition tab.

Process Stage	Process Step	Dates for TC	Dates for TC with CC
Public Input Stage (First Draft)	Public Input Closing Date*	1/4/2012	1/4/2012
	Final Date for TC First Draft Meeting	6/22/2012	3/16/2012
	Posting of First Draft and TC Ballot	8/3/2012	4/27/2012
	Final date for Receipt of TC First Draft ballot	8/24/2012	5/18/2012
	Final date for Receipt of TC First Draft ballot - recirc	8/31/2012	5/25/2012
	Posting of First Draft for CC Meeting		6/1/2012
	Final date for CC First Draft Meeting		7/13/2012
	Posting of First Draft and CC Ballot		8/3/2012
	Final date for Receipt of CC First Draft ballot		8/24/2012
	Final date for Receipt of CC First Draft ballot - recirc		8/31/2012
	Post Final First Draft for Public Comment	9/7/2012	9/7/2012

Comment Stage (Second Draft)	Public Comment closing date	11/16/2012	11/16/2012
	Final Date to Publish Notice of Consent Documents (Documents that received no Comments)	11/23/2012	11/23/2012
	Appeal Closing Date for Consent Documents (Documents that received no Comments)	12/8/2012	12/8/2012
	Final date for TC Second Draft Meeting	5/3/2013	1/25/2013
	Posting of Second Draft and TC Ballot	6/14/2013	3/8/2013
	Final date for Receipt of TC Second Draft ballot	7/5/2013	3/29/2013
	Final date for receipt of TC Second Draft ballot - recirc	7/12/2013	4/5/2013
	Posting of Second Draft for CC Meeting		4/12/2013
	Final date for CC Second Draft Meeting		5/24/2013
	Posting of Second Draft for CC Ballot		6/14/2013
	Final date for Receipt of CC Second Draft ballot		7/5/2013
	Final date for Receipt of CC Second Draft ballot - recirc		7/12/2013
		Post Final Second Draft for NITMAM Review	7/19/2013

Tech Session Preparation (& Issuance)	Notice of Intent to Make a Motion (NITMAM) Closing Date	8/23/2013	8/23/2013
	Posting of Certified Amending Motions (CAMs) and Consent Documents	10/18/2013	10/18/2013
	Appeal Closing Date for Consent Documents	11/2/2013	11/2/2013
	SC Issuance Date for Consent Documents	11/12/2013	11/12/2013

Tech Session	Association Meeting for Documents with CAMs	6/9-12/2014	6/9-12/2014
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Appeals and Issuance	Appeal Closing Date for Documents with CAMs	6/24/2014	6/24/2014
	Council Issuance Date for Documents with CAMs	8/14/2014	8/14/2014

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Process Stage	Process Step	Dates for TC	Dates for TC with CC
Public Input Stage (First Draft)	Public Input Closing Date*	6/22/2012	6/22/2012
	Final Date for TC First Draft Meeting	11/30/2012	8/31/2012
	Posting of First Draft and TC Ballot	1/18/2013	10/12/2012
	Final date for Receipt of TC First Draft ballot	2/8/2013	11/2/2012
	Final date for Receipt of TC First Draft ballot - recirc	2/15/2013	11/9/2012
	Posting of First Draft for CC Meeting		11/16/2012
	Final date for CC First Draft Meeting		12/28/2012
	Posting of First Draft and CC Ballot		1/18/2013
	Final date for Receipt of CC First Draft ballot		2/8/2013
	Final date for Receipt of CC First Draft ballot - recirc		2/15/2013
	Post Final First Draft for Public Comment	2/22/2013	2/22/2013

Comment Stage (Second Draft)	Public Comment closing date	5/3/2013	5/3/2013
	Final Date to Publish Notice of Consent Documents (Documents that received no Comments)	5/17/2013	5/17/2013
	Appeal Closing Date for Consent Documents (Documents that received no Comments)	5/31/2013	5/31/2013
	Final date for TC Second Draft Meeting	10/18/2013	7/12/2013
	Posting of Second Draft and TC Ballot	11/29/2013	8/23/2013
	Final date for Receipt of TC Second Draft ballot	12/20/2013	9/13/2013
	Final date for receipt of TC Second Draft ballot - recirc	12/27/2013	9/20/2013
	Posting of Second Draft for CC Meeting		9/27/2013
	Final date for CC Second Draft Meeting		11/8/2013
	Posting of Second Draft for CC Ballot		11/29/2013
	Final date for Receipt of CC Second Draft ballot		12/20/2013
	Final date for Receipt of CC Second Draft ballot - recirc		12/27/2013
	Post Final Second Draft for NITMAM Review	1/3/2014	1/3/2014

Tech Session Preparation (& Issuance)	Notice of Intent to Make a Motion (NITMAM) Closing Date	2/7/2014	2/7/2014
	Posting of Certified Amending Motions (CAMs) and Consent Documents	4/4/2014	4/4/2014
	Appeal Closing Date for Consent Documents	4/19/2014	4/19/2014
	SC Issuance Date for Consent Documents	4/29/2014	4/29/2014

Tech Session	Association Meeting for Documents with CAMs	6/9-12/2014	6/9-12/2014
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Appeals and Issuance	Appeal Closing Date for Documents with CAMs	6/24/2014	6/24/2014
	Council Issuance Date for Documents with CAMs	8/14/2014	8/14/2014

FALL 2014 REVISION CYCLE

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Process Stage	Process Step	Dates for TC	Dates for TC with CC
Public Input Stage (First Draft)	Public Input Closing Date*	1/4/2013	1/4/2013
	Final Date for TC First Draft Meeting	6/14/2013	3/15/2013
	Posting of First Draft and TC Ballot	8/2/2013	4/26/2013
	Final date for Receipt of TC First Draft ballot	8/23/2013	5/17/2013
	Final date for Receipt of TC First Draft ballot - recirc	8/30/2013	5/24/2013
	Posting of First Draft for CC Meeting		5/31/2013
	Final date for CC First Draft Meeting		7/21/2013
	Posting of First Draft and CC Ballot		8/2/2013
	Final date for Receipt of CC First Draft ballot		8/23/2013
	Final date for Receipt of CC First Draft ballot - recirc		8/30/2013
	Post First Draft Report for Public Comment	9/6/2013	9/6/2013

Comment Stage (Second Draft)	Public Comment closing date	11/15/2013	11/15/2013
	Final Date to Publish Notice of Consent Standards (Standards that received no Comments)	11/29/2013	11/29/2013
	Appeal Closing Date for Consent Standards (Standards that received no Comments)	12/13/2013	12/13/2013
	Final date for TC Second Draft Meeting	5/2/2014	1/24/2014
	Posting of Second Draft and TC Ballot	6/13/2014	3/7/2014
	Final date for Receipt of TC Second Draft ballot	7/7/2014	3/28/2014
	Final date for receipt of TC Second Draft ballot - recirc	7/14/2014	4/4/2014
	Posting of Second Draft for CC Meeting		4/11/2014
	Final date for CC Second Draft Meeting		5/23/2014
	Posting of Second Draft for CC Ballot		6/13/2014
	Final date for Receipt of CC Second Draft ballot		7/3/2014
	Final date for Receipt of CC Second Draft ballot - recirc		7/11/2014
	Post Second Draft Report for NITMAM Review	7/18/2014	7/18/2014

Tech Session Preparation (& Issuance)	Notice of Intent to Make a Motion (NITMAM) Closing Date	8/22/2014	8/22/2014
	Posting of Certified Amending Motions (CAMs) and Consent Standards	10/17/2014	10/17/2014
	Appeal Closing Date for Consent Standards	11/1/2014	11/1/2014
	SC Issuance Date for Consent Standards	11/11/2014	11/11/2014

Tech Session	Association Meeting for Standards with CAMs	6/22-25/2015	6/22-25/2015
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Appeals and Issuance	Appeal Closing Date for Standards with CAMs	7/15/2015	7/15/2015
	SC Issuance Date for Standards with CAMs	8/20/2015	8/20/2015

ANNUAL 2015 REVISION CYCLE

*Public Input Dates may vary according to standards and schedules for Revision Cycles may change. Please check the NFPA Website for the most up-to-date information on Public Input Closing Dates and schedules at [www.nfpa.org/document #](http://www.nfpa.org/document#) (i.e. www.nfpa.org/101) and click on the Next Edition tab.

Process Stage	Process Step	Dates for TC	Dates for TC with CC
Public Input Stage (First Draft)	Public Input Closing Date*	7/8/2013	7/8/2013
	Final Date for TC First Draft Meeting	12/13/2013	9/13/2013
	Posting of First Draft and TC Ballot	1/31/2014	10/25/2013
	Final date for Receipt of TC First Draft ballot	7/21/2014	11/15/2013
	Final date for Receipt of TC First Draft ballot - recirc	2/28/2014	11/22/2013
	Posting of First Draft for CC Meeting		11/29/2013
	Final date for CC First Draft Meeting		1/10/2014
	Posting of First Draft and CC Ballot		1/31/2014
	Final date for Receipt of CC First Draft ballot		2/21/2014
	Final date for Receipt of CC First Draft ballot - recirc		2/28/2014
	Post First Draft Report for Public Comment	3/7/2014	3/7/2014

Comment Stage (Second Draft)	Public Comment closing date	5/16/2014	5/16/2014
	Final Date to Publish Notice of Consent Documents (Standards that received no Comments)	5/30/2014	5/30/2014
	Appeal Closing Date for Consent Standards (Standards that received no Comments)	6/13/2014	6/13/2014
	Final date for TC Second Draft Meeting	10/31/2014	7/25/2014
	Posting of Second Draft and TC Ballot	12/12/2014	9/5/2014
	Final date for Receipt of TC Second Draft ballot	1/2/2015	9/26/2014
	Final date for receipt of TC Second Draft ballot - recirc	1/9/2015	10/3/2014
	Posting of Second Draft for CC Meeting		10/10/2014
	Final date for CC Second Draft Meeting		11/21/2014
	Posting of Second Draft for CC Ballot		12/12/2014
	Final date for Receipt of CC Second Draft ballot		1/2/2015
	Final date for Receipt of CC Second Draft ballot - recirc		1/9/2015
		Post Second Draft Report for NITMAM Review	1/16/2015

Tech Session Preparation (& Issuance)	Notice of Intent to Make a Motion (NITMAM) Closing Date	3/6/2015	3/6/2015
	Posting of Certified Amending Motions (CAMs) and Consent Standards	5/1/2015	5/1/2015
	Appeal Closing Date for Consent Standards	5/16/2015	5/16/2015
	SC Issuance Date for Consent Standards	5/26/2015	5/26/2015

Tech Session	Association Meeting for Standards with CAMs	6/22-25/2016	6/22-25/2016
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Appeals and Issuance	Appeal Closing Date for Standards with CAMs	7/15/2015	7/15/2015
	SC Issuance Date for Standards with CAMs	8/20/2015	8/20/2015

FALL 2015 REVISION CYCLE

*Public Input Dates may vary according to standards and schedules for Revision Cycles may change. Please check the NFPA Website for the most up-to-date information on Public Input Closing Dates and schedules at www.nfpa.org/document# (i.e. www.nfpa.org/101) and click on the Next Edition tab.

Process Stage	Process Step	Dates for TC	Dates for TC with CC
Public Input Stage (First Draft)	Public Input Closing Date*	1/3/14	1/3/14
	Final Date for TC First Draft Meeting	6/13/14	3/14/14
	Posting of First Draft and TC Ballot	8/1/14	4/25/14
	Final date for Receipt of TC First Draft ballot	8/22/14	5/16/14
	Final date for Receipt of TC First Draft ballot - recirc	8/29/14	5/23/14
	Posting of First Draft for CC Meeting		5/30/14
	Final date for CC First Draft Meeting		7/11/14
	Posting of First Draft and CC Ballot		8/1/14
	Final date for Receipt of CC First Draft ballot		8/22/14
	Final date for Receipt of CC First Draft ballot - recirc		8/29/14
	Post First Draft Report for Public Comment	9/5/14	9/5/14

Comment Stage (Second Draft)	Public Comment closing date	11/14/14	11/14/14
	Final Date to Publish Notice of Consent Standards (Standards that received no Comments)	11/28/14	11/28/14
	Appeal Closing Date for Consent Standards (Standards that received no Comments)	12/12/14	12/12/14
	Final date for TC Second Draft Meeting	5/1/15	1/23/15
	Posting of Second Draft and TC Ballot	6/12/15	3/6/15
	Final date for Receipt of TC Second Draft ballot	7/3/15	3/27/15
	Final date for receipt of TC Second Draft ballot - recirc	7/10/15	4/3/15
	Posting of Second Draft for CC Meeting		4/10/15
	Final date for CC Second Draft Meeting		5/22/15
	Posting of Second Draft for CC Ballot		6/12/15
	Final date for Receipt of CC Second Draft ballot		7/3/15
	Final date for Receipt of CC Second Draft ballot - recirc		7/10/15
	Post Second Draft Report for NITMAM Review	7/17/15	7/17/15

Tech Session Preparation (& Issuance)	Notice of Intent to Make a Motion (NITMAM) Closing Date	8/21/15	8/21/15
	Posting of Certified Amending Motions (CAMs) and Consent Standards	10/16/15	10/16/15
	Appeal Closing Date for Consent Standards (15 days)	10/31/15	10/31/15
	SC Issuance Date for Consent Standards (10 days)	11/10/15	11/10/15

Tech Session	Association Meeting for Standards with CAMs	6/6-9/16	6/6-9/16
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Appeals and Issuance	Appeal Closing Date for Standards with CAMs	6/29/16	6/29/16
	SC Issuance Date for Standards with CAMs	8/4/16	8/4/16

ANNUAL 2016 REVISION CYCLE

*Public Input Dates may vary according to standards and schedules for Revision Cycles may change. Please check the NFPA Website for the most up-to-date information on Public Input Closing Dates and schedules at www.nfpa.org/document # (i.e. www.nfpa.org/101) and click on the Next Edition tab.

Process Stage	Process Step	Dates for TC	Dates for TC with CC
Public Input Stage (First Draft)	Public Input Closing Date*	7/7/14	7/7/14
	Final Date for TC First Draft Meeting	12/15/14	9/15/14
	Posting of First Draft and TC Ballot	2/2/15	10/27/14
	Final date for Receipt of TC First Draft ballot	2/23/15	11/17/14
	Final date for Receipt of TC First Draft ballot - recirc	3/2/15	11/24/14
	Posting of First Draft for CC Meeting		12/1/14
	Final date for CC First Draft Meeting		1/12/15
	Posting of First Draft and CC Ballot		2/2/15
	Final date for Receipt of CC First Draft ballot		2/23/15
	Final date for Receipt of CC First Draft ballot - recirc		3/2/15
	Post First Draft Report for Public Comment	3/9/15	3/9/15

Comment Stage (Second Draft)	Public Comment closing date	5/18/15	5/18/15
	Final Date to Publish Notice of Consent Standards (Standards that received no Comments)	6/1/15	6/1/15
	Appeal Closing Date for Consent Standards (Standards that received no Comments)	6/15/15	6/15/15
	Final date for TC Second Draft Meeting	11/2/15	7/27/15
	Posting of Second Draft and TC Ballot	12/14/15	9/7/15
	Final date for Receipt of TC Second Draft ballot	1/4/16	9/28/15
	Final date for receipt of TC Second Draft ballot - recirc	1/11/16	10/5/15
	Posting of Second Draft for CC Meeting		10/12/15
	Final date for CC Second Draft Meeting		11/23/15
	Posting of Second Draft for CC Ballot		12/14/15
	Final date for Receipt of CC Second Draft ballot		1/4/16
	Final date for Receipt of CC Second Draft ballot - recirc		1/11/16
	Post Second Draft Report for NITMAM Review	1/18/16	1/18/16

Tech Session Preparation (& Issuance)	Notice of Intent to Make a Motion (NITMAM) Closing Date	2/22/16	2/22/16
	Posting of Certified Amending Motions (CAMs) and Consent Standards	4/18/16	4/18/16
	Appeal Closing Date for Consent Standards	5/3/16	5/3/16
	SC Issuance Date for Consent Standards	5/13/16	5/13/16

Tech Session	Association Meeting for Standards with CAMs	6/6-9/16	6/6-9/16
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Appeals and Issuance	Appeal Closing Date for Standards with CAMs	6/29/16	6/29/16
	SC Issuance Date for Standards with CAMs	8/4/16	8/4/16

FALL 2016 REVISION CYCLE

*Public Input Dates may vary according to standards and schedules for Revision Cycles may change. Please check the NFPA Website for the most up-to-date information on Public Input Closing Dates and schedules at www.nfpa.org/document # (i.e. www.nfpa.org/101) and click on the Next Edition tab.

Process Stage	Process Step	Dates for TC	Dates for TC with CC
Public Input Stage (First Draft)	Public Input Closing Date*	1/5/15	1/5/15
	Final Date for TC First Draft Meeting	6/15/15	3/16/15
	Posting of First Draft and TC Ballot	8/3/15	4/27/15
	Final date for Receipt of TC First Draft ballot	8/24/15	5/18/15
	Final date for Receipt of TC First Draft ballot - recirc	8/31/15	5/25/15
	Posting of First Draft for CC Meeting		6/1/15
	Final date for CC First Draft Meeting		7/13/15
	Posting of First Draft and CC Ballot		8/3/15
	Final date for Receipt of CC First Draft ballot		8/24/15
	Final date for Receipt of CC First Draft ballot - recirc		8/31/15
	Post First Draft Report for Public Comment	9/7/15	9/7/15

Comment Stage (Second Draft)	Public Comment closing date	11/16/15	11/16/15
	Final Date to Publish Notice of Consent Standards (Standards that received no Comments)	11/30/15	11/30/15
	Appeal Closing Date for Consent Standards (Standards that received no Comments)	12/14/15	12/14/15
	Final date for TC Second Draft Meeting	5/2/16	1/25/16
	Posting of Second Draft and TC Ballot	6/13/16	3/7/16
	Final date for Receipt of TC Second Draft ballot	7/5/16	3/28/16
	Final date for receipt of TC Second Draft ballot - recirc	7/11/16	4/4/16
	Posting of Second Draft for CC Meeting		4/11/16
	Final date for CC Second Draft Meeting		5/23/16
	Posting of Second Draft for CC Ballot		6/13/16
	Final date for Receipt of CC Second Draft ballot		7/5/16
	Final date for Receipt of CC Second Draft ballot - recirc		7/11/16
	Post Second Draft Report for NITMAM Review	7/18/16	7/18/16

Tech Session Preparation (& Issuance)	Notice of Intent to Make a Motion (NITMAM) Closing Date	8/22/16	8/22/16
	Posting of Certified Amending Motions (CAMs) and Consent Standards	10/17/16	10/17/16
	Appeal Closing Date for Consent Standards	11/1/16	11/1/16
	SC Issuance Date for Consent Standards	11/11/16	11/11/16

Tech Session	Association Meeting for Standards with CAMs	6/4-7/17	6/4-7/17
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Appeals and Issuance	Appeal Closing Date for Standards with CAMs	6/27/17	6/27/17
	SC Issuance Date for Standards with CAMs	8/10/17	8/10/17

ANNUAL 2017 REVISION CYCLE

*Public Input Dates may vary according to standards and schedules for Revision Cycles may change. Please check the NFPA Website for the most up-to-date information on Public Input Closing Dates and schedules at [www.nfpa.org/document #](http://www.nfpa.org/document#) (i.e. www.nfpa.org/101) and click on the Next Edition tab.

Process Stage	Process Step	Dates for TC	Dates for TC with CC
Public Input Stage (First Draft)	Public Input Closing Date*	7/6/15	7/6/15
	Final Date for TC First Draft Meeting	12/14/15	9/14/15
	Posting of First Draft and TC Ballot	2/1/16	10/26/15
	Final date for Receipt of TC First Draft ballot	2/22/16	11/16/15
	Final date for Receipt of TC First Draft ballot - recirc	2/29/16	11/23/15
	Posting of First Draft for CC Meeting		11/30/15
	Final date for CC First Draft Meeting		1/11/16
	Posting of First Draft and CC Ballot		2/1/16
	Final date for Receipt of CC First Draft ballot		2/22/16
	Final date for Receipt of CC First Draft ballot - recirc		2/29/16
	Post First Draft Report for Public Comment	3/7/16	3/7/16

Comment Stage (Second Draft)	Public Comment closing date	5/16/16	5/16/16
	Final Date to Publish Notice of Consent Standards (Standards that received no Comments)	5/30/16	5/30/16
	Appeal Closing Date for Consent Standards (Standards that received no Comments)	6/13/16	6/13/16
	Final date for TC Second Draft Meeting	10/31/16	7/25/16
	Posting of Second Draft and TC Ballot	12/12/16	9/5/16
	Final date for Receipt of TC Second Draft ballot	1/2/17	9/26/16
	Final date for receipt of TC Second Draft ballot - recirc	1/9/17	10/3/16
	Posting of Second Draft for CC Meeting		10/10/16
	Final date for CC Second Draft Meeting		11/21/16
	Posting of Second Draft for CC Ballot		12/12/16
	Final date for Receipt of CC Second Draft ballot		1/2/17
	Final date for Receipt of CC Second Draft ballot - recirc		1/9/17
	Post Second Draft Report for NITMAM Review	1/16/17	1/16/17

Tech Session Preparation (& Issuance)	Notice of Intent to Make a Motion (NITMAM) Closing Date	2/20/17	2/20/17
	Posting of Certified Amending Motions (CAMs) and Consent Standards	4/17/17	4/17/17
	Appeal Closing Date for Consent Standards	5/2/17	5/2/17
	SC Issuance Date for Consent Standards	5/12/17	5/12/17

Tech Session	Association Meeting for Standards with CAMs	6/4-7/2017	6/4-7/2017
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Appeals and Issuance	Appeal Closing Date for Standards with CAMs	6/27/17	6/27/17
	SC Issuance Date for Standards with CAMs	8/10/17	8/10/17

NEC® A2013 REVISION CYCLE 2014 EDITION

	PROCESS STAGE	PROCESS STEP	DATES FOR TC
1	PRELIMINARY	Notification of intent to enter cycle	7/8/10
2	REPORT ON PROPOSALS (ROP)	NEC Closing Date for Proposals	11/4/11
		NEC Code-Making Panel Meetings (ROP)	1/9-21/12
		Mail NEC Ballots to CMPs	1/27/12
		Receipt of Initial NEC Ballots	2/24/12
		NEC Correlating Committee Meeting	4/23-27/12
		NEC ROP to Mailing House	7/13/12
3	REPORT ON COMMENTS (ROC)	NEC Closing Date for Comments	10/17/12
		NEC Code-Making Panel Meetings (ROC)	11/28-12/8/12
		Mail NEC Ballots to CMPs	12/14/12
		Receipt of NEC (TC) ballots by staff liaison	1/11/13
		NEC Correlating Committee Meeting	2/18-22/13
		NEC ROC to Mailing House	3/22/13
4	TECH SESSION PREPARATION & ISSUANCE OF CONSENT DOCUMENTS	Notice of Intent to Make a Motion (NITMAM) NEC	5/3/13
		Posting of Certified NEC NITMAMs	5/17/13
5	TECHNICAL SESSION	Association Meeting for Documents with Certified Amending Motions (CAMs)	6/9-13/13
6	APPEALS & ISSUANCE OF DOCUMENTS W/CAMs	Appeal closing date for Documents with CAMs	7/3/13
		Council issuance date for Documents with CAMs	8/1/13

*Public Input Dates may vary according to documents and schedules for Revision Cycles may change. Please check the NFPA Website for the most up-to-date information on Public Input Closing Dates and schedules at www.nfpa.org/document# (i.e. www.nfpa.org/101) and click on the Next Edition tab.

WHO TO CALL FOR WHAT

The following is a quick reference to direct you to the appropriate NFPA department or staff person when you contact NFPA with a question or request. Mailing address: NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471. Telephone: (617) 770-3000.

TECHNICAL ASSISTANCE

Air-Conditioning & Ventilating Systems

Allan Fraser, Sr. Building Code Specialist

Aircraft Rescue and Firefighting

Kendall Holland, Emergency Services Specialist

Animal Housing

Tracy Vecchiarelli, Associate Fire Protection Engineer

Aviation

Barry Chase, Sr. Fire Protection Engineer

Boiler/Furnace

Denise Beach, Senior Engineer
Derek Duval, Fire Protection Engineer

Building Code

Robert E. Solomon, Division Manager
Kristin Bigda, Sr. Fire Protection Engineer
Ron Coté, Principal Life Safety Engineer
Allan Fraser, Sr. Building Code Specialist
Gregory E. Harrington, Principal Fire Protection Engineer
Tracy Vecchiarelli, Associate Fire Protection Engineer

Building Construction

Tracy Vecchiarelli, Associate Fire Protection Engineer

Chemicals

Guy R. Colonna, Division Manager
Nancy Pearce, Senior Engineer

Chimneys/Heat-Producing Appliances

Denise Beach, Senior Engineer

Codes and Standards Administration

Amy Beasley Cronin, Division Manager, Secretary Standards Council
Linda Fuller, Manager and Recording Secretary- Standards Council

Codes and Standards Operations

Christian Dubay, Vice President and Chief Engineer

Dust Explosion Hazards

Guy R. Colonna, Division Manager
Derek Duval, Fire Protection Engineer

Electrical Engineering

William M. Burke, Division Manager
Mark W. Earley, Chief Electrical Engineer

Jean Blanc, Associate Electrical Engineer
Christopher Coache, Senior Electrical Engineer
Mark Cloutier, Senior Electrical Engineer
Michael Fontaine, Senior Electrical Engineer
Lee F. Richardson, Senior Electrical Engineer
Richard J. Roux, Senior Electrical Specialist

Emergency Medical Services

Kendall Holland, Emergency Services Specialist

Emergency Management/Preparedness

Orlando Hernandez, Senior Emergency Services Specialist

Explosives

Derek Duval, Fire Protection Engineer

Extinguishing Systems/Special Agents

Richard P. Bielen, Division Manager
Barry Chase, Senior Fire Protection Engineer

Extinguishing Systems/Water

Richard P. Bielen, Division Manager
Matt Klaus, Senior Fire Protection Engineer

Fire Alarm Systems

William M. Burke, Division Manager
Lee F. Richardson, Senior Electrical Engineer
Richard J. Roux, Senior Electrical Specialist

Fire Apparatus

Ryan Depew, Emergency Services Specialist

Fire and Emergency Services Personal Protective Clothing and Equipment

David Trebisacci, Senior Fire Service Safety Specialist

Fire and Emergency Services Tool, Hose and Appliances

Christopher Farrell, Emergency Services Specialist

Fire Doors and Windows

Kristin Bigda, Sr. Fire Protection Engineer

Fire Investigations

Robert Duval, Senior Fire Investigator
Orlando Hernandez, Senior Emergency Services Specialist

Fire Code

Kristin Bigda, Sr. Fire Protection Engineer
Gregory E. Harrington, Principal Fire Protection Engineer

Fire Pumps

Richard P. Bielen, Division Manager

Chad Duffy, Senior Fire Protection Engineer

Fire Service (Fire Departments)

Steven Sawyer, Senior Emergency Services Specialist

Fire Service Management

Kenneth Willette, Division Manager

Fire Service Occupational Safety and Health

Kendall Holland, Emergency Services Specialist

Fire Service Professional Qualifications

Thomas McGowan, Senior Emergency Services Specialist

Fire Service Training

Steven Sawyer, Senior Emergency Services Specialist

Fire Statistics

Paula Levesque, Fire Analysis & Research

Fire Tests

Tracy Vecchiarelli, Associate Fire Protection Engineer

Flammable/Combustible Liquids

Robert P. Benedetti, Principal Flammable Liquids Engineer

Gases

Denise Beach, Senior Engineer
Susan Bershada, Senior Chemical Engineer

Hazardous Materials Response

Thomas McGowan, Senior Emergency Services Specialist

Health Care

Richard P. Bielen, Division Manager
Jonathan Hart, Associate Fire Protection Engineer

Hydrogen Technologies

Susan Bershada, Senior Chemical Engineer

Industrial Fire Protection

Guy R. Colonna, Division Manager

Industrial Gases

Denise Beach, Senior Engineer
Susan Bershada, Senior Chemical Engineer

International Fire Marshals Association

Steven F. Sawyer, Executive Secretary

International Operations

Olga Caledonia, Executive Director, International Operations

Library

Sue Marsh, Librarian

Lightning Protection

Richard Roux, Senior Electrical Specialist

Manufactured Housing

Tracy Vecchiarelli, Associate Fire Protection Engineer

Marine Fire Protection

Guy R. Colonna, Division Manager
Lawrence B. Russell, Senior Chemical/Marine Specialist

Oil Heating Appliances

Robert P. Benedetti, Principal Flammable Liquids Engineer

Public Fire Protection

Kenneth Willette, Division Manager

Safety to Life

Kristin Bigda, Sr. Fire Protection Engineer
Ron Coté, Principal Life Safety Engineer
Gregory E. Harrington, Principal Fire Protection Engineer
Tracy Vecchiarelli, Associate Fire Protection Engineer

Smoke Management Systems

Tracy Vecchiarelli, Associate Fire Protection Engineer

Sprinkler Systems

Richard P. Bielen, Division Manager
Matthew Klaus, Senior Fire Protection Engineer

Static Electricity

Robert P. Benedetti, Principal Flammable Liquids Engineer

Wildfire Fighting Standards

Ryan Depew, Emergency Services Specialist

Wildland Fire Management

David Nuss, Division Manager

OTHER ASSISTANCE**Accounts Payable**

Marie Crowley, Accounting Associate, 617-984-7397

Certification

Leon Katcharian, Director of Certification, 617-984-7086

Codes and Standards Administration

Amy Cronin, Division Manager, Secretary Standards Council, 617-984-7241

Colpitts World Travel

Lauren Connelly, 800-795-9500

Conferences

Linda Bailey, Division Manager, Conferences and Meetings, 617-984-7317

Contracts

Barbara Maskell, Sr. Administrator, Grants and Contracts, 617-984-7360

Contributions

Nancy L. Perkins, Executive Administrator, 617-984-7234

Corporate Communications

Public Affairs, Lorraine Carli, VP Communications, 617-984-7276

Credit and Collections

Joseph Cater, Sr. Manager, 617-984-8323

Customer Service

Lorraine B. Ustach, Manager, 800-344-3555

Customer Service and Member Services

800-344-3555

Fire Statistics and Data (One-Stop Data Shop)

Nancy Schwartz, Sr. Supervisor, 617-984-7450

Fire Technology (Technical Journal)

Kathleen M. Robinson, Sr. Project Manager, Editorial Operations, 617-984-7565

High-Risk Outreach

Sharon L. Gamache, Program Director, 617-984-7286

Internal Auditor

Mary K. Briand, Internal Auditor, 617-984-7206

International Operations

Olga C. Caledonia, Program Director, 617-984-7231

Legal

Maureen B. Brodoff, Vice President and General Counsel, 617-984-7256
Dennis J. Berry, Secretary of the Corporation/Director of Licensing, 617-984-7255

Library (Morgan Technical)

Sue Marsh, Librarian, 617-984-7446

Marketing

Andrew Wandell, Division Director, 617-984-7514

Meetings Services

Anna D. Thompson, Sr. Project Manager, 617-984-7311

Member Services

Carol Ann Faber, Director, Membership/Continuity Products, 617-984-7521

NFPA Conference & Exposition

Linda Bailey, Division Manager, Conferences & Meetings, 617-984-7317

NFPA Journal (Member Magazine)

Scott J. Sutherland, Executive Editor, 617-984-7568
Kathleen M. Robinson, Sr. Project Manager, Editorial Operations, 617-984-7565

NFPA Update (Newsletter)

Michael C. Hazell, Division Manager, Web, 617-984-7268

NFPA Web Site

www.nfpa.org

Proposals/Comments

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Online: www.nfpa.org

Public Affairs (Media Inquiries)

617-984-7275

Public Education Programs

Judy L. Comoletti, Division Manager, 617-984-7287

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Open

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FORMS AND INSTRUCTIONS

NFPA MEMBERSHIP ENROLLMENT

INSTRUCTIONS FOR APPLYING TO AN NFPA COMMITTEE

INSTRUCTIONS FOR SUBMITTING PUBLIC INPUT AND COMMENTS

FORMS FOR FILING NOTICE OF INTENT TO MAKE A MOTION (NITMAM) AT AN ASSOCIATION TECHNICAL MEETING

ANNUAL 2013

FALL 2013 AND ALL SUBSEQUENT REVISION CYCLES

NFPA FORMAL INTERPRETATION REQUEST FORM

NFPA/COMMITTEE MEMBER UPDATE FORM

INSTRUCTIONS ON NAVIGATING THE DOCUMENT INFORMATION PAGE

NEW PROJECT INITIATION FORM

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- | | | |
|---|--|---|
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| <input type="checkbox"/> Owner, President, Manager,
Administrator (C10) | <input type="checkbox"/> Facilities Safety Officer (F14) | <input type="checkbox"/> Other (G11) _____ |
| | <input type="checkbox"/> Inspector, Building Official, Fire Marshal
(F03) | |

Type of Organization (Please check one)

- | | | |
|---|---|--|
| <input type="checkbox"/> Architecture, Engineering, Contracting (A14) | <input type="checkbox"/> Commercial Firm (Office, Retail,
Lodging, Restaurant) (G13) | <input type="checkbox"/> Electrical Services, Installation (J11) |
| <input type="checkbox"/> Government (C12) | <input type="checkbox"/> Institutional (Health Care,
Education, Detention,
Museums) (B11) | <input type="checkbox"/> Insurance, Risk Management (B12) |
| <input type="checkbox"/> Fire Service, Public & Private (AA1) | | <input type="checkbox"/> Utilities (G12) |
| <input type="checkbox"/> Industrial Firm (Factory, Warehouse) (C11) | | <input type="checkbox"/> Other (G11) _____ |

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APPLY FOR TECHNICAL COMMITTEE MEMBERSHIP

NFPA is now accepting online applications for Technical Committee membership

To apply for membership on an NFPA Technical Committee, visit the Document Information Page for the relevant NFPA code(s) or standard(s) for which the Technical Committee is responsible.

Then choose the “Technical Committee” tab and select the link “Submit a Committee application online”. You will be asked to sign-in or create a free online account with NFPA before using this application system. Visit www.nfpa.org/tc for additional information on committee membership.

Committee Member Selections

- Appointment to a Technical Committee is based on: qualifications of the applicant; balance of interest categories on the committee; maintaining the committee at a manageable working size; and the ability of the applicant to attend and participate in all committee meetings. A Technical Committee member does not need to be an active NFPA association member.
- An application for Technical Committee membership should be completed online and submitted (see above) for review by the NFPA Standards Council. The Council meets three times a year to consider Technical Committee appointments.
- All such appointments are subject to annual review and reappointment by the Council. Members, who consistently fail to attend meetings, neglect to return ballots, or otherwise exhibit lack of interest, knowledge, or responsibility shall not be reappointed and may be removed for the stated causes at any time. (Regs 3.1.3.1)
- Organization representation is preferred. Organizational applicants have a better chance of getting appointed to a committee since it brings the views of many to the committee rather than one individual or company. Many of our committee members represent organizations such as IAFC, API, SPI, ACC, AGA, NEMA, AFAA, NAFED, IAFF, IFMA, etc.
- NFPA encourages all principal applicants to also have an alternate apply. An alternate will ensure your voice is heard in the event of unforeseen circumstances where you may be unable to participate.

INFORMATION SHEET FOR TECHNICAL COMMITTEE APPLICANTS

The Organization

The National Fire Protection Association, known throughout the world as NFPA, is a membership organization whose mission is to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating consensus codes and standards, research, training, and education.

Technical Committee Membership

NFPA codes and standards are primarily drafted by technical committees that are balanced to include volunteers from a range of interests and backgrounds.

As a technical committee member, you have the privilege of taking an active role in the development of fire safety codes and standards. Before applying for membership, please familiarize yourself with the NFPA standards development system, as well as the responsibilities and obligations you would undertake as an NFPA technical committee member. Of particular importance for this purpose is the Regulations Governing the Development of NFPA Standards, which set forth the rules governing the standards development system, and the Guide for the Conduct of Participants in the NFPA Codes and Standards Development Process, an important document providing guidance for committee members in fulfilling the ethical and other obligations of committee membership. These documents and other important information about the NFPA are contained in the *NFPA Standards Directory*. The Directory can be found on NFPA's website (www.nfpa.org/Regs). If we can provide you with any other assistance, please contact NFPA's Codes and Standards Administration Department, 1 Batterymarch Park, Quincy, MA 02169-7471.

Description of Committee Membership

3.2.2.1 Voting Members. A person may be appointed by the Council as a voting Member in one of the following categories:

(a) An Organization Representative, appointed as a representative of an organization, who has the authority to speak for the organization on a TC and/or CC activity.

NOTE 1: This type of membership is a preferred method to secure representation of interested groups.

NOTE 2: The word "organization" indicates an association, society, or other organization with a demonstrated ability to represent a broad spectrum of groups or individuals.

(b) A Representative of a Section or TC and/or CC designated by a Section or TC and/or CC to represent it.

(c) A Personal Member who may be any person, regardless of association, business, or service affiliation, especially qualified to serve. Such Members shall be appointed on the basis of their personal qualifications; although, for purposes of balance, their business interests and affiliations shall be considered.

3.2.2.2 Alternates. Any Member except an alternate Member or Member Emeritus is encouraged to have an alternate. Each such appointment is subject to the qualifications specified in 3.2.4.1.

If an organization has more than one representative on a TC and/or CC the organization may nominate one alternate to one or more of its representatives (see 3.3.4 for voting privileges). The organization shall specify to which representative(s) each nominee is to be the alternate. An organization shall not have more alternates than representatives.

3.2.2.3 Restricted Voting Members. The Council may appoint a Member having an interest in only a portion of the Scope of the work of a TC or CC with voting privileges restricted to that portion of the Scope.

3.2.2.4 Member Emeritus. The Council may appoint a Member as a Member Emeritus without voting privileges. The position of Member Emeritus is to recognize long-standing Members who can no longer actively attend Committee meetings, but whose unique expertise and past contributions warrant special recognition.

3.2.2.5 Nonvoting Members. A person meeting the requirements of 3.2.4.1 may be appointed as a Nonvoting Member if the Council feels that such an appointment serves a useful purpose. Nonvoting Members may serve in an advisory, corresponding, liaison, or Member Emeritus capacity, or as Committee Secretary, as provided in 3.1.3.3.

Appointment to a Technical Committee shall be based on the following:

- *Qualifications of the applicant and ability to attend all committee meetings and actively participate in the work of the committee*
- *Limiting the size of each technical committee to a manageable working group*
- *Maintaining a balance of all affected interests within the membership of each technical committee*

Each application will be reviewed and acted on by the NFPA Standards Council at one of its three yearly meetings. Notification from NFPA will be forthcoming to each applicant following the Standards Council's review.

SUBMITTING PUBLIC INPUT & COMMENTS

NFPA has launched a comprehensive set of revisions to its current Regulations Governing Committee Projects, the Regulations Governing NFPA's Standards Development Process. These new regulations, which include changes to some familiar terms and adds some new terms, will be in effect for standards reporting in the Fall 2013 Revision Cycle and all subsequent revision cycles. NFPA's intent is to take advantage of web-based technology and to make its standards development process more convenient, efficient, and easy for participants to use.

The development of new or revised NFPA Codes, Standards, Guides, or Recommended Practices (NFPA Standards) will continue to take place in two principal stages. Under the current regulations, those stages are known as the "Proposal Stage" and the "Comment Stage". Under the new regulations, the "Proposal Stage" has been renamed the "Input Stage"; the "Comment Stage" will operate much like the "Comment Stage" in the current regulations.

A revision cycle begins with a call for the public to submit proposed revisions ("Public Input", formerly called "Public Proposals").

Public Input Stage

NFPA accepts Public Input on documents via our online electronic submission system. To use the electronic submission system:

- Choose a document from the list of NFPA codes and standards (doc info pages) on NFPA's website under the codes and standards section or use the search by cycle feature in the upper right gray box (Example: "Fall 2014").
- Once you are on the document page, select the "Next Edition" tab.
- Choose the link "The next edition of this standard is now open for Public Input". You will be asked to sign-in or create a free online account with NFPA before using this system.
- Follow the online instructions to submit your Public Input. See instructions on how to use the electronic submission system.
- Once a Public Input is saved or submitted in the system, it can be located on the "My Profile" page by selecting "My Public Input / Comments" in the left navigation bar.

Comment Stage

NFPA accepts Public Comments on NFPA documents via our new online electronic submission system. To use the electronic submission system:

- Choose a document from the list of NFPA codes and standards (doc info pages) on NFPA's website under the codes and standards section or use the search by cycle feature in the upper right gray box (Example: "Fall 2014").
- Once you are on the document page, select the "Next Edition" tab.
- Access the **First Draft Report** for use as background in the submission of comments.
- Choose the link "The next edition of this standard is now open for Public Comment". You will be asked to sign-in or create a free online account with NFPA before using this system.
- Follow the online instructions to submit your Public Comment. See instructions on how to use the electronic submission system.
- Once a Public Comment is saved or submitted in the system, it can be located on the "My Profile" page by selecting "My Public Input / Comments" in the left navigation bar.

For further instructions please go to www.nfpa.org/submitPIPC

**2013 ANNUAL REVISION CYCLE
FORM FOR FILING NOTICE OF INTENT TO MAKE A MOTION (NITMAM)
AT AN ASSOCIATION TECHNICAL MEETING
FINAL DATE FOR RECEIPT OF NITMAM: APRIL 5, 2013 5:00 pm**

If you have questions about filling out or filing the NITMAM, please contact
Codes and Standards Administration at 617-984-7249

For further information on the Codes- and Standards-Making Process, see the NFPA
website (www.nfpa.org)

FOR OFFICE USE ONLY

Log #: _____

Date Rec'd: _____

Date _____ Name _____ Tel. No. _____

Company or Affiliation _____ Email Address _____

Street Address _____ City _____ State _____ Zip _____

1. (a) NFPA Document (include Number and Title) _____
- (b) Proposal or Comment Number _____
- (c) Section/Paragraph _____

2. Motion to be made. Please check one: (See also 4.6 of the Regulations Governing Committee Projects)

(a) Proposal

- _____ (1) Accept. _____ (2) Accept an Identifiable Part.*
- _____ (3) Accept as modified by the TC. _____ (4) Accept an Identifiable Part as modified by TC.*

(b) Comment

- _____ (1) Accept. _____ (2) Accept an Identifiable Part.* _____ (3) Accept as modified by the TC.
- _____ (4) Accept an Identifiable Part as modified by TC.* _____ (5) Reject _____ (6) Reject an Identifiable Part.*

(c) Return Technical Committee Report for Further Study

- _____ (1) Return entire Report. _____ (2) Return a portion of a Report in the form of a proposal and related comment(s).
- _____ (3) Return a portion of a Report in the form of identifiable part(s) of a proposal and related comment(s). (Identify the specific portion of the proposal and the related comments below)*

* Clearly identify the Identifiable Part(s) indicated above (use separate sheet if required).

3. I am entitled to make this motion in accordance with 4.6.8 of the Regulations Governing Committee Projects, as follows: [(check (a), (b), or (c)].

(a) _____ This motion may be made by the original submitter or their designated representative, and I am the [(if you check (a) indicate one of the following)]:

- ___ I am the original submitter of the proposal or comment, or
- ___ I am the submitter's designated representative (attach written authorization signed by the original submitter)

(b) _____ This motion may be made by a Technical Committee Member and I am a Member of the responsible Technical Committee.

(c) _____ This motion may be made by anyone.

(Form continued on next page)

**FORM FOR FILING NOTICE OF INTENT TO MAKE A MOTION (NITMAM)
AT AN ASSOCIATION TECHNICAL MEETING
PLEASE CHECK SCHEDULE FOR FINAL DATE FOR RECEIPT OF NITMAM**

If you have questions about filling out or filing the NITMAM, please contact
Codes and Standards Administration at 617-984-7249

For further information on the Codes- and Standards-Making Process, see the NFPA
website (www.nfpa.org/stdsprocess)

FOR OFFICE USE ONLY

Log #: _____

Date Rec'd: _____

Date _____ Name _____ Tel. No. _____

Company or Affiliation _____ Email Address _____

Street Address _____ City _____ State _____ Zip _____

1. (a) NFPA Document (include Number and Title) _____
- (b) Public Comment, Committee Comment, Second Revision or
Second Correlating Revision Number _____
- (c) Section/Paragraph _____

2. Motion to be made. Please check one: (See also 4.5 of the *Regulations Governing the Development of NFPA Standards*)

(a) Public Comment[†] or Committee Comment

_____ (1) Accept _____ (2) Accept an Identifiable Part*

(b) Second Revision

- _____ (1) Reject
- _____ (2) Reject an Identifiable Part*
- _____ (3) Reject including any related portions of First Revisions and First Correlating Revisions
- _____ (4) Reject an Identifiable Part* including any related portions of First Revisions and First Correlating Revisions

(c) Second Correlating Revision

- _____ (1) Reject
- _____ (2) Reject an Identifiable Part*
- _____ (3) Reject including any related portions of First Revisions and First Correlating Revisions
- _____ (4) Reject an Identifiable Part* including any related portions of First Revisions and First Correlating Revisions

(d) Return an Entire NFPA Standard (available for new standards only)

_____ (1) Return an Entire NFPA Standard

Note: Motion to Return an Entire NFPA Standard (new edition of an existing NFPA Standard) as an Amending Motion is not available. However anyone can make a Motion to Return an Entire Standard as a Follow-up Motion. (See *Technical Meeting Convention Rules*)

[†] This motion can only be made by the submitter of the Public Comment or the submitter's Designated Representative.

* Clearly identify the Identifiable Part(s) indicated above (use separate sheet if required).

(Form continued on next page)

How to Navigate the Document Information Pages

The Document Information Pages located on NFPA's website provide one central location to view all document specific information about our codes and standards. The public can view documents that were previously only accessible to committee members and through the single sign-on feature, committee members can access their public and private documents in a faster, more convenient way in one consolidated location. To access the document information pages, go to a specific document page by using the following shortcut link: <http://www.nfpa.org/document#> (Example: <http://www.nfpa.org/101>). A sign-up feature is available to receive an email notification (Alerts) when new information is posted.

Each Document Information Page is displayed in six* main tabbed sections:

Document information tab: Contains information about current and prior edition information on a Standard. View the current document scope and table of contents, articles and reports, or research archived revision information such as First Draft Reports (previously ROPs), Second Draft Reports (previously ROCs), Standards Council decisions, issued Tentative Interim Amendments (TIAs), Formal Interpretations (FIs), and Errata on this page.

Next edition tab: Contains the next revision cycle information and follows the committee's progress in the processing of a Standard. View information such as posting and closing dates, First Draft Report and Second Draft Report, links to the online submission of Public Input and Public Comment, meeting and ballot information, Standards Council decisions, and NITMAM information.

Technical committee tab: Contains the committee scope and responsibility, committee member rosters, committees seeking members, online committee application

Technical questions tab: For members and Public Sector Officials/AHJs to submit questions about codes and standards to NFPA staff. Our Technical Questions Service provides a convenient way to receive timely and consistent technical assistance when you need to know more about NFPA codes and standards relevant to your work. Written responses are provided by NFPA staff on an informal basis.

Products/training tab: List of NFPA's publications and training and other resources available for purchase.

Community tab: Information and discussions about a Standard via the NFPA Blog.

**Community tab is available on select document pages.*

New Project Initiation Form

(To be completed by proponent of new project/document)

Additional pages may be attached if necessary.

a.	Explain the Scope of the new project/document:
b.	Provide an explanation and any evidence of the need for the new project/document:
c.	Identify intended users of the new project/document:
d.	Identify individuals, groups and organizations that should review and provide input on the need for the proposed new project/document; and provide contact information for these groups:
e.	Identify individuals, groups and organizations that will be or could be affected, either directly or indirectly, by the proposed new project/document, and what benefit they will receive by having this new document available:
f.	Identify other related documents and projects on the subject both within NFPA and external to NFPA:
g.	Identify the technical expertise and interest necessary to develop the project/document, and if the committee membership currently contains this expertise and interest:
h.	Provide an estimate on the amount of time needed to develop the new project/document:
i.	Comment on the availability of data and other information that exists or would be needed to substantiate the technical requirements and other provisions of the proposed new project/ document:

Please send your request to:

NFPA
 Codes and Standards Administration
 1 Batterymarch Park
 Quincy, MA 02169
Stds_admin@nfpa.org
 Rev. 10/09

Signature: _____

Name: _____
 (please print)

Affiliation: _____

DATES OF ASSOCIATION MEETINGS

1896	Nov 6 (orig.)	New York	1942	May 11-14	Atlantic City	1966	May 16-20	Chicago	1989	May 15-18	Washington
1897	May 19-20	New York	1943	May 10-13	Chicago		Nov 14-16	Raleigh		Nov 13-16	Seattle
1898	June 7-9	Chicago	1944	May 8-11	Philadelphia	1967	May 15-19	Boston	1990	May 20-24	San Antonio
1899	June 13-15	Boston	1945	June 26	Boston		Nov 13-15	Omaha		Nov 12-15	Miami
1900	June 26-28	New York	1946	June 3-7	Boston	1968	May 20-24	Atlanta	1991	May 20-23	Boston
1901	June 11-13	Chicago	1947	May 26-29	Chicago		Nov 19-21	Milwaukee		Nov 18-20	Montreal
1902	May 13-15	Philadelphia	1948	May 10-13	Washington	1969	May 12-16	New York	1992	May 18-21	New Orleans
1903	May 25-28	Chicago		Oct 28-29	Hartford		Nov 18-20	Denver		Nov 16-18	Dallas
1904	May 24-26	New York	1949	May 16-19	San Francisco	1970	May 18-22	Toronto	1993	May 24-27	Orlando
1905	May 23-25	New York		Nov 1-2	Buffalo		Nov 17-19	Nashville		Nov 15-17	Phoenix
1906	May 22-24	Chicago		Nov 29-30	Atlanta	1971	May 17-21	San Francisco	1994	May 16-19	San Francisco
1907	May 22-24	New York	1950	May 15-18	Atlantic City		Nov 16-18	Cleveland		Nov 14-16	Toronto
1908	May 26-28	Chicago		Nov 15-17	St. Paul	1972	May 15-19	Philadelphia	1995	May 22-25	Denver
1909	May 25-27	New York		Nov 28-30	Dallas		Nov 14-16	New Orleans		Nov 13-15	Chicago
1910	May 17-19	Chicago	1951	May 7-11	Detroit	1973	May 14-18	St. Louis	1996	May 20-23	Boston
1911	May 23-25	New York		Oct 24-25	Portland, OR		Oct 15-17	Geneva, Switz.		Nov 18-20	Nashville
1912	May 14-16	Chicago		Oct 29-30	Los Angeles	1974	May 20-24	Miami Beach	1997	May 19-22	Los Angeles
1913	May 13-15	New York	1952	June 9-13	New York		Nov 19-21	Seattle		Nov 16-19	Kansas City
1914	May 5-7	Chicago		Dec 1-3	Houston	1975	May 12-16	Chicago	1998	May 17-21	Cincinnati
1915	May 11-13	New York	1953	May 11-15	Chicago		Nov 18-20	Pittsburgh		Nov 14-18	Atlanta
1916	May 9-11	Chicago		Oct 29-30	Providence	1976	May 17-21	Houston	1999	May 16-20	Baltimore
1917	May 8-10	Washington	1954	May 17-21	Washington		Nov 15-18	Cincinnati		Nov 13-17	New Orleans
1918	May 7-9	Chicago		Sept 20-22	Seattle	1977	May 16-20	Washington	2000	May 14-18	Denver
1919	May 6-8	Ottawa	1955	May 16-20	Cincinnati		Nov 14-17	Atlanta		Nov 11-15	Orlando
1920	May 4-6	Chicago		Nov 28-30	New Orleans	1978	May 15-19	Anaheim	2001	May 13-17	Anaheim
1921	June 14-16	San Francisco	1956	June 4-8	Boston		Nov 13-16	Montreal		Nov 10-14	Dallas
1922	May 9-11	Atlantic City		Nov 26-28	St. Louis	1979	May 14-18	St. Louis	2002	May 19-23	Minneapolis
1923	May 8-10	Chicago	1957	May 20-24	Los Angeles		Nov 12-15	Phoenix		Nov 16-20	Atlanta
1924	May 13-15	Atlantic City		Nov 18-20	Richmond	1980	May 19-23	Boston	2003	May 18-22	Dallas
1925	May 12-14	Chicago	1958	May 19-23	Chicago		Nov 17-20	San Diego		Nov 15-19	Reno
1926	May 10-13	Atlantic City		Nov 17-19	Pittsburgh	1981	May 18-21	Dallas	2004	May 23-26	Salt Lake City
1927	May 9-12	Chicago	1959	June 1-5	Atlantic City		Nov 16-19	Toronto		Nov 13-17	Miami Beach
1928	May 7-10	Atlantic City		Nov 11-13	Des Moines	1982	May 17-21	San Francisco	2005	June 6-10	Las Vegas
1929	May 13-16	Memphis	1960	May 16-20	Montreal		Nov 15-18	Philadelphia	2006	June 4-8	Orlando
1930	May 12-15	Atlantic City		Nov 14-16	Columbus	1983	May 16-20	Kansas City	2007	June 3-7	Boston
1931	May 11-14	Toronto	1961	May 15-19	Detroit		Nov 14-17	Orlando	2008	June 2-5	Las Vegas
1932	May 9-12	Atlantic City		Oct 30-Nov 1	Kansas City	1984	May 21-24	New Orleans	2009	June 8-11	Chicago
1933	May 29-June 1	Milwaukee	1962	May 21-25	Philadelphia		Nov 12-15	San Diego	2010	June 7-10	Las Vegas
1934	May 14-17	Atlantic City		Oct 15-17	Minneapolis	1985	May 13-16	Chicago	2011	June 12-15	Boston
1935	May 13-16	Atlanta	1963	May 13-17	Portland, OR		Nov 18-21	Baltimore	2012	June 11-14	Las Vegas
1936	May 11-14	Atlantic City		Dec 2-4	Rochester	1986	May 19-22	Atlanta	2013	June 10-13	Chicago
1937	May 10-14	Chicago	1964	May 18-22	Dallas		Nov 17-20	Denver	2014	June 9-12	Las Vegas
1938	May 9-12	Atlantic City		Oct 12-14	Louisville	1987	May 18-21	Cincinnati			
1939	May 8-12	Chicago	1965	May 17-21	Washington		Nov 9-12	Portland, OR			
1940	May 7-11	Atlantic City		Nov 15-17	Los Angeles	1988	May 16-20	Los Angeles			
1941	May 12-16	Toronto					Nov 14-17	Nashville			

A GUIDE FOR OFFICERS OF TECHNICAL COMMITTEES AND CORRELATING COMMITTEES OF THE NFPA

This Guide is for use by Committee Officers in carrying out their duties. This Guide documents the general practices and procedures followed by the Standards Council in the administration of the NFPA Standards Development Process

NFPA
1 Batterymarch Park
Quincy, MA 02169-7471
617-770-3000 (Phone)
617-770-0700 (Fax)
stds_admin@nfpa.org (E-mail)

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A GUIDE FOR COMMITTEE OFFICERS

I. Introduction

The success of the NFPA voluntary codes- and standards-producing effort depends upon fair-minded professionals such as you. NFPA is grateful to you for serving as an officer of an NFPA Committee and for your part in assuring the success of our voluntary codes and standards effort. Through your efforts, documents are developed using the latest technology for the preservation of life and property.

This Guide is intended to assist you in carrying out the important responsibilities of a Committee Officer, and has been developed to be used in conjunction with the Committee Leadership Conference (CLC). The CLC, or equivalent training (Chair Training) is mandatory for all Committee Officers to attend unless otherwise approved by the Council Secretary. The CLC is strongly encouraged for other committee members. If this Guide does not address questions unique to your Committee, please contact the Staff Liaison assigned to your Committee, the Secretary of the Standards Council, or the Standards Administration Department.

This Guide provides a brief summary of the *Regulations Governing the Development of NFPA Standards*. References to the Regulations appear in parentheses throughout the text. The Regulations are included in the NFPA Directory, available on the NFPA web site, and are included in Annex C. The Regulations are prepared by the Standards Council, approved by the Boards of Directors, and are the rules governing all NFPA Committees. If a Committee has adopted specific Supplemental Operating Procedures approved by the Standards Council, those procedures may supplement the information in this Guide.

Comments or suggestions for improvement of this Guide are solicited so that it may become a more beneficial and useful document.

II. AN OVERVIEW OF THE STANDARDS DEVELOPMENT PROCESS

A. PARTICIPANTS

Participants in NFPA's standards development process are as follows:

NFPA Board of Directors are chosen from various disciplines and backgrounds and are elected based on experience in business, finance, or administration; respect of peers; respect as a member of the safety community; commitment to the Association's goals; and appreciation for the relationship NFPA must maintain with the changing needs of society.

Standards Council is a 13-person body created by the NFPA's Board of Directors to administer the Association's standards development activities, the rules and regulations, and serve as an appeals body.

NFPA Membership a voluntary association membership offering benefits including a vote on proposed changes to standards at NFPA meetings.

Technical Committees, Panels, Correlating Committees serve as the principal consensus bodies responsible for developing and updating all NFPA codes and standards. Members are appointed by the Standards Council and typically consist of no more than thirty voting members representing a balance of interests.

Interested parties including the general public.

B. RULES

The primary rules governing the processing of NFPA Standards are the *NFPA Regulations Governing the Development of NFPA Standards*. Other applicable NFPA rules include the *Bylaws*, the *Technical Meeting Convention Rules*, the *Guide for the Conduct of Participants in the NFPA Standards Development Process*, and the *Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council*. All rules and regulations are available on request from NFPA or can be downloaded from NFPA's website at www.nfpa.org/regs.

C. NEW PROJECTS

Anyone can submit a request for a new Standards project in accordance with NFPA Regulations. A request including the necessary information provided on the New Project Initiation Form that can be found on NFPA's website at www.nfpa.org/newproject. The Standards Council reviews all requests and, if appropriate, directs that a notice is published in the newsletter, *NFPA News* and on the New Project Idea website, mentioned above. The announcement acknowledges that the NFPA has received a request for a new project and requests comments on the need for the project, organizations that may be active in the subject matter of the proposed project, resource material that is available, and an indication of persons who would be willing to participate in the project if it is approved by the Standards Council.

The proposed Standard's project and the public comments it generates are then reviewed by the Standards Council. If the Council determines a need exists for the proposed project, it either assigns the project to an existing Technical Committee or establishes a new Committee whose membership reflects a fair balance of concerned interests.

Once the project is approved for public review, the Preliminary Draft shall be provided to the Standards Council along with the notification of the intent to enter the Public Input Stage (regs 4.2.4).

D. ASSIGNMENT OF PROJECTS TO COMMITTEES

All NFPA Standards are developed and periodically revised by Technical Committees. Numbers are assigned to all new documents by Standards Administration. An attempt is made to group related subject matter. Once a number is retired, it may not be used again for twenty years. Members of the Committees are appointed by the Standards Council and include volunteer experts representing the government, educational institutions, business, insurance companies, industry, and consumers. Some 7,000 persons with diverse interests and expertise comprise the approximately 272 Technical Committees within the NFPA Standards Development Process. Each Committee Member is classified by interest and each Committee is structured so that not more than one-third of the membership is from a single interest. The Standards Council assigns a scope of activity to each Committee to avoid conflict or duplication of effort.

E. TECHNICAL COMMITTEE ACTIVITIES

Once a Technical Committee has been established by the Standards Council, the Association issues public notices announcing the Committee's meeting date and calling for specific Public Input from interested persons. In the case of a new Standard, the decision to release a preliminary draft to the public for review in order to allow the submittal of Public Input must be agreed to by a simple majority of the Technical Committee via letter ballot. Public Input may then be made on the draft copy of a new Standard or to amend existing text in the case of an existing document. This public notice appears in *NFPA News*, American National Standards Institute (ANSI) *Standards Action*, *Federal Register*, and relevant trade journals.

The Committee meets to consider all Public Input received and finalizes the draft of a proposed document, or amendments to an existing document. Letter ballot approval by at least two-thirds of all Committee members eligible to vote is required for Committee approval. More will be said about the permitted action of Committees in Section VI of this Guide.

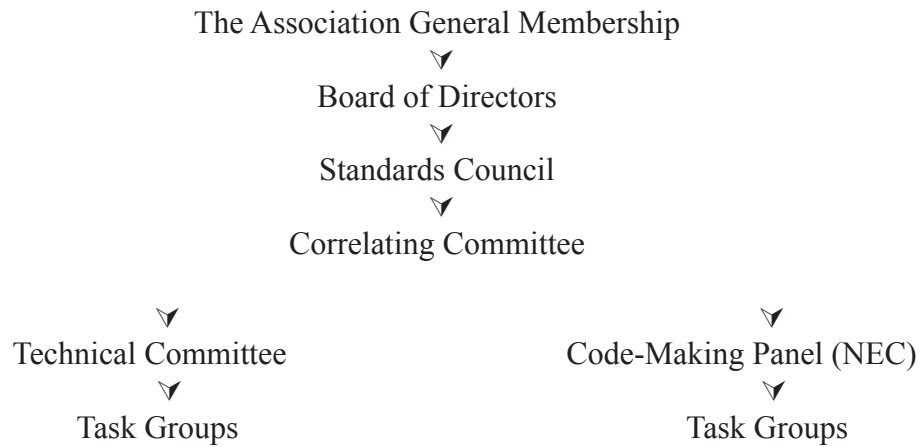
If the Standards Council determines that a project is of sufficient magnitude that it spans the scope of more than one Committee, the Standards Council may appoint a Correlating Committee to direct the activities of the Technical Committees that have primary responsibility for the development and revision of documents assigned to them. It is the responsibility of the Technical Correlating Committee to coordinate and supervise the work of the Technical Committees under its charge to ensure that no conflicts exist, that satisfactory correlation is achieved among the documents developed by the Technical Committees, and that the Technical Committee activities have been conducted in accordance with the Regulations and any approved Supplemental Operating Procedures. In the case of the National Electrical Code Committee, Code-Making Panels are Technical Committees.

The Standards Council has established a structure for Correlating Committees such that they should be a separate, independent group having oversight of the Technical Committee activities. Therefore,

Technical Committee Chairs cannot be voting members of the Technical Correlating Committee. In addition, each Correlating Committee should have a defined structure that includes the list of interests to be represented.

The following is a chart showing the structure of volunteers in NFPA's codes- and standards-making activities.

STRUCTURE OF THE VOLUNTEERS IN THE
NFPA CODES AND STANDARDS MAKING SYSTEM



F. INPUT STAGE AND FIRST DRAFT REPORT (FDR)

After the Public Input closing date passes the Technical Committee (TC) or Panel will hold their First Draft Meeting to consider and provide responses to the Public Input received. The TC shall review and consider the Public Input and, if applicable, Correlating Input, to develop First Revisions to the standard. The TC is not required to formally accept or reject each Input; however, in order to assist public submitters and the Correlating Committee in understanding the TC's reaction to the Input, the TC must provide a response by way of a First Revision or Committee Statement. The First Revisions have initial agreement by the TC based on a simple majority vote during the meeting to establish a consensus. The text the TC wants revised in the standard appears on the ballot and must be approved by two-thirds of the TC to appear in the First Draft.

Where Technical Committee activities are managed and coordinated by a Correlating Committee (CC), the CC shall then review the First Draft and any action on Public Input as balloted by the TC. Where necessary, to promote correlation and consistency of the NFPA Standard, the CC shall create Correlating Notes and First Correlating Revisions, subject to ballot, and must be approved by three-fourths of the CC to appear in the First Draft Report.

The First Draft Report is part one of the Technical Committee Report, which documents the Input Stage. This Report consists of the First Draft (First Revisions and First Correlating Revisions), Public Input, Committee Input, Committee and Correlating Committee Statements, Correlating Input, Correlating Notes, and Ballot Statements. The report will also contain a list of Technical Committee and Correlating Committee members. The First Draft Report will be posted on the document's information page located on the NFPA website (see Annex B.16) and will allow the public to review the Committee's actions and submit comments.

G. PUBLIC COMMENT STAGE AND SECOND DRAFT REPORT (SDR)

After the Public Comment closing date, the Technical Committee or Panel holds their Second Draft Meeting. The Committee starts with the First Draft and makes any additional revisions to the draft Standard. All the Public Comments are considered, and the Committee provides an action and response to each Public Comment. The Committee will use the Public Comments in order to help develop Second Revisions to the Standard which results in a complete and fully integrated draft known as the Second Draft. Like the First Draft, the Second Draft has initial agreement by the Committee based on a simple majority vote during the Meeting to establish a consensus. The final position of the Committee is established by a two-thirds letter ballot.

If at the conclusion of the comment period, no Public Comment is received and the Committee agrees that no Second Revisions are needed, the document does not continue through the comment stage and is sent directly to the Standards Council for issuance. Such documents are considered a Consent Document.

H. NFPA TECHNICAL MEETING the "Tech Session"

The process of Public Input and Public Comment does not end with publication of the First Draft Report and Second Draft Report. Following the completion of the Public Input and Public Comment periods, there is yet a further opportunity for debate and discussion through the Tech Session that takes place at the NFPA Annual Conference and Expo in June. The Tech Session provides an opportunity for the final Technical Committee Report on each proposed new or revised Standard to be presented to the NFPA membership for the debate and consideration of motions to amend the Report. Before making an allowable motion at a Tech Session, the intended maker of the motion must file in advance of the session, and within the published deadline, a Notice of Intent to Make a Motion.

Only these Certified Amending Motions, together with certain allowable Follow-up Motions (that is, motions that have become necessary as a result of previous successful amending motions) will be allowed at the Tech Session. With all views known, an informed NFPA membership votes to approve, amend, and/or return a portion or the entire report to the Committee.

Often there are Standards up for consideration by the membership that will be non-controversial and no proper Notices of Intent to Make a Motion have been filed. These “Consent Documents” will bypass the Tech Session and go directly to the Standards Council for issuance.

I. STANDARDS COUNCIL ACTION

One of the primary responsibilities of the NFPA Standards Council, as the overseer

Consent Standards. NITMAMs are submitted on Standards up for revision, but none of the NITMAMs are certified as proper by the Motions Committee. In both these cases where no NITMAMs are submitted or no NITMAMs are certified as proper for a specific Standard, the Standard is not placed on the agenda for the Tech Session but is instead sent directly to the Standards Council for issuance. Such Standards are referred to as Consent Standards.

Issuance of Standards. When the Standards Council convenes to issue an NFPA Standard it also hears any appeals related to the Standard. Appeals are an important part of assuring that all NFPA rules have been followed and that due process and fairness have been upheld throughout the standards development process. The Council considers appeals both in writing and through the conduct of hearings at which all interested parties can participate. It decides appeals based on the entire record of the process as well as all submissions on the appeal. After deciding all appeals related to a Standard before it, the Council, if appropriate, proceeds to issue the Standard as an official NFPA Standard. Subject only to limited review by the NFPA Board of Directors, the decision of the Standards Council is final, and the new NFPA Standard becomes effective twenty days after Standards Council issuance.

J. APPEALS AND PETITIONS

In accordance with the *Regulations Governing the Development of NFPA Standards (Regs)* at Section 1.6, that anyone can appeal to the Standards Council concerning procedural or substantive matters related to the development, content, or issuance of any document of the Association. Some areas of appeal are:

- the Standards Council’s decision on whether a certain document should be developed
- the Association’s action on a proposed Committee Report at an NFPA Association Technical Meeting,
- the technical validity or fairness of a document or part of a document,
- the Standards Council’s decision on the appointment of a nominee to a committee.

Actions of the Standards Council may be petitioned to the Board of Directors (see *Regs* 1.7).

Sequence of Events for the Standards Development Process

An NFPA Standard is open for public input as soon as the current edition is published.

Step 1: Input Stage

- Input accepted from the public or other committees for consideration to develop the First Draft
- Committee holds First Draft Meeting to revise Standard (23 weeks)
Committee(s) with Correlating Committee (10 weeks)
- Committee ballots on First Draft (12 weeks)
Committee(s) with Correlating Committee (11 weeks)
- Correlating Committee First Draft Meeting (9 weeks)
- Correlating Committee ballots on First Draft (5 weeks)
- First Draft Report posted

Step 2: Comment Stage

- Public Comments accepted on First Draft (10 weeks)
- If Standard does not receive Public Comments and the Committee does not wish to further revise the Standard, the Standard becomes a Consent Standard and is sent directly to the Standards Council for issuance (see Step 4)
- Committee holds Second Draft Meeting (21 weeks)
Committee(s) with Correlating Committee (7 weeks)
- Committee ballots on Second Draft (11 weeks)
Committee(s) with Correlating Committee (10 weeks)
- Correlating Committee Second Draft Meeting (9 weeks)
- Correlating Committee ballots on Second Draft (8 weeks)
- Second Draft Report posted

Step 3: Association Technical Meeting

- Notice of Intent to Make a Motion (NITMAM) accepted (5 weeks)
- NITMAMs are reviewed and valid motions are certified for presentation at the Association Technical Meeting
- Consent Standard bypasses Association Technical Meeting and proceeds directly to the Standards Council for issuance
- NFPA membership meets each June at the Association Technical Meeting and acts on Standards with “Certified Amending Motions” (certified NITMAMs)
- Committee(s) and Panel(s) vote on any successful amendments to the Technical Committee Reports made by the NFPA membership at the Association Technical Meeting

Step 4: Council Appeals and Issuance of Standard

- Notification of intent to file an appeal to the Standards Council on Association action must be filed within 20 days of the Association Technical Meeting
- Standards Council decides, based on all evidence, whether or not to issue the Standard or to take other action

III. APPOINTMENT, TENURE, AND CONDUCT OF COMMITTEE OFFICERS

NFPA Technical Committee members who accept the responsibilities of the office of Chair or Secretary must set aside their financial and business interests to impartially carry out the duties of these offices.

An important responsibility of a Technical Committee Officer is to become familiar with the Regulations and any applicable Supplemental Operating Procedures, and to direct committee projects in conformance with those Regulations and related NFPA procedures. The *Guide for the Conduct of Participants in the NFPA Standards Development Process* can be found in Annex A.1.

The Standards Council has established a *Guideline on the Appointment and Tenure of Committee Chairs*. This Guideline can be found in Annex A.10.

IV. DUTIES OF THE CHAIR, MEMBERS, AND STAFF LIAISONS

A. AUTHORITY AND RESPONSIBILITY OF CHAIR

It is the responsibility of the Chair (or the acting Chair in the absence of the Chair) of an NFPA Committee to oversee the entire operation of the Committee to assure that it performs its assigned duties as defined by its scope in an atmosphere of cooperation and fairness. The preferred manner to hold meetings is with all participants at the same physical location. Meetings with participants not in the same physical location, such as teleconference or videoconference meetings, require supplemental considerations in addition to the duties stated herein. These additional considerations are summarized in Annex B.11.

A Chair conducts meetings, presents the Committee Report to an NFPA Technical Meeting, and generally performs the tasks traditionally associated with Committee Chair duties. It is important for the Chair to understand that Committees exist for the purpose of producing documents that contribute to the improvement of safety.

The Chair of a Committee organizes and leads the other members of the Committee in the participatory process of document development. However, the Committee Chair must depend on the professionalism of the voluntary members, rather than on pay or promotional incentives. A Chair's traditional responsibilities fall into several important general categories, including:

(1) *Conducting Committee Meetings.* The Chair leads the Committee in developing documents. The Chair must exercise democratic leadership by creating an atmosphere that encourages open yet focused discussion and broad participation. Consensus building is a large part of the Chair's job. If the Chair is absent, the Staff Liaison may, with the approval of the Council Secretary, appoint an acting Chair for that meeting.

(a) *Calling a Meeting (Regs 3.3.2).* Calling a Committee meeting is the Chair's responsibility. Committees may meet at any time or in any place suitable to the Committee. When calling a meeting to prepare a Committee Report, the Chair must follow the Schedules for Processing Committee Reports that is published in the *NFPA Directory* and on the document's information page on the NFPA web site (see Annex B.16) for the cycle that the Committee plans to enter.

The Chair should consult with the Secretary of the Standards Council via the Staff Liaison to be apprised of other Committee meetings or other scheduled events that might affect attendance at a meeting. The only exception to this procedure is a special meeting called for the purpose of handling items of an emergency nature.

(b) *Notifying the Secretary, Standards Council, of Meeting (Regs 3.3.2.1).* Notice of each meeting and agenda must be sent to the Secretary of the Standards Council via the Staff Liaison, as far in advance as possible, so that the Secretary may publish a notice of the meeting.

(c) *Distribution of Agenda (Regs 3.3.2.2)*. The Chair is responsible for the preparation of an appropriate agenda, which must be accessible to all Committee members at least fourteen days in advance of the date on which a meeting is called or at such a time interval prior to the meeting as the membership of the Committee may have previously determined. Every effort must be made to produce an accurate agenda and then to follow that agenda.

(d) *Attendance (Regs 3.3.3.2)*. Attendance at Committee meetings is open. This means that anyone can attend a Committee meeting except in the case of a Correlating Committee entering into executive session solely for the purpose of considering or developing recommendations for changes in membership or for the purpose of developing or amending its own Supplemental Operating Procedures. Participation by guests is restricted as indicated below.

(e) *Participation (Regs 3.3.3.3)* The Chair should ensure that participation in Committee meetings is limited to Committee members and the Staff Liaison, with the following exception. A guest may address the Committee on a subject relevant to specific items under consideration provided due notice of this intent is received by the Chair and Staff Liaison in writing at least seven days prior to the meeting. The Chair may waive this seven day notice. When a guest addresses the Committee, equal opportunity shall be afforded those with opposing views. The Chair should designate the time allotted for any such addresses.

Videos, slides, overheads, and similar visual aids may be allowed during meetings of CC's, TCs, Panels and Task Groups. The review of samples of non-hazardous products and materials may be allowed. The presenters of the information are responsible for all equipment arrangements and associated fees pertaining to their presentations. Physical demonstrations, experiments or simulations shall not be allowed during meetings of CCs, TCs, Panels or Task Groups.,

(f) *Alternate's Participation (Regs 3.3.3.3 (b))*. An alternate member has the same participation rights as the member when the member is absent. When the member and the alternate are both present, the Chair may give the alternate the privilege of the floor, but only with the consent of the principal member.

(g) *Designated Representatives of Members (Regs 3.3.3.3(c))*. If a member (and designated alternate) cannot attend, a designated representative may be sent to express the views of the absent member, but the representative may not vote or make motions.

(h) *Transacting Business (Regs 3.3.3)*. The Chair should use *Robert's Rules of Order* to govern the transaction of business at Committee meetings. Technical Committee meetings, however, are often working sessions and it may not be necessary to strictly follow *Robert's Rules of Order*. Nevertheless, a Committee can become bogged down in details or reach an impasse on a subject, in which case the Chair expertise in "getting things moving" is important. The Chair's responsibility is one of guidance and leadership, not one of domination. In large Committee meetings it may be necessary to adhere strictly to *Robert's Rules of Order* in order to efficiently conduct the business of the Committee. The Chair will decide how the Committee best conducts its meetings. Regardless of the degree to which a Committee adheres to *Robert's Rules of Order*, it is necessary for the Chair to remember the spirit of these rules. Essentially the rules allow for all opinions to be heard on a subject, restrict the authority of the Chair, and through a process of voting, ensure that a decision of the group is reached democratically. Although the Chair should encourage discussion and consensus building, the Chair should not substitute his/her sense of the group's will for an actual vote by the individual members. An action by the Committee in meeting is not official unless there is a vote on a motion.

There may be occasions when disagreements will become discourteous. This is a real test of a Chair's patience and ability to guide the discussion to reasonable agreement. These situations may warrant the strict application of Robert's Rules.

A voice vote is usually adequate on matters requiring a vote. In the case of a question as to the outcome, a show of hands will be adequate. Voting in Committee meetings is not final since all matters requiring Association action must be submitted to a letter ballot of the Committee. The decision to submit First Revisions to a letter ballot must be made by at least a simple majority of the voting members of the Committee at the meeting.

The following items comprise a summary of some suggestions for effectively Chairing a meeting:

1. Start and adjourn on time.
2. Have everyone (including guests) sign an attendance roster.
3. Make sure that everyone is introduced prior to commencing business.
4. Discourage guests from sitting at the table with Committee members (depending on the type of meeting)
5. Point out that verbatim recordings of the meeting are not permitted unless authorized by the Council Secretary (*Regs 3.3.3.4*).
6. Start with a clear statement of objectives (agenda items) of the meeting and what is to be accomplished. State approximate time that should be allocated for each item.
7. Review background information that will lead to more informed discussion.
8. Encourage participation.
9. Keep the meeting moving and the discussion relevant to the subject.
10. Summarize major points as the meeting progresses.
11. Talk to the whole group and not to individuals.
12. Solicit opinions from opposing sides where disagreements occur.
13. If conflicts occur, summarize the problem and revert to the areas of previous agreement.
14. Try to motivate silent members by seeking their opinions.
15. Follow the previously published agenda.

A brief discussion of parliamentary procedure, as well as a basic chart of motions, can be found in Annex B.10.

(2) *Planning*. With the help of the NFPA Staff Liaison and other Committee members, the Chair plans the objectives and activities of the Committee as they relate to the scope and assignments directed by the Standards Council. In addition, the Chair brings the work of the Committee into compliance with the Regulations as adopted by the Standards Council.

(3) *Recommending New Members and Reappointment/Nonreappointment of Existing Members* (*Regs 3.2.2.1, 3.2.4.1, 3.2.5*). The Chair will be asked by the Standards Council for recommendations concerning appointing new or replacement members to the Committee and the annual reappointment/nonreappointment of existing members. All Correlating Committee and Technical Committee appointments are made by the Standards Council. Each request for Committee membership is processed by the Standards Council Secretary, who obtains a completed application for committee membership from each applicant. (Committee membership application is available on the document's information page, see Annex B.16 .)

As Chair, you will be sent a copy of the membership application, along with a form soliciting your recommendations. Included on this form is the preliminary classification of the proposed member based on the *Guidelines to Classification of Committee Members* (see Annex A.3). This form also includes the complete name, address, and telephone number, as well as an indication of the type of appointment (principal or alternate); voting status (voting or nonvoting); previous status (if any); representation; and whether the proposed member is a replacement on the Committee. An important function of the Committee Chair is to review the classification to ensure it is correct, to make a recommendation on all applicants for Committee membership and return the recommendation by the requested date.

Chair should base a recommendation on:

- (a) the qualifications of the applicant with respect to the scope of the Committee activities,
- (b) maintaining a balance of interests within the membership of the Committee,
- (c) ability of applicant to participate actively,
- (d) limiting the size of the Committee to a manageable working group,
- (e) Committee supplemental operating procedures (if any).

The Staff Liaison and Standards Council Secretary also make recommendations on each applicant.

If the Standards Council does not receive a recommendation from the Technical Committee Chair on an applicant for Committee membership, the Standards Council may hold action on that applicant for one meeting and again request a recommendation from the Chair.

If the Standards Council wishes to act contrary to the Chair's recommendation, the Standards Council may hold final action for one meeting and notify the Chair of its intended action, affording the Chair an opportunity to respond.

Some guidelines that the Standards Council uses in its selection process include:

(a) The Association separates voting members into three categories: Organization Representatives, Representatives of a Section or Committee, and Personal Members (*Regs 3.2.2.1*). The Standards Council gives preference to applicants representing organizations. Guidelines for the Appointment of Liaison Representatives to Committees can be found in Annex A.11.

(b) The Standards Council will not appoint a member to the Committee if that interest classification is not in balance. The Regulations (*Regs 3.2.5*) require that no more than one-third of the voting members of a Technical Committee represent any one interest classification. This is based on the classifications contained in Annex A.3. This rule applies whether the appointment is a change in position from alternate to principal or reverse, a replacement, or a change in status.

(c) The Standards Council attempts to keep the Committee size manageable with a maximum size of 30 members. Therefore, the Council may reject applicants when the interest is already represented if the Committee is nearing the maximum size, unless a request for an increase in size is accepted to accommodate required expertise.

(d) Qualified applicants to Committees whose appointments are withheld for reasons set forth in (b) or (c) above are placed on a hold list. When a vacancy occurs on the committee, a review of the hold list for replacements takes place. Criteria for qualified applicants include:

- Organization preference
- Committee experience
- Individual expertise

If an applicant demonstrates a lack of qualifications, that applicant should be rejected. It is not recommended that the applicant be held due to balance, as that member would end up on a hold list. Individuals may be asked to express continued interest in being considered for membership when a vacancy occurs by filling out and returning an updated committee membership application.

(e) When a principal member leaves the Committee, the alternate becomes a voting alternate. Voting alternates remain on the Committee until reappointment time, at which time the organization is solicited to fill the principal's position. If no response is received, the alternate is dropped. A Committee member may have an alternate; in the absence of the principal, the alternate enjoys the same voting privilege as the principal. When a principal member fails to return a ballot, the alternate's ballot is counted in the ballot tally. An alternate must be of the same interest classification as the principal member.

(f) When an organization withdraws its sponsorship, the member is automatically removed. When an organization requests to replace a member, the existing member remains on the Committee until the new application is acted on.

(g) Nonvoting members are appointed only as an exception to meet a special need (see Annex A.4).

(h) Multiple organization representatives to Committees are made only as an exception when the representation of different interest groups is better served by multiple members from the same organization (see Annex A.5).

(i) No one will be appointed to a Committee as a representative of a particular organization or interest if that organization or interest is already represented, except as an alternate to the existing representative or as a multiple organization representative.

(j) A nonvoting position of Member Emeritus is available to recognize long standing Committee members who can no longer actively attend Committee meetings, but whose unique expertise and past contributions warrant special recognition.

(k) The Standards Council will recognize of any Council-approved Committee Supplemental Operating Procedures or Policies.

All applicants are subject to annual review and reappointment by the Standards Council. Once a year the Secretary of the Standards Council notifies the Chair regarding the activity of the Committee members. The Standards Council acts on these reappointments at their last meeting of the year (usually October or November). Membership is for the calendar year. Members are required to attend committee meetings. If attendance is not possible due to demonstrated hardship, written commentary must be submitted in advance of the meeting (*Regs 3.3.3.3*). If Committee members consistently fail to attend meetings, neglect to return ballots, or otherwise exhibit a lack of interest, knowledge, or responsibility, the Chair should recommend that they not be reappointed. In making a recommendation for nonreappoint-

ment, the Chair should review all of the individual's participation, including assigned task groups. The Staff Liaison monitors the participation of Committee members with respect to attendance at committee meetings and the return of ballots. When it is recommended that an individual not be reappointed, the Secretary of the Standards Council writes the individual, and the organization the individual represents, if any, indicating that a recommendation will be made to the Standards Council that the individual not be reappointed due to lack of participation. This notification provides the member or organization an opportunity to indicate any unusual circumstances relating to the lack of participation. The Secretary of the Standards Council includes this information in the report to the Council.

(4) *Minutes and Records (Regs 3.3.3.4)*. The Chair must ensure that accurate minutes are kept and that necessary reports from the Committee, task groups, or individual members are delivered in a timely fashion. The minutes of all meetings must record as a minimum the members present, the date and location of the meeting, and the actions taken by vote of the Committee. In addition, the minutes should list task group members and Committee assignments and record the reasons for the actions taken, particularly if the actions are the result of research or tests. Substantiation for Committee action should not appear in the minutes because justifications appear in the First Draft Reports (FDRs) and Second Draft Reports (SDRs). Minutes of First Draft and Second Draft meetings solely for the purpose of acting on Public Input and Public Comments should simply reference the actions to be published in the FDR and SDR. Requests for copies of the minutes will be processed by the Staff Liaison of the Committee. All Committee meetings must have minutes of the previous meeting approved by the Committee, with copies maintained in the Staff Liaison files. See Annex B.1 for sample minutes. Copies of any materials distributed at Committee meetings must be provided to the Staff Liaison for record keeping. Minutes of meetings held without a Staff Liaison present must be forwarded to the Staff Liaison.

(5) *Appointing a Secretary (Regs 3.1.3.3)*. The Chair may appoint a secretary to the Committee from among the membership of the Committee. A person not a member of the Committee may be appointed secretary on approval of the Standards Council. An Association staff person shall not be assigned as a Committee secretary unless approved by the Secretary of the Standards Council. The duties of the secretary involve keeping minutes and records, preparing the minutes of meetings, and preparing the call for meetings with an agenda. In the absence of a secretary, the Chair or Staff Liaison will assume the responsibilities of secretary.

(6) *Motivating Members*. The Chair is responsible to motivate individual Committee members to participate actively in the Committee's deliberations.

(7) *Evaluating the Work of the Committee*. The Chair should evaluate periodically the progress of a project with the Committee.

B. MEMBERS CHANGING STATUS (Regs 3.1.3.2)

When a Committee member changes status, membership on the Committee automatically terminates. A change of status includes a change in employment, organization represented, or funding source. If he/she desires to continue service, the member must at that time request reappointment to the Committee by submitting a new application for membership to the Secretary of the Standards Council. The procedure for the appointment of a new member is then followed.

C. THE STAFF LIAISON'S ROLE (*Regs 3.1.7*)

Each Committee is assigned an NFPA Staff Liaison who serves in an advisory capacity and assists the Committee in following the Regulations. The Staff Liaison serves as a valuable resource to the Committee on procedural and technical issues and should be relied upon by the Committee for advice.

In addition, the Staff Liaison has daily contact with the public and, therefore, can advise the Committee on what is confusing or being misinterpreted in the field.

It is important for the Chair to keep the Staff Liaison fully apprised of all Committee activities including routing all Committee correspondence through the Staff Liaison. Staff Liaisons attend all Committee meetings and task group meetings, when possible. Whether or not a Committee has a secretary, Staff Liaisons are responsible for recording all Committee work as they are revising the document.

The Staff Liaison is responsible for:

- All balloting [First and Second Revisions, Formal Interpretations (FI), Tentative Interim Amendments (TIA)]
- Distributing or making accessible agendas and minutes
- Recording responses on Public Input, actions on Public Comments and associated Committee Statements.
- Editorial review for compliance with the Manual of Style
- Monitoring the participation of Committee members.

In addition, the Staff Liaisons can arrange for meeting rooms and other facilities at NFPA Headquarters or at hotels and reserve a block of sleeping rooms.

V. COMMITTEE ACTIVITIES

A. GENERAL (*Regs 3.3.1*)

The activity of each Technical Committee and Correlating must be:

- (1) In accordance with the Committee's scope as approved by the Standards Council,
- (2) In accordance with any instructions subsequently issued by the Standards Council, and
- (3) Consistent with the objectives of the Association.

B. SCOPE (*Regs 3.3.1.1*)

The activities of a Technical Committee are governed by the scope. The Chair must monitor that the Committee is operating within its scope as approved by the Standards Council. If the Committee wishes to address a subject that is clearly not within its scope, it should propose a revised scope for Standards Council review and approval. Committee scopes are subject to continuing Standards Council review to eliminate any ambiguities, conflicts, or duplication of responsibilities among Technical Committees. A sample of a scope assigned to a Technical Committee is contained in Annex B.2.

C. ACTIVITY WITHIN SCOPE (*Regs 3.3.1.2*)

Each Technical Committee may:

- (1) Prepare proposed Codes, Standards, Recommended Practices, or Guides
- (2) Prepare and/or process Public Input and Public Comments to amend existing documents
- (3) Recommend Reconfirmation or Withdrawal of an NFPA Standard
- (4) Prepare and/or process Tentative Interim Amendments
- (5) Prepare and/or process Formal Interpretations.

D. NFPA STANDARDS CONTENT (*Regs 3.3.6*)

Each Technical Committee must, as far as practical, prepare Standards in terms of required performance. Standards are to avoid specifications of materials, devices, or methods that preclude obtaining the desired results by other means. The content of Standards must be based on one or more of the following factors: fire experience, research data, engineering fundamentals, or other pertinent information.

NFPA provides Technical Committees with data through its One Stop Data Shop located at NFPA Headquarters. Technical Committees are strongly encouraged to use, free to the Committee. The resources of this group are used to develop statistics and other information to help shape and resolve issues in the design and revision of NFPA Standards. (see Annex B.6 for details on this service.)

Technical Committees should endeavor to reference standards developed and maintained through a consensus process. The consensus process provides a balance of interests the opportunity for comment and contains a procedure for resolving differences in views and objectives. An original copy of the reference document shall be on file at NFPA Headquarters, if not readily available from other sources. (see *Regs 3.3.7.*)

A Standard should not require proprietary materials to the exclusion of others, neither should a standard prescribe a specific agency for quality control or testing.

The scope or application of a standard should be clearly described. A standard which includes testing procedures should describe, in detail, preparation of the test sample and sample selection. A test standard should also describe the report format for the test results, and the analysis technique if analysis is required. The measure of performance for which the test is conducted should be clearly defined.

Where background materials are referenced by a committee to support a committee position preference should be given to the following types of publications:

(1) Materials which have been published in a peer reviewed publication (e.g. *SFPE Journal*, *Fire Technology*, etc.)

(2) Independent third party test reports.

(3) Standards developed by organizations using procedures which provide an opportunity for public review and input. The procedures should incorporate a process for resolving objections and divergent views between affected parties until substantial agreement has been reached.

E. WRITING, PREPARATION, AND PRINTING OF STANDARDS

It is important that NFPA Technical Committee Standards be written so as to be “user friendly.” The user must be able to easily understand and follow the requirements or guidance established by the Committee. This will enhance the use of NFPA documents and assist jurisdictions in more readily adopting codes and standards into law as well as aid the authority having jurisdiction in enforcing these requirements. Annex B.7 contains Recommendations for Assisting Technical Committees in Making Documents More Usable, Adoptable, and Enforceable.

(1) *Manual of Style*: NFPA has a *Manual of Style (MOS)*, that deals with the writing, preparation, and printing of Technical Committee Standards. The *MOS* should be followed when writing new or revising existing Standards. In addition, there is a Style Manual of the *National Electrical Code* which should be followed for that Standard. The *MOS* can be downloaded from the NFPA website at www.nfpa.org/regs .

(2) *Types of Documents*: NFPA publications produced by Technical Committees are classified as follows:

(a) *Standards*. An NFPA Standard, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and that is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions are not to be considered a part of the requirements of a standard and shall be located in an appendix, annex, footnote, informal note, or other means as permitted in the NFPA *MOS*. When used in a generic sense, such as in the phrases “Standards Development Process” or “Standards Development Activities”, the term “Standards” includes all NFPA Standards, including Codes, Standards, Recommended Practices, and Guides.

(b) *Codes*. A standard that is an extensive compilation of provisions covering broad subject matter or that is suitable for adoption into law independently of other codes and standards.

NOTE: The decision whether to designate a Standard as a “Code” is based on such factors as the size and scope of the NFPA Standard, its intended use and form of adoption, and whether it contains substantial enforcement and administrative provisions.

(c) *Recommended Practices*. A document similar in content and structure to a code or standard but that contains only nonmandatory provisions using the word “should” to indicate recommendations in the body of the text.

(d) *Guides*. An NFPA Standard that is advisory or informative in nature and that contains only nonmandatory provisions. A guide may contain mandatory statements such as when a guide can be used, but the document as a whole is not suitable for adoption into law.

(3) *New Documents and Releasing Drafts from Committees*. The Committee must obtain Standards Council approval prior to developing a new Standard. Prior to entering into a revision cycle for that new Standard (Regs 4.2.3), the Technical Committee shall develop a draft for public review. In order to release a draft of a new standard to the public for review, a simple majority (Regs 3.3.4) of the committee must agree, via ballot, with the proposed draft in order to solicit Public Input (Regs 4.3.2.1).

(4) *Publication of Documents*: After issuance by the Standards Council, Standards are published by the Association, individually, and as part of the annually published set of codes. This set of codes are commonly referred to as the *National Fire Codes*. NFPA copyrights all of its Technical Committee Standards. The Copyright Statement can be found on NFPA’s Website www.nfpa.org.

F. INTERCOMMITTEE COORDINATION (Regs 3.3.5.5)

Any Technical Committee dealing with a subject that falls within the primary charge of another Technical Committee (Regs 3.3.1.1 and 3.3.1.2) must coordinate its activities with the Technical Committee having primary jurisdiction and must avoid conflicts and minimize duplication. Questions of jurisdiction between two or more Technical Committees must be subject to adjudication by the Council except that, when a project includes several Technical Committees, the Technical Correlating Committee must settle questions of jurisdiction between Technical Committees operating under its responsibility. Appeals from the action of the Correlating Committee may be made to the Council.

The Standards Council has established a Guideline for Handling Potential Jurisdiction (Scope) Issues between Committees developing Occupancy Standards and Committees developing Installation Standards (see Annex A.9). An Occupancy Committee should, wherever possible, reference in its document the requirements established by an installation standard. An Installation Committee should, wherever possible, address the specific hazard associated with occupancies in its document without directly specifying occupancies.

If an Occupancy Committee wishes to modify in its document the requirements established by an Installation Committee, or if an Installation Committee wishes within its document to restrict an installation to a specific occupancy, the Committees must follow the Guidelines shown in Annex A.9.

G. EXTRACTS

Extracting material from an NFPA Standard and including it in another NFPA Standard is permissible. Such a practice may be preferable to citing a reference and can result in a more usable document. It should be recognized, however, that extracting material has the potential disadvantage of creating a situation where the text of the source document and the user document may not be identical because they are on different revision cycles.

The Guidelines and Procedures for Updating Extracts are contained in Annex A.6.

H. TECHNICAL ADVISORY COMMITTEE RECOMMENDATIONS

Technical Advisory Committees have been established to assist NFPA Technical Committees in addressing certain specific areas of expertise. These include:

- ***High Rise Building Safety Advisory Committee*** - The HRBSAC has primary responsibility for providing review, assistance, and recommendations to NFPA technical committees, and to other activities within the NFPA system, on the very broad range of subjects that encompass the tall building environment.

- ***Toxicity Advisory Committee*** - The Toxicity Advisory Committee has primary responsibility for providing guidance and recommendations on questions relating to assessing the toxicity of the products of combustion.

- ***Fire Tests Committee*** - In addition to its normal function, this Committee has responsibility for recommending the application of, and advice in the interpretation of, acceptable testing standards for problems of concern to NFPA Technical Committees.

- ***Glossary of Terms Advisory Committee*** - This advisory committee is responsible for providing advisory support to the NFPA Standards Council on policies related to definitions in NFPA Codes, Standards, Recommended Practices, and Guides; Submitting Public Input and Public Comments to NFPA documents to generate consistent definitions and minimize the number of duplicate definitions; and handle special tasks as assigned by the NFPA Standards Council.

- ***Disability Access Review and Advisory Committee*** – DARAC is a presidential advisory committee appointed by, and reporting to, the NFPA President to: identify existing needs and emerging issues within the disability community; identify areas where NFPA can provide a leadership role on such issues; ensure that the NFPA Standards Development Process includes current subject matter that addresses disability issues, access provisions, and other matters that impact the disability community

Requests for recommendations from a Technical Advisory Committee must be initiated by the Committee seeking the recommendation. The request should be made through the Secretary of the Standards Council. The criteria used by Technical Advisory Committees to process requests from the Technical Committees for recommendations are contained in Annex A.7.

The only exception to the above stated rule is recommendations dealing with the Glossary of Terms. The Glossary of Terms Technical Advisory Committee is authorized to submit Public Input and Public Comments, NITMAM's and Appeals dealing with any term defined within the NFPA Standards to achieve consistency.

I. RETROACTIVITY

The Council has adopted a guideline on retroactivity including suggested uniform wording for use by Committees desiring a retroactivity statement in their documents.

The guidelines and the suggested wording are contained in Annex A.8.

J. COMMITTEE LISTS

Committee membership lists are available on the document's information page located on the NFPA website (see Annex B.16) under the Technical Committee tab; in the First and Second Draft Report; and in the published NFPA Standard. The list that appears in the NFPA Standard is the list as of the time the Committee is balloted on the *Second Draft Report*. If there is no *Second Draft Report*, then the list is published as it appears in the *First Draft Report*.

K. EQUIVALENCY

The Council has adopted suggested uniform wording on equivalency for use by Committees desiring an equivalency statement in their documents. The suggested wording is contained in Annex A.12.

VI. PROCESSING NFPA STANDARDS

PROCESSING PUBLIC INPUT AND PUBLIC COMMENTS AT COMMITTEE MEETINGS

The Standards Council requires all Committees' work to be in accordance with the NFPA *Regulations Governing the Development of NFPA Standards* and any Supplemental Operating Procedures approved by the Standards Council. Failure to comply with these rules could result in challenges to the Standards Development Process. A successful challenge on procedural grounds could prevent publication of an NFPA Standard.

Consideration of Public Input: All Public Input will be considered during the development of the First Draft. The Technical Committee is not required to formally accept or reject the Public Input received but is required to respond in a nature that will assist the submitter in understanding the Technical Committee's reaction to the Input. If the Public Input is fully or partially utilized to create the First Revision it shall be sufficient to refer the submitter to that First Revision and its associated Committee Statement (Regs 4.3.7.3.1). If the Public Input is not utilized in the First Revision, the Technical Committee shall develop a Committee Statement responding to the Public Input (Regs 4.3.7.3.2).

Committee Input: When a Technical Committee is considering a revision to its NFPA Standard but does not wish to include the revision in the First Draft, the Technical Committee may submit the revision for public review and consideration as a Committee Input for the sole purpose of seeking public consideration and soliciting Public Comments. The decision to develop Committee Input shall be supported through a meeting vote requiring a simple majority and shall not be subject to Ballot (Regs 4.3.8).

DEVELOPMENT OF FIRST DRAFT

First Revisions shall be supported by at least a simple majority of the meeting vote for preliminary approval and shall be subject to final approval through a Ballot (see 4.3.10). The First Draft is based on the review and consideration of all Input, TIAs, and any other information available to the Technical Committee.

(a) **Successful Revisions.** All First Revisions that pass the Ballot shall be considered as final First Revisions for inclusion in the First Draft Report.

(b) **Failed Revisions.** Where a Revision fails Ballot, the changes proposed in the failed Revision shall be considered rejected and shall be deleted from the First Draft. Failed Revisions shall be re-designated as Committee Input and shall be published in the Input section of the First Draft Report. A notice shall be attached to all failed Revisions designated as Committee Inputs indicating that the associated Committee Input is the result of a failed Revision (Regs 4.3.10.1.(b)).

(c) **Global Revisions.** Global Revisions are balloted in the same manner as other Revisions, and a Global Revision that passes Ballot is applied, as directed, throughout the Standard, independently of the results of balloting on other Revisions (*Regs 4.3.10.1.(c)*).

CORRELATING COMMITTEE REVIEW (*Regs 4.3.11*)

Correlating Committee Review and Action on Public Input and the First Draft.

Where Technical Committee activities are managed and coordinated by a Correlating Committee, the Correlating Committee shall review the First Draft and take appropriate action in the form of Correlating Notes and First Correlating Revisions.

Correlating Notes. In reviewing the First Draft, Correlating Notes provide clarification and other appropriate information or directs the responsible Technical Committee(s) to reconsider Public Input, Committee Input, or Correlating Input, conduct further review, or take further action during the preparation of the Second Draft. Correlating Notes that pass Ballot shall be published in the First Draft Report and shall be linked to the part of the First Draft to which it relates. Correlating Notes shall be supported by at least a simple majority of the meeting vote for preliminary approval and by a three-fourths affirmative vote via ballot of the Correlating Committee. Negative votes or abstentions on the ballot shall include the reasons for such votes.

First Correlating Revisions (FCR). FCRs are proposed revisions to the First Draft that are required to promote correlation and consistency in the proposed document. Each FCR shall contain a Correlating Statement that substantiates the FCR. An FCR shall be established through a meeting vote and shall only require a simple majority to proceed to letter ballot. FCRs that fail to receive CC support through letter ballot shall not be published as part of the First Draft. Only proposed FCRs that are approved by the Correlating Committee through letter Ballot shall become FCRs and be published in the First Draft Report. FCRs that fail Ballot shall not be published.

Publication of First Draft. First Draft Reports shall be published as follows:

(a) **Form and Content of First Draft Report.** At the conclusion of ballot of the First Draft, a First Draft Report shall be created in a form suitable for online publication that contains all content designated for publication within the Regulations.

The First Draft Report is a consolidated report of the following individual items:

1. **First Draft** – The First Draft of the NFPA Standard represents a “track changes” view of the proposed First Draft for public review.
2. **First Revision Report** – This report contains of all of the First Revisions that have passed Technical Committee letter ballot and which have been incorporated in to the First Draft.
3. **Public Input Report** – This report contains all of the submitted Public Input organized in document order.
4. **Ballot Results Report** – This report contains the individual ballot results on each First Revision and any associated Ballot Statements by Technical Committee Members.
5. **Additional Reports** – Where applicable reports of Committee Input, Correlating First Revisions, and Correlating Notes have been included and organized in document order.

(b) Where the Technical Committee’s activities are managed and coordinated by a Correlating Committee and where the Correlating Committee has no Correlating Notes or First Correlating Revisions, a note shall be placed in the First Draft Report indicating that the Correlating Committee has reviewed the First Draft and did not add any Correlating Notes or First Correlating Revisions.

(c) **Submission of First Draft.** The First Draft Report shall be submitted to the Standards Council Secretary for publication on the NFPA Standards Development Site within the timeframe established by the published calendar of the NFPA.

(d) **Publication and Distribution of the First Draft and the Technical Committee Report.** The NFPA shall make available and publicize the availability of the First Draft Report. Notice of the availability shall be published in *NFPA News*, *ANSI Standards Action*, and *the Federal Register*. The First Draft Report will be available on NFPA’s website on the document’s information page (see annex B.16)

DEVELOPMENT OF SECOND DRAFT REPORT

(1) *Committee Action on Public Comments:* All Public Comments must be acted upon. Those that do not comply with Sections 4.3.3 or 4.4.5 of the NFPA Regs may be rejected for that reason. Each Public Comment must include identification of the submitter; identification of the specific part of the document to which the Public Comment is directed; the proposed text of the Public Comment, including the wording to be added, revised (and how revised), or deleted. The changes shall be indicated through the use of underlines for new text and strikethrough for deleted text. The Public Comment also requires a statement of the problem and substantiation; the signature of the submitter which may be an electronic signature as approved by the Council Secretary. A submitter, by written request to the Council Secretary, may withdraw the Public Comment before the published Public Comment closing date. Public Comment cannot be withdrawn after the established Public Comment closing date.

(2) *Available Committee Actions (Regs 4.4.8.1):* All Public Comment must be Accepted exactly as written, Rejected, Reject But See or Reject But Hold. A discussion of these actions follows:

(a) **Accept the Comment.**

(1) **Action:** The Technical Committee takes this Action when it decides to accept the text proposed in the Public Comment exactly as submitted.

(2) **Result:** The Public Comment is marked as “Accept,” and the proposed text is incorporated into one or more Second Revisions.

(b) **Reject the Comment, but See Related Second Revision.**

(1) **Action:** The Technical Committee takes this Action when it agrees with the concept of the Public Comment in whole or in part but has developed related text in one or more Second Revisions that is different from the text in the Public Comment.

(2) **Result:** The Public Comment is marked as “Reject But See” and, a reference is provided to the related Second Revision(s).

(c) **Reject the Comment.**

(1) **Action:** The Technical Committee takes this Action when it disagrees with the proposed changes in the Public Comment.

(2) **Result:** The Public Comment is marked as “Reject,” and no Second Revision is developed.

(d) Reject But Hold the Comment.

(1) **Action:** The Technical Committee takes this Action when it decides to reject the Public Comment, but hold it for processing as a Public Input for the next Revision Cycle.

(2) **Result:** The Comment is marked as “Reject But Hold,” and no Second Revision is developed.

The Technical Committee is required to Reject But Hold a Public Comment for processing as a Public Input for the next revision cycle that:

- introduces a concept that has not had public review, or
- changes the text proposed by the Technical Committee to the point that the Committee would have to restudy the text of the Report or other affected parts of the document,
- proposes something that cannot be handled properly within the time frame established for processing the Report.

(3) *Committee Statement on Public Comments:* Any Public Comment that is Accepted, Rejected, Reject But See, or Reject But Hold must include as a Committee Statement, preferably technical in nature, reasons for the action. Such statements must be sufficiently detailed so as to convey the Committee’s exact justification for its action. If a document receives a certified amending motion, this will assist members of the Association in their deliberations at the Association Technical Meeting and permit the submitter to develop additional material for rebuttal, if so desired and appropriate.

References to the requirements of other documents as a reason for rejection should be to the specific sections of the document including the requirements. If there is more than one such section, the reference should include at least one, identified as an example.

It is inappropriate for the Committee to reject a Public Comment simply because it accepted a different Public Comment on the same subject. Reference in the Committee Statement to another Committee action, unless related to a Second Revision, is inappropriate unless that Committee Statement contains all of the applicable technical justification for the action. The Technical Committee may reject Public Comment(s) when a Second Revision is created on the subject matter and the Committee Statement references the related Second Revision.

When a Report receives a large number of Public Input or Public Comment on a single issue, all with the same recommendation and with similar substantiation, the NFPA Staff Liaison may combine these into a single Public Input/Public Comment with multiple submitters. The statement of problem and the substantiation for the Public Input/Public Comment shall be a general summary of the submitted material, prepared by the NFPA staff.

BALLOTING

Balloting First and Second Revisions: All First and Second Revisions must be balloted through the Technical Committee and Correlating Committee. Revisions decided during Technical Committee and Correlating Committee meetings shall be supported by at least a simple majority of the voting members present at the meeting, except where specifically stated otherwise in the *Regulations Governing the Development of NFPA Standards* (see also *Regs 3.3.4.3*). Formal votes of members must be secured by letter ballot. A member voting in the “negative” or recorded as “abstaining” shall include a statement of reasons within the ballot. The reasons for negative votes shall be transmitted to each member who can respond, reaffirm, or change his or her ballot at that time. When reasons for negative votes

are transmitted, affirmative comments and comments of nonvoting members shall be included. The vote of an alternate member shall be counted and circulated only when the principal member does not exercise his or her voting privileges.

REPORTING TO AN ASSOCIATION TECHNICAL MEETING (*Regs 4.5, 4.6*)

Technical Committee Reports are posted on the document's information page, for the Fall and Annual Revision Cycles, for anyone to review. When a NITMAM has been received, certified, and posted, that document is held for action at the Association Technical Meeting typically held in June. One of the Chair's most important and demanding jobs is being present at the Association Technical Meeting, if the document has a certified amending motion. The Chair should also endeavor to have as many Committee members present as possible. If circumstances make it impossible for the Chair to be present, arrangements must be made in advance for a knowledgeable officer or member of the Committee to substitute. If a substitute for the Chair cannot be found, the Council Secretary will assign someone else to be present. When a Correlating Committee/Technical Committee Report is involved, it is desirable to have the Chair of all relevant Committees participate in any discussion on the Report. An entire Committee Report may be sent back to Committee (in other words, the NFPA Standard is not issued) merely because the Chair or a substituted officer failed to give complete answers to questions from the floor of an Association meeting. Therefore, preparations for the discussion of a Committee's Report is often critical to its passage. The Chair should answer any issues raised from the floor of the meeting as completely and as concisely as possible so that the body will be satisfied. When a Chair needs assistance or technical expertise in responding to an issue, an appropriate Committee member should be asked to respond.

The Chair should consult with the Staff Liaison prior to the meeting. Annex B.4 contains a sample Committee Officer's Presenters Guide, which will be prepared by NFPA Standards Administration. The Committee Officer's Presenters Guide will indicate where the Technical Committee Report is published and any editorial changes decided by the Committee since the publication of the First Draft Report and Second Draft Report. A list of certified amending motions will be posted on the NFPA website and published in advance of the meeting.

NFPA has established NFPA Convention Rules for the conduct of business at the Association Technical Meeting and can be found in Annex A.2.

BALLOTING ON ASSOCIATION AMENDMENTS

Action by the Association to Amend a Report, Return a Portion of a Report or Return an Entire Report to Technical Committee is subject to ballot of the appropriate Technical Committee to accept or reject the amendment, Return a Portion, or Return of Entire Report.

The Technical Committee shall be balloted on the amendment recommended by the Association. The Correlating Committee (if any) shall be balloted on the Association's amendment, in accordance with the authority of the Correlating Committee. (*Regs 3.4.2 and 3.4.3*) The Technical Committee ballot shall be completed within 21 days and the Correlating Committee ballot shall be completed within 45 days, both following the first business day after adjournment of the Association Technical Meeting.

VII. COMMITTEE CORRESPONDENCE

No one other than NFPA staff or corporate officers shall be provided with or be permitted to use NFPA stationery. In addition, NFPA does not provide or permit members to use letterhead designed for an individual NFPA Technical Committee or officer. Written opinions are rendered only in response to written requests and in all instances correspondence containing opinions shall prominently include the following Disclaimer:

Important Notice: This correspondence is not a Formal Interpretation issued pursuant to NFPA Regulations. Any opinion expressed is the personal opinion of the author, and does not necessarily represent the official position of the NFPA or its technical committees. In addition, this correspondence is neither intended, nor should be relied upon, to provide professional consultation or services.

The notice above shall be presented in hard copy or e-mail correspondence in type no smaller than 8 point type, and the phrase, “Important Notice” is to appear in bold and underlined.

Committee Members’ Opinions

The *Regulations Governing the Development of NFPA Standards (Regs)* permit Technical Committee members to give personal opinions about the meaning of NFPA Standards *in Section 6.1.1*. However, they should be advised they are free to refer all requests for interpretations to staff for handling as part of our Technical Questions Services. Any Technical Committee member who does provide a personal opinion should forward a copy of that opinion to their NFPA Staff Liaison.

Where a Technical Committee Member provides an opinion, either orally or in writing, about the meaning of NFPA Standards (especially in any circumstances where they are identified or might be known to be a Technical Committee Member or could be understood to be speaking as a Technical Committee member), the Technical Committee member should prominently provide the disclaimer required by the *Regs* in Section 6.1.1 NOTE, that:

Any opinion expressed is the personal opinion of the author [or speaker] and does not necessarily represent the official position of the NFPA or its technical committees.

Revised May 2011

VIII. TENTATIVE INTERIM AMENDMENTS (TIAs)

If there is an emergency need to amend an NFPA document between regular adoption cycles, a Tentative Interim Amendment (TIA) may be processed.

In order to be processed, the proposed TIA must be determined to be of an emergency nature requiring prompt action and must have the endorsement of two Committee or Correlating Committee members. The initial determination of emergency nature is made by the Secretary of the Standards Council after consultation with the appropriate Committee Chair based on the guidelines in Sections 5.1 and 5.2 of the *Regulations Governing the Development of NFPA Standards (Regs)*.

If the proposed TIA meets the requirements of Section 5 of the *Regs*, it will be published in *NFPA News* with a closing date for receipt of comments (approximately 60 days from publishing date). The Staff Liaison ballots the Technical and Correlating Committee (if any). Three-fourths of the voting members of the Technical Committee and/or the Correlating Committee, if any, must vote in favor of the TIA on both technical merit and emergency nature as calculated in accordance with 3.3.4.3 of the *Regs* to establish a recommendation to the Standards Council for approval of the TIA.

The proposed TIA and the results of the Committee ballot are then forwarded to the Standards Council for action. In accordance with 1.6.2(c) of the *Regs*, an appeal related to a proposed TIA that has been submitted for processing pursuant to 5.1 of the *Regs* shall be filed no later than 5 days after the notice of the TIA ballot results are published in accordance with *Regs* 4.2.6. Any party may advocate their position either in writing or in person before the Council. The Standards Council, after review of the TIA, Committee Action and all the associated material, decides whether or not to issue the TIA. Issued TIAs shall become effective twenty days after Council action unless the President determines, within his or her discretion, that the effective date shall be delayed pending the consideration of a Petition to the Board of Directors (*Regs* 1.7). The President may also, within his or her discretion, refer the matter of a delay in the effective date of the TIA to the Executive Committee of the Board of Directors or the Board of Directors.

A Tentative Interim Amendment is tentative because it has not been processed through the entire Standards Development Process. It is interim because it is effective only between editions of the document. A TIA automatically becomes a Public Input for the next edition of the document and, as such, is subject to all of the procedures of the Standards Development Process.

Proposed TIAs, as well as issued TIAs, are available on the document's information page located on the NFPA website (see Annex B.16).

IX. FORMAL INTERPRETATIONS (FIs)

Formal Interpretations provide formal explanations of the meaning or intent of any specific provision or provisions of any document.

Formal Interpretations on Guides should, wherever possible, be avoided. When necessary, however, a background statement of the Committee's position should be included along with the "yes" or "no" response. A statement, written or oral, that is not processed as a Formal Interpretation is not considered the official position of NFPA or any of its Committees and must not be considered to be, nor relied upon as, a Formal Interpretation.

The Formal Interpretation procedure does not prevent any Committee Chair, member of any Committee, or the Staff Liaison from expressing an opinion on the meaning or intent of any document, provided that: (a) the person rendering the opinion orally or in writing clearly states that the opinion is personal and does not represent the position of the Committee or the Association and may not be considered to be, or relied upon, as such; and (b) written opinions are rendered only in response to written requests, and a copy of the request and the response is sent to the Staff Liaison and the involved Committee Chair.

A. EDITIONS TO BE INTERPRETED

Interpretations shall be rendered only on the text of the current or immediately prior edition of the NFPA Standard and must be rendered on the text of the requested edition of the Standard. The interpretation also shall apply to and be published based on the current edition of the document, if the text is identical, unless deemed inappropriate by the Committee.

B. METHOD OF REQUESTING FORMAL INTERPRETATIONS

A request for a Formal Interpretation must be directed to the Council Secretary. The request must include a statement with specific reference to a single problem and identifying the portion (article, section, paragraph, etc.) of the document and edition of the document on which an interpretation is requested. Such a request must be in writing and must indicate the business interest of the requester. A request involving an actual field situation must so state and all parties involved must be named and notified. NFPA has provided a form for requesting a Formal Interpretation. A sample form can be found in Annex B.5.

C. QUALIFICATIONS FOR PROCESSING

The Staff Liaison with assistance of the Secretary of the Standards Council determines whether a request qualifies as an FI or should be handled by a "Personal Opinion". If it is processed as a "Personal Opinion", a copy must be sent to the Committee Chair and the Standards Administration Department.

A request for an interpretation will not be processed if it:

- (1) involves a determination of compliance of a design, installation, or product or equivalency of protection;
- (2) involves a review of plans or specifications, or requires judgment or knowledge that can be acquired only as a result of on-site inspection;
- (3) involves text that clearly and decisively provides the requested information;
- (4) involves subjects that were not previously considered by the Committee or that are not addressed in the document.

D. EDITING

If determined as qualifying, the Staff Liaison reviews the request to determine if it can be answered with a “Yes” or “No” answer.

If it cannot, the request is rephrased into a form that can be answered “Yes” or “No.” The requester is then contacted for concurrence with the rephrased FI.

E. BALLOTING

If accepted for consideration, each request shall then be submitted to ballot of the Technical Committee having primary jurisdiction of the NFPA Standard or portion thereof covering the subject under consideration. The Correlating Committee shall be balloted on correlation issues within its authority

The Technical Committee is balloted and in order for the FI to be issued, there must be three-quarters agreement in favor of either a yes or no answer to the question posed in the interpretation request. In calculating the vote, those who have expressed in writing valid reasons for abstaining, and those who, after a second request, fail to return their ballots, shall be omitted from the calculations. In all cases, for the Formal Interpretation to be issued, a simple majority of the committee members eligible to vote must vote in favor of the prevailing yes or no answer in order for the FI to be issued.

The ballot of the Technical Committee shall contain the following choices to the question posed in the interpretation request:

- 1) Formal Interpretation should not be processed because a yes or no answer would be inappropriate or a Formal Interpretation should not be processed based on one of the factors indicated in *Regs* 6.1.4
- 2) A Formal Interpretation should be processed and the recorded answer to the question shall be yes, no or abstain.

Where ballots contain comments with regard to a position set forth in a Formal Interpretation request, such comments shall be transmitted to each member who may change his or her ballot at that time.

Where the necessary agreement is not received, the item is placed on the docket for processing and resolution by the Technical Committee at its next meeting.

If the required agreement is secured from the Technical Committee, all named parties are notified by the Staff Liaison, and the FI becomes effective 20 days after the notification, unless an appeal is filed within that 20-day period.

Any Technical Committee of an NFPA Standard which has been subject to an issued Formal Interpretation shall prepare language in the form of Public Input to clarify the text of the NFPA Standard involved and retire the Formal Interpretation.

X. FOR FURTHER INFORMATION

The NFPA is grateful for your voluntary participation with the development of documents dedicated to improving safety. If any aspect of your responsibilities as a Committee officer requires further clarification or if you would like additional advice, please contact your Staff Liaison, the Secretary of the Standards Council, or the Standards Administration Department.

In addition, always check the document's information page at www.nfpa.org/doc# (Example: <http://www.nfpa.org/101>) (see Annex B.16).

Recommendations for improvements to this Guide should be addressed to Standards Administration Department, One Batterymarch Park, Quincy, MA 02169-7471. Phone: 617-770-3000. Email: stds_admin@nfpa.org.

Annex A.1

GUIDE FOR THE CONDUCT OF PARTICIPANTS IN THE NFPA STANDARDS DEVELOPMENT PROCESS

See pages 64 of the 2013 NFPA Standards Directory

Annex A.2

NFPA TECHNICAL MEETING CONVENTION RULES

See pages 61-63 of the 2013 NFPA Standards Directory

Annex A.3

GUIDELINES TO CLASSIFICATION OF COMMITTEE MEMBERS

These Guidelines are for use by the Standards Council and the staff to assist in complying with 3.2.5 of the *Regulations Governing the Development of NFPA Standards*.

The following classifications apply to Committee members and represent their principal interest in the activity of the Committee.

1. M Manufacturer: A representative of a maker or marketer of a product, assembly, or system, or portion thereof, that is affected by the standard.
2. U User: A representative of an entity that is subject to the provisions of the standard or that voluntarily uses the standard.
3. I/M Installer/Maintainer: A representative of an entity that is in the business of installing or maintaining a product, assembly, or system affected by the standard.
4. L Labor: A labor representative or employee concerned with safety in the workplace.
5. R/T Applied Research/Testing Laboratory: A representative of an independent testing laboratory or independent applied research organization that promulgates and/or enforces standards.
6. E Enforcing Authority: A representative of an agency or an organization that promulgates and/or enforces standards.
7. I Insurance: A representative of an insurance company, broker, agent, bureau, or inspection agency.
8. C Consumer: A person who is or represents the ultimate purchaser of a product, system, or service affected by the standard, but who is not included in (2).
9. SE Special Expert: A person not representing (1) through (8), and who has special expertise in the scope of the standard or portion thereof.

NOTE 1: “Standard” connotes code, standard, recommended practice, or guide.

NOTE 2: A representative includes an employee.

NOTE 3: While these classifications will be used by the Standards Council to achieve a balance for Technical Committees, the Standards Council may determine that new classifications of member or unique interests need representation in order to foster the best possible Committee deliberations on any project. In this connection, the Standards Council may make such appointments as it deems appropriate in the public interest, such as the classification of “Utilities” in the National Electrical Code Committee.

NOTE 4: Representatives of subsidiaries of any group are generally considered to have the same classification as the parent organization.

Approved Standards Council: November 1981; Revised October 1990; Revised October 2012
Approved Board of Directors: June 1997; Revised November 2012

Annex A.4

APPOINTING NONVOTING MEMBERS TO COMMITTEES

Voting is a fundamental aspect of NFPA Committee activities. The effectiveness of a Committee can be diminished by less than full participation by its members, and members who repeatedly fail to return ballots jeopardize their Committee membership (*Regs 3.1.3.1*).

The Council recognizes that it may be appropriate from time to time to appoint an individual Committee member who cannot vote on Committee matters. Provisions for appointing such nonvoting members are covered in Sections 3.2.2.4 and 3.2.2.5 of the Regulations. However, in fairness to Committee members who accept and meet their obligation to complete and return their ballots and in consideration of effective Committee operation, the Council feels that appointments for nonvoting members should be made only as an exception to meet a special need that cannot be met by the voting members of the Committee.

If an individual is nominated for nonvoting status, the Council should be informed of the special qualifications or restrictions of the nonvoting nominee that justify Committee membership.

Approved Standards Council: July 1981
Approved Board of Directors: June 1997

Annex A.5

APPOINTING MULTIPLE ORGANIZATION REPRESENTATIVES TO COMMITTEES

Maintaining a balance of interest within the membership of each NFPA Technical Committee is essential to ensure the opportunity for fair and equitable participation without dominance by any single interest.

The Regulations note that organization membership is the preferred method of securing representation of interested groups.

The Council recognizes that it may be appropriate from time to time to appoint more than one organization representative to the same Committee. However, the Council feels that appointments for multiple organization memberships to the same Committee should be made only as an exception when the representation of interested groups is better served by multiple members from the same organization than by single representation from separate organizations.

If an individual is nominated as a multiple organization member, both the Committee Chair and the organization must provide the Council with its rationale for needing multiple organization representation on the Committee. The organization must identify the segment of the industry represented by each multiple organization representative.

There shall be no more than one representative on each Technical Committee from each industry segment, up to a maximum of three representatives from the same organization.

Approved Standards Council: July 1985

Approved Board of Directors: June 1997

Annex A.6

EXTRACT GUIDELINE

A) General.

(1) Scope. This guideline provides guidance to TCs for extracting text from other documents whose TCs have primary jurisdiction for the subject covered. This guideline is intended to apply to extraction among NFPA documents, and documents between NFPA and other organizations that are working with NFPA to harmonize and/or coordinate their respective documents.

- (2) General Guidance.** A document may contain text extracted from another document provided:
- (a) there is good and sufficient reason for the extracts;
 - (b) there is clear indication, with the extracted text, of the number, title and edition of the document from which the extracts are taken and that requests for interpretations or proposed revisions of the text must be referred to the Committee responsible for the source document;
 - (c) any editing of the extracted text is confined only to making the style consistent with that of the document containing the extract and then only with the concurrence of the Committee responsible for the source document; and
 - (d) the extracted text is kept current with that of the source document.

B) Procedures for Updating Extracts.

The extract procedure requires that the extracted text be kept current with that of the source document in a timely appropriate manner.

In most cases an update to extracted text can be accomplished via a Public Input or a Public Comment during the regular revision process of the document. If no Public Input to update extracted text is received, the document in which the extracted text appears must be updated by the Committee responsible for the document during its next regular revision process.

It may be necessary to update extracted text prior to the next regular revision cycle of the document if the change in text of the document of origin results in a major conflict between the documents.

If a request is received to update an extract prior to the next regular revision cycle of the document containing the extracted text, such a request shall be processed as a Tentative Interim Amendment.

C) Guidance for the extraction of text from one document to another

(1) General. The intent of extracting text is to make a document as complete and useful as possible. Care must be taken not to compromise the intent of the criterion being extracted.

A section or paragraph being extracted from another document represents a specific thought, and it is important that the thought in its entirety be extracted. The context of the original extracted material should not be compromised or violated.

(2) Exception and Caution Statements. Text should not be extracted without including any exception(s) associated with the extracted text. Likewise, caution statements should also be included. Exception and caution statements are considered part of the requirements of the associated paragraph.

(3) Notes and Related Appendices. Notes and appendices are intended as advisory, supplemental information, and thus they may or may not be included along with an extracted paragraph. If the extracted text contains “Notes” in the parent document, the committee should carefully review the notes. This same logic applies to related Annex sections. If the committee chooses not to extract the note or related Annex section, they should be sure that the paragraph cannot be misinterpreted based on the absence of this supplemental information.

(4) Paragraph Numbering. Committee’s need to be careful not to change the relationship of paragraphs to each other in the way they renumber extracted text. For example, if a paragraph with 2 subparagraphs is renumbered as 3 separate and distinct paragraphs, does that change the relationship of paragraph 2 and 3 to the original paragraph 1. Many times subparagraphs refine requirements in the host paragraph and renumbering will change that emphasis, and possibly compromise that relationship. For example:

Parent Document	Document Extracting
7.5.1 Paragraph	8.2.3.1 Paragraph
7.5.1.1 Subparagraph	8.2.3.2 Paragraph
7.5.1.2 Subparagraph	8.2.3.3 Paragraph
7.5.2 Paragraph	8.2.3.4 Paragraph

The committee taking the extract should be very careful not to take part of a section or paragraph and skip another part of this same section or paragraph (e.g. take 7.5.1, 7.5.1.1, and 7.5.1.3, but not take 7.5.1.2) without a valid reason. This can be misleading as the user will think they have the complete text and the extracted text may be used out of context. The family of paragraphs that state a set of requirements should be kept together to ensure both documents are consistent in stated requirements.

(5) References. Where extracted material references another paragraph in the document from which the material is extracted, the committee should try to extract the referenced paragraph as well so their document is more complete and user friendly. The intent of extracting text is to make a document as complete and useful as possible. Sending someone back to another document for a referenced paragraph is not user friendly.

Approved Standards Council: January 1984; Revised November, 2003; October, 2007
Approved Board of Directors: June 1997; Revised November, 2007

Annex A.7

CRITERIA FOR THE PROCESSING OF TECHNICAL ADVISORY COMMITTEE RECOMMENDATIONS BY TECHNICAL COMMITTEES

1. Requests for Technical Advisory Recommendations

Requests for recommendations from a Technical Advisory Committee must be initiated by the Committee seeking the recommendation. The request should be made through the Secretary of the Standards Council.

2. Disposition of Recommendations

The Committee should consider the recommendation of the Technical Advisory Committee in developing its Report or Supplemental Report in the substantiation for the Committee action where the Technical Advisory Committee's response is a significant factor in the determination (disposition) of the Public Input or Public Comment.

3. Timing Sequence for Requests

A. Committee Input—If a Committee wants recommendations on Committee Input or a First Revision before it meets to finalize its First Draft, a minimum of two months should be provided for a response from the Technical Advisory Committee. This will provide adequate time for the Technical Advisory Committee recommendations to be included in the First Draft Report.

B. Public Input—If a Committee seeks a recommendation from a Technical Advisory Committee on a Public Input, the Committee may indicate in its Committee Statement that a recommendation has been requested from a Technical Advisory Committee. The Technical Advisory Committee recommendation may be published as a Public Comment in the Second Draft Report. However, in order to preserve the rights to file a NITMAM, a Public Comment, in accordance with 4.5.3.6 of the *Regulations Governing the Development of NFPA Standards*, must be filed by interested parties.

C. Public Comments—If a Committee seeks a recommendation from a Technical Advisory Committee on a Public Comment, it may in accordance with 4.4.8.1(d) of the *Regulations Governing the Development of NFPA Standards* “Reject But Hold the Comment,” with an indication that a recommendation has been requested from the Technical Advisory Committee. A “Reject But Hold the Comment” automatically becomes a Public Input for the next revision of that document.

Approved Standards Council: July 1983; revised October 2012

Approved Board of Directors: June 1997; revised November 2012

Annex A.8

RETROACTIVITY GUIDELINES

The Standards Council adopted a Guideline on Retroactivity including suggested uniform wording which might be used by NFPA Committees desiring a retroactivity statement in their documents. The procedures are as follows:

Retroactivity is solely the discretion of the authority having jurisdiction.

In general, however, a new edition of a code or standard is for application to facilities, equipment, structures, and installations that occur on or after the effective date of the code or standard.

The courts have decided that facilities, equipment, structures, and installations that met society's demand for fire safety when originally built may not necessarily meet society's demands for fire safety today.

In addition, if a code or standard is revised because fire experience shows that the document did not adequately cover a hazard, the hazard should not be allowed to continue simply because the document cannot be applied "retroactively."

For these reasons, it may be desirable to have some wording in certain NFPA codes and standards to clarify the intended application of the standard.

The following is suggested as wording that might be included in a code or standard to cover the subject of retroactivity if it is determined by the Committee that a retroactivity statement is needed in the document:

Retroactivity: The provisions of this (document type) reflect a consensus of what is necessary to provide an acceptable degree of protection from the hazards addressed in this (document type) at the time the (document type) was issued. Unless otherwise specified, the provisions of this (document type) shall not apply to facilities, equipment, structures, or installations that existed or were approved for construction or installation prior to the effective date of the (document type). Where specified, the provisions of this (document type) shall be retroactive.

In those cases where the authority having jurisdiction determines that the existing situation presents an unacceptable degree of risk, the authority having jurisdiction shall be permitted to apply retroactively any portion of this (document type) deemed appropriate.

The retroactive requirements of this (document type) shall be permitted to be modified if their application clearly would be impractical in the judgment of the authority having jurisdiction, and only where it is clearly evident that a reasonable degree of safety is provided.

Approved Standards Council: January 1986, April 1999

Approved Board of Directors: June 1997, June 1999

Annex A.9

GUIDELINES ON POTENTIAL JURISDICTIONAL (SCOPE) ISSUES BETWEEN COMMITTEES DEVELOPING OCCUPANCY STANDARDS AND COMMITTEES DEVELOPING INSTALLATION STANDARDS

Occupancy standards deal directly or indirectly with hazards of occupancies by identifying conditions common to those occupancies, and thus serve to define those hazards. It is appropriate for Occupancy Committees to consider performing a hazard analysis on each occupancy to establish a more precise level of protection required by that hazard. It is appropriate for Installation Committees to address specific hazards as identified by Occupancy Committees.

I. An Occupancy Committee should wherever possible reference the requirements established by an installation standard.

(A) If an Occupancy Committee wishes to modify in its document the requirements established by an Installation Committee or utilize the requirements of an Installation Standard in a manner inconsistent with the intent (scope) of the Installation Standard, the Occupancy Committee must:

1. Provide a rationale for the proposed modification for inclusion in the Annex of their standard as part of the First Draft Report (FDR).
2. Notify the Chair of the Installation Committee of the intended change and attempt to arrange a meeting with the Chair or designated representative prior to final action on Second Draft Report (SDR).
3. The representative of the Installation Committee shall review the proposed modifications and ensure that the Occupancy Committee proposing modifications fully understands any restrictions or limitations inherent in the installation standard.

(B) If the Installation Committee disagrees with the proposed modifications put forward by an Occupancy Committee, it may avail itself of the normal standards-making process.

II. An Installation Committee should, wherever possible, address the specific hazards associated with occupancies without directly specifying occupancies.

(A) If an Installation Committee wishes, within its documents, to restrict an installation to a specific occupancy or establish special criteria for a specific occupancy, the Installation Committee must:

1. Provide a rationale for the proposed restriction or special criteria for inclusion in the Annex of their standard as part of the First Draft Report (FDR).
2. Notify the Chair of the appropriate Code or Occupancy Committee of the intended change and attempt to arrange a meeting with the Chair or designated representative prior to final action on Second Draft Report (SDR).

3. The representative of the Occupancy Committee shall review the proposed modifications and ensure that the Installation Committee fully understands any restrictions inherent in the occupancy standard.

(B) If the Occupancy Committee disagrees with the proposed modifications put forward by an Installation Committee, it may avail itself of the normal standards-making process.

Approved Standards Council: October 1988; Revised October 2012

Approved Board of Directors: June 1997; Revised November 2012

Annex A.10

GUIDELINE ON APPOINTMENT AND TENURE OF COMMITTEE CHAIR

The Chair's appointment should, whenever possible, be from the current membership of the Committee.

No one should Chair a Technical Committee and Correlating Committee within the same project, or serve as Chair on more than a single Technical Committee reporting to the same Correlating Committee.

If, in the opinion of the Standards Council, an individual has a known or potential conflict of interest with the scope of a Committee or other circumstances that could influence the individual's impartiality, that individual should not be appointed to serve as Chair of that Committee.

Note: A conflict of interest is defined as any situation in which the Committee's decision or votes could substantially and directly affect the Chair's financial or business interests.

Chair tenure is reviewed annually for reappointment. The Council will generally not reappoint a Chair who has served for more than ten consecutive years, or three complete cycles of any Committee document, whichever is less.

Approved by Standards Council: October 1988, Revised November 2006; Revised October 2012
Approved by Board of Directors: December 1989; Revised June 1997, Revised November 2006;
Revised November 2012

Annex A.11

GUIDELINES FOR APPOINTMENT OF LIAISON REPRESENTATIVES TO COMMITTEES

Section 3.2.2.1 of the *Regulations Governing the Development of NFPA Standards* recognizes representatives of Committees or Sections as permitted categories for membership on Committees. Liaison membership is essential in many instances throughout various projects, and encourages liaison where a flow of information is necessary to facilitate the development of companion documents.

It is evident, however, that liaison memberships have been established where no mechanism exists for the interchange of information between Committees, and in the case of NFPA Section representatives, there is no criteria in establishing a category of interest for eligibility other than those applied for individual membership. Section representatives to Committees differ from Committee liaison members in that Committees are entities without a proprietary or specialized interest and cannot instruct voting of their membership. The following guidelines are used by the Council when acting on applications for Committee liaison membership and section representatives.

Committee Liaison Membership

1. All applications for Committee liaison membership shall be considered on the basis of factors that would ordinarily be applied to any applicant, including category of interest.
2. Category of interest and organizational representation shall be congruent in the companion Committees.
3. Membership shall not be listed as liaison without concurrence between the respective Committee Chair.
4. If items 1 and 2 above cannot be achieved because of an imbalance in the category of interest, nonvoting membership shall be considered in accordance with the Standards Council Policy on Nonvoting Members to Committees.

NFPA Section Representatives on Committees

1. An NFPA Section may elect to propose a representative to a Committee under the provisions of Section 3.2.2.1 of the *Regulations Governing the Development of NFPA Standards*, and authorized by Paragraph 10 of the Regulations Governing NFPA Sections.
2. All applications for Section representation to a Committee shall be considered on the basis of factors ordinarily applied to any applicant, including category of interest.
3. The Section shall state in its authorization letter the reasons for such representation, including a statement as to whether the Section intends to direct or instruct the representatives voting on the Committee's actions.
4. Section members who represent organizations with instructed voting policies shall be eligible

for Section representation on Committees, except as provided in 5 below.

5. If items 2 and 4 above cannot be achieved because of an imbalance in the category of interest, nonvoting representation shall be considered in accordance with the Standards Council Guideline on Nonvoting Members to Committees.

Approved Standards Council: October 1988; Revised October 2012
Approved Board of Directors: June 1997; Revised November 2012

Annex A.12

EQUIVALENCY STATEMENT

The Council has adopted the following suggested uniform wording on equivalency for use by those NFPA Committees desiring an equivalency statement in their documents:

Equivalency: Nothing in this (code) (standard) is intended to prevent the use of systems, methods, or devices of equivalent or superior quality, strength, fire resistance, effectiveness, durability, and safety over those prescribed by this (code) (standard). Technical documentation shall be submitted to the authority having jurisdiction to demonstrate equivalency. The system, method, or device shall be approved for the intended purpose by the authority having jurisdiction.

Approved Standards Council: April 1988, April 1999

Approved Board of Directors: June 1997, June 1999

Annex A.13

GUIDELINE FOR ORGANIZATIONAL INTEREST CATEGORY

Special consideration is given when assigning the interest category for members of Technical Committees that represent organizations rather than individual employers. In general, organizational representatives will be given preference over non-organizational representatives since they are assumed to be representing a broader spectrum of individuals.

Technical Committee members shall be classified based on the interest class that they are perceived to bring to committee discussions, based on employer, organization, or both. Subject to this general rule, the following additional guidelines apply:

1. Representatives of organizations shall have the same interest classification individually as the organization they represent, or the organization must have a mechanism to direct or establish a position with a means of maintaining communication on relevant issues.
2. Representatives of NFPA Sections will typically be classified based on the employer of the member.

Approved Standards Council: July 1997

Approved Board of Directors: November 1997

Annex A.14

GUIDELINE ON REFERENCES IN NFPA DOCUMENTS TO PROPRIETARY PRODUCTS AND SERVICES.

Technical Committees should generally avoid references in NFPA Documents to proprietary products and services that meet the requirements of an NFPA code or standard or may be suitable for use in complying with an NFPA code or standard. Technical Committees should eliminate, and in the future, avoid these types of references unless a compelling need for such a reference exists. In the exceptional situation where such a reference is included,

(a) the reference should be contained in a nonmandatory Annex, and

(b) the Annex should contain a clear statement:

1) that the reference is for information purposes only,

2) that information concerning the product or service has been provided by the manufacturer or other outside sources, and

3) that the information concerning the product or service has not been independently verified nor has the product or service been endorsed or certified by the NFPA or any of its Technical Committees.

Approved Standards Council: October 2001

Approved Board of Directors: November 2001

Annex A.15

GUIDELINE ON REFERENCES IN NFPA DOCUMENTS TO COMPUTER SOFTWARE.

Technical Committees should avoid mandatory references to computer software in NFPA documents.

Instead, Technical Committees should draft provisions concerning electronic methods of calculation and modeling in terms of performance criteria. Technical Committees may also consider third party review and listing requirements where appropriate.

Technical Committees should eliminate, and in the future, avoid mandatory references to computer software, whether proprietary or in the public domain. Where appropriate and necessary, Technical Committees may include references to computer software in an Annex, provided that the Annex contains a clear statement that:

- (a) the reference is for informational purposes only,
- (b) information concerning the software has been provided by the developer or other outside sources, and
- (c) The information concerning the software has not been independently verified nor has the software been endorsed or certified by the NFPA or any of its Technical Committees.

Approved Standards Council: November 2002

Approved Board of Directors: November 2002

Annex A.16

ANSI/NFPA PATENT POLICY

NFPA follows the ANSI Patent Policy in its latest version, as it may be revised and amended from time to time. The following version of the ANSI Patent Policy is current as of June, 2009, and is reproduced from the ANSI Essential Requirements: Due Process Requirements for American National Standards dated January, 2009. Contact NFPA Standards Administration or visit www.ansi.org to obtain the latest version of the patent policy. Annex A.17 includes Guidelines for implementation of the ANSI Patent Policy.

3.1 ANSI patent policy - 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.

If an ANSI-Accredited Standards Developer (ASD) receives a notice that a proposed ANS or an approved ANS may require the use of such a patent claim, the procedures in this clause shall be followed.

3.1.1 Statement from patent holder

The ASD shall receive from the patent holder or a party authorized to make assurances on its behalf, in written or electronic form, either:

- (a) assurance in the form of a general disclaimer to the effect that such party does not hold and does not currently intend holding any essential patent claim(s); or
- (b) assurance that a license to such essential patent claim(s) will be made available to applicants desiring to utilize the license for the purpose of implementing the standard either:
 - (i) under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or
 - (ii) without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination

3.1.2 Record of statement

A record of the patent holder's statement shall be retained in the files of both the ASD and ANSI.

3.1.3 Notice

When the ASD receives from a patent holder the assurance set forth in 3.1.1 b above, the standard shall include a note substantially as follows:

NOTE – The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights.

By publication of this standard, no position is taken with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from the standards developer.

3.1.4 Responsibility for identifying patents

Neither the ASD 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.

Approved Standards Council: October 2008, March 2009

Approved Board of Directors: November 2008

Annex A.17

ANSI GUIDELINES FOR IMPLEMENTATION OF THE ANSI/NFPA PATENT POLICY.

The following is a document developed by ANSI to provide guidance on the implementation of the *ANSI Patent Policy*. NFPA follows the *ANSI Patent Policy*, which appears at Annex A.16. The document, which is called *Guidelines for Implementation of the ANSI Patent Policy: An Aid to more efficient and Effective Standards Development in Fields That May Involve Patented Technology*, is the current versions of September 2008. Contact NFPA Standards Administration or visit www.ansi.org to obtain the latest version of the guidelines.

I Purpose

These Guidelines are intended to assist voluntary standards developers, and those that participate in the standards development process, in understanding and implementing the ANSI Patent Policy (the “Patent Policy”, see Exhibit A). Drafted by a task force formed by ANSI for the purpose of studying the Patent Policy, the Guidelines seek to encourage the early disclosure and identification of patents that may relate to standards under development, so as to thereby promote greater efficiency in standards development practices.

By definition, guidelines are suggestions -- adherence is not essential for standards developers to be found in compliance with ANSI’s Patent Policy. Rather, this is an effort to identify possible procedures that a standards developer may wish to adopt, either in whole or in part, for purposes of effectively implementing the Patent Policy. Additional or different steps may also be selected for such purposes.

II An Overview of the ANSI Patent Policy

The Patent Policy is set forth in Section 3.1 of ANSI’s “Essential Requirements: Due process requirements for American National Standards” as approved by the ANSI Board of Directors (the “ANSI Essential Requirements”). Compliance (or non-compliance) with the Patent Policy is one of the criteria to be considered by ANSI’s Board of Standards Review (“BSR”) in determining whether to approve (or withdraw approval of) an American National Standard. See ANSI Essential Requirements, Section 4.2.

As set forth in the ANSI Procedures:

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. ANSI Essential Requirements, Section 3.1.

However, where a proposed ANS or an approved ANS may require the use of such patent claim, the procedures detailed in Sections 3.1 must be followed.

In particular, *the identified party or patent holder* must supply the ANSI-accredited standards developer (“ASD”) with either:

- (a) an assurance in the form of a general disclaimer to the effect that such party does not hold and does not anticipate holding any essential patent claim(s); *or*
- (b) an assurance that a license to such essential patent claim(s) will be made available to appli-

- cants desiring to utilize the license for the purpose of implementing the standard, either:
- (1) under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or
 - (2) without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

ANSI Essential Requirements, Section 3.1.1.

The Patent Holder's statement of intent to comply shall be retained in the files of both the ASD and ANSI. ANSI Essential Requirements, Section 3.1.2.

While ANSI's counsel will verify that the information required from the patent holder has been supplied, counsel will not undertake to evaluate whether the terms and conditions satisfy the substantive test set forth in Section 3.1 (i.e. whether the terms and conditions are "reasonable" and/or "free of any unfair discrimination"). Such a decision is the exclusive province of the Board of Standards Review (or, on appeal, the ANSI Appeals Board) if the issue is raised during the approval process or in a petition for withdrawal of approval. In making its decision, the BSR shall consider all information of record it finds relevant.

Neither the standards developer submitting a standard for approval 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 any patents brought to their attention. (ANSI Essential Requirements, Section 3.1.4.)

A standards developer seeking approval of a proposed American National Standard should take steps that it reasonably concludes are sufficient to permit a representation to ANSI that the Patent Policy has been met. In turn, ANSI, through its BSR, will take those steps that it reasonably concludes are sufficient to determine that the Patent Policy has been met based on the record before the BSR. Upon publication, the standard shall bear a notice in form specified in Section 3.1.3.

III Possible Procedures for Implementing the Policy

A Early Disclosure of Patent Rights

Experience has indicated that early disclosure of essential patents or essential patent claims is likely to enhance the efficiency of the process used to finalize and approve standards. Early disclosure permits notice of such patent claims to the standards developer and ANSI in a timely manner, provides participants the greatest opportunity to evaluate the propriety of standardizing the patented technology, and allows patent holders and prospective licensees ample time to negotiate the terms and conditions of licenses outside the standards development process itself.

Accordingly, during the development period, standards developers may wish to adopt procedures whereby one or more requests are made to participants for the disclosure of patents that may be required for use of standards in process. Such a request could be made, for example, by including it on letter ballots used in connection with the development of a proposed standard. Alternatively, other means could be adopted so that requests are repeated throughout the course of the standards development process -- e.g., by a semi-annual notice mailed to each participant in the development process or appropriate working group(s).

This is not to suggest that a standards developer should require any participant in the develop-

ment process to undertake a patent search of its own portfolio or of any other. The objective is to obtain early disclosure concerning the existence of patents, where known.

A standards developer may also consider taking steps to make it clear that any participant in the process -- not just patent holder -- is permitted to identify or disclose essential patents or essential patent claims that may be required for implementation of the standard. Generally, it is desirable to encourage disclosure of as much information as possible concerning the patent, including the identity of the patent holder, the patent's number, and information regarding precisely how it may relate to the standard being developed. Further, to assist in international standardization, a standards developer may deem it appropriate to encourage the disclosure of relevant unexpired foreign patents.

Similarly, a standards developer may wish to encourage participants to disclose the existence of pending U.S. patent applications relating to a standard under development. Of course, in such a situation the extent of any disclosure may be more circumscribed due to the possible need for confidentiality and uncertainty as to whether an application will mature into a patent and what its claimed scope will ultimately be.

B Early Indication of a Willingness to License

The early identification of relevant essential patents or essential patent claims should also increase the likelihood of an early indication from the patent holder that it is willing to license its invention, that it is prepared to do so on reasonable terms and conditions demonstrably free of unfair discrimination, or that the patent in question is not required for compliance with the proposed standard. A patent holder may have a strong incentive to provide an early assurance that the terms and conditions of the license will be reasonable and demonstrably free of unfair discrimination because of its inherent interest in avoiding any objection to the standardization of its proprietary technology. As a consequence, patent holders and prospective licensees would be provided greater opportunities to negotiate acceptable license terms.

It should be reiterated, however, that the determination of specific license terms and conditions, and the evaluation of whether such license terms and conditions are reasonable and demonstrably free of unfair discrimination, are not matters that are properly the subject of discussion or debate at a development meeting. Such matters should be determined only by the prospective parties to each license or, if necessary, by an appeal challenging whether compliance with the Patent Policy has been achieved.

It should also be emphasized that, notwithstanding the incentive for patent holders to indicate any early willingness to license, it may not be possible for potential patent holders to give such an assurance until the standards development process has reached a relatively mature stage. It might be that only at that time will the patent holder be aware that its patent may be required for use of the proposed standard. This should not, however, preclude a patent holder from giving an assurance that *if* its patent is required for use of the standard it will license on reasonable terms and conditions demonstrably free of unfair discrimination.

Thus, standards developers may wish to adopt procedures that would permit and encourage the early indication by patent holders of their willingness to comply with the Patent Policy by providing one of the assurances specified therein. Such encouragement might take the form of simply advising participants in the development effort that assurances may be made at an early stage, explaining the advantages of early negotiations, or through other means. While participants in the standards development effort might consider a refusal to provide assurances (or a refusal to

commit to offer acceptable licensing terms and conditions) as a ground for favoring an alternative technology, the patent holder is only required to provide assurances called for by the Patent Policy prior to the final approval of the proposed standard as an American National Standard.

C Subsequently Discovered Patents

The Patent Policy applies with equal force to situations involving (1) the discovery of essential patent claims that may be required for use of a standard subsequent to its adoption and (2) the initial issuance of a patent after adoption. Once disclosure is made, the holder is obligated to provide the same assurances to ASD as are required in situations where essential patent claims exist or are known prior to approval of a proposed standard as an American National Standard.

Thus, if notice is given of a patent that may be required for use of an already approved American National Standard, a standard developer may wish to make it clear to its participants that the ANSI procedures require the patent holder to provide the assurances contained in the Patent Policy or suffer the withdrawal of ANSI's approval of the standard as an American National Standard.

IV Conclusion

Good standards development is often time consuming and demands considerable effort by those participating in the process. In fields that may involve the use of patented technology in a standard, therefore, it is particularly important that a patent holder's willingness and intention to comply with ANSI's Patent Policy be ascertained as soon as possible. Doing, so, however, does not require participants in standards development meetings to become involved in negotiating the terms and conditions of a possible license with the patent holder. To the contrary, what is required is the use of effective procedures designed to assure an understanding of the Patent Policy and to foster prompt compliance with it.

Approved Standards Council: October 2008, March 2009

Approved Board of Directors: November 2008

Annex B.1

SAMPLE FIRST DRAFT MINUTES

MINUTES OF MEETING
TECHNICAL COMMITTEE on PULVERIZED FUEL SYSTEMS
First Draft Meeting
Quincy, MA
March 14-15, 2012

Attendance:

Principal Members/Staff:

W.C. Jones, Chair, ABC Power Service Corp.
Ray S. Anderson, NFPA Staff, MA

Jane Smith, MD
John Ryan, Hunt County Power Systems
David Smith, American Power, Inc.
Jason Haskell, National Institute for Power and Science

Alternates

Sally Ryder, All State Energy

Absent Principal Members with no Alternate present

Richard Burke, University of NC
David Kroll, Camden Research LLC

Guests

Kevin Driscoll, Equipment Company
Bill Michaels, Southern Company

- 1. Call to order.** The meeting was called to order at 9:00 a.m. on June 25, 2013.
- 2. Welcome.** The Committee Chair welcomed the members and roll call was taken. Guests introduced themselves and their affiliation.
- 3. Minutes Approval.** The minutes from the October 10-12, 2011 ROC meeting in College Park, GA and were approved without amendment.
- 4. NFPA Staff Report.** The NFPA Staff Liaison gave general information on procedures and timelines in an opening PowerPoint presentation.
- 5. Committee Action on Public Input.** The Public Input for PFS were reviewed; Committee Input was created as needed; and First Revisions were created. Committee work will be presented in the Fall 2013 First Draft Report (FDR) and available September 7, 2012.

6. Advisory Service Questions Review. There were many issues raised from advisory service and there was discussion and Committee Input created. A task group was created for an issue that was not fully resolved.

7. Task Groups. Task Group on Log # 98 to review the current issue of system ratings.

Members: Jane Smith (Chair), John Ryan and Bill Michaels

8. Future meetings. The TC agreed that the Second Draft meeting will be held in Baltimore, MD with the possible dates of the February 26-28, 2013. Please pencil in the dates and you will get information as details are finalized.

9. Adjournment. The committee adjourned March 15, 2012 at 1:45 p.m.

SAMPLE SECOND DRAFT MINUTES

MINUTES OF MEETING
TECHNICAL COMMITTEE on PULVERIZED FUEL SYSTEMS
Second Draft Meeting
Madison, WI
February 26-28, 2013

Attendance:

Principal Members/Staff:

W.C. Jones, Chair, ABC Power Service Corp.
Ray S. Anderson, NFPA Staff, MA

John Ryan, Hunt County Power Systems
David Smith, American Power, Inc.
Jason Haskell, National Institute for Power and Science
Richard Burke, University of NC
David Kroll, Rayden Research LLC

Alternates

Sally Ryder, All State Energy

Absent Principal Members with no Alternate present

Jane Smith, MD

Guests

Kevin Driscoll, Equipment Company
Bill Michaels, Southern Company

Call to order. The meeting was called to order at 9:00 a.m. on February 26, 2013.

Welcome. The Committee Chair welcomed the members and roll call was taken. Guests introduced themselves and their affiliation.

Minutes Approval. The minutes from the March 14, 2012 FDR meeting in Quincy, Ma and were approved without amendment.

NFPA Staff Report. The NFPA Staff Liaison gave general information on procedures and timelines in an opening PowerPoint presentation.

Task Group. The Task Group gave their reports and committee comments were formed

Committee Action on Public Comments. The Public Comments for PFS were reviewed and acted upon; Committee Comments were created as needed. Committee actions will be presented in the Fall 2013 Second Draft Report (SDR) and available July 19, 2013.

Revision Cycle. The PFS TC suggested to the TCC that the revision cycle be 3 years, Fall 2016. It was thought that this is necessary to maintain continuity on the committee.

Future meetings. The First Draft meeting will be held in the June –August, 2016 timeframe. Location and date will be determined but the TC requested the mid-west to accommodate the most members.

Adjournment. The committee adjourned February 28, 2013 at 2:40 p.m.

Annex B.2

SAMPLE COMMITTEE SCOPE

Scope: This Committee shall have primary responsibility for documents on safeguarding against the hazards associated with the manufacturing, handling, and storage of aerosol products.

Annex B.3

Removed “Sample Committee Actions on Proposals and Comments”
Reserved for later use

Annex B.4

COMMITTEE OFFICER'S PRESENTER'S GUIDE

Chair's Report - Single Committee

Mr. Chair, ladies and gentlemen the Report of the Technical Committee on _____ is presented for adoption and can be found in the Report on Proposals and the Report on Comments for the 20 ____ (Annual or Fall) Revision Cycle.

The Technical Committee has published a report consisting of a (new document, partial revision, complete revision or withdrawal) of NFPA _____, _____. The report was submitted to letter ballot of the Technical committee that consists of __ voting members. The ballot results can be found on pages _____ to _____ of the Report on Proposals and pages ____ to ____ of the Report on Comments.

The Presiding Officer will proceed now with the Certified Amending Motions (CAMs).

(NOTE TO CHAIR: The presiding officer will take over, proceed to address the certified amending motions as shown in the Motions Committee Report, lead any discussion, and take a vote. After the vote on the last certified amending motion, you may leave the stage.)

Chair's Report - Correlating Committee

Mr. Chair, ladies and gentlemen, the Correlating Committee on _____ is presenting one report for adoption and can be found in the Report on Proposals and Report on Comments for the _____ (Annual or Fall) Revision Cycle.

The Technical Committees and the Correlating Committee of _____ have published a report consisting of a partial revision of NFPA _____, _____. The report was submitted to letter ballot of the Correlating Committee that consists of __ voting members and the Technical Committee that consists of __ voting members. The ballot results can be found on pages ____ to _____ of the Report on Proposals and pages _____ to _____ of the Report on Comments.

The presiding officer will now proceed with the Certified Amending Motions (CAMs).

(NOTE TO CHAIR: Again, the presiding officer will take over, seek a second, field any questions or discussion and take a vote. At the conclusion of the vote you can leave the podium.)

*Will be updated in the 2014 Committee Officers Guide

Annex B.5

Formal Interpretation Request Form

(This information is requested in Section 6 of the Regulations the Development of NFPA Standards)

Name: _____

Company: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Telephone: _____ email address: _____

NFPA Document No.: _____ Edition: _____ Paragraph Reference: _____

NFPA Member: Yes No Member No. _____

Did this question arise from an actual field situation? Yes No

Please state your business interest in the matter and identify other parties involved:

Question (should be worded so that it can be answered with either yes or no):

Signature: _____ Date: _____

Mail to: Secretary, Standards Council • National Fire Protection Association
1 Batterymarch Park, Quincy, MA 02169-7471
Fax No. 617-770-3500 or email to TIA_Errat_FIs@nfpa.org

Annex B.6

NFPA'S PROGRAM OF STATISTICS SUPPORT FOR TECHNICAL COMMITTEES

I. What This Resource Is

Committees develop the statistics and other real experience information they need to help resolve issues in the creation and revision of standards. Here is how that support is provided:

(A) Overall Statistics

Whenever possible, two data bases — the NFPA annual survey of U.S. fire departments and the U.S. Fire Administration's National Fire Incident Reporting System — are used to develop statistical projections of some part of the national fire problem: how many fires, what associated losses, what characteristics, what trends, and so forth. For a Technical Committee, this might mean

- Estimating the size of the part of the problem addressed by the Committee's Standards (e.g., fires beginning with painting machines),
- Estimating the size of the part of the problem likely to be affected by a proposed Standard change (e.g., fires beginning in areas of the home that are not now required to have sprinkler coverage but might if the standard changes),
- Estimating the size and characteristics of the part of the problem targeted by a possible new Standard (e.g., fires beginning with contents and furnishings, and the most commonly involved items of these),
- Examining trends in a part of the problem,
- Examining characteristics related to general performance of major systems, like sprinklers and detectors.

(B) Illustrative and Exploratory Fire Analysis

Sometimes a Technical Committee will want brief, focused summaries of selected incidents to illustrate certain scenarios and phenomena or to lend a sense of three-dimensional vividness to cold statistics. Or, a Technical Committee may want information on any aspect of building design or system performance that is more detailed than the overall, representative national fire data bases can handle. In either of these cases, two other data bases are used - NFPA's Fire Incident Data Organization (FIDO), a computerized data base that also has hard copy incident files which the other two data bases do not, and NFPA's Major Fire Investigations. The more than 50,000 incidents in FIDO and the dozens of fire investigations have been used to provide illustrative or exploratory analysis of issues like these:

- Selected incidents involving sliding or rolling metal fire doors, and the performance of them,
- Incidents where halon extinguishing systems were present,
- Types of grain present in storage facility fires involving grain dust,
- Specific design and performance characteristics of automatic sprinkler systems present in facilities that had large-loss fires.

In each case, the level of detail exceeded what could be extracted from the national fire incident data bases. These exploratory analyses often can show what can go wrong, even if they cannot tell *how often* things go wrong.

(C) Special Data Collection and Analysis

The Fire Analysis and Research Division (FARD) also will help Technical Committees set up special surveys if these appear useful for particular purposes. Such help has already been provided on one survey addressing helicopter facilities and another on no-smoking policies of hospitals. The service can include help on designing the survey instrument, on selecting the group or sample to be surveyed, and in analyzing and interpreting the results.

FARD can review statistical material received from third parties and give a best assessment of the validity and relevance of the material and of the statistical inferences drawn from it.

FARD can reach out to its networks to try to identify data bases not normally used that might provide needed detail on issues faced by Technical Committees. This might involve groups like the Occupational Safety and Health Administration, the Consumer Product Safety Commission, and Factory Mutual, whose data resources and interests go beyond fire and who may be able to help on topics before the Committee.

(D) Structuring Decisions for Analysis

Another service is to help frame issues in a form where the most use can be extracted from available data and the expert judgments of the Committee. For example, if available data bases cannot provide an estimate of the size of the precise part of the problem of interest to the Committee but can set bounds on its size, FARD may also be able to help the Committee analyze whether its decision is sensitive to where the actual value falls within those bounds.

II. How to Tap This Resource

A request must be made in writing by a Technical Committee Chair or Staff Liaison. When the request is in hand, the FARD Assistant Vice President, John Hall, will discuss it with the requestor to pin down details, examine alternative options on how to proceed, and identify any special schedule needs that would dictate extra speed in handling the request. After draft analysis is completed, review copies are provided to the Staff Liaison and offered to specified managers in each of NFPA's technical areas. This helps determine whether the statistical analysis results make sense to those trained in fire science and engineering and also may identify fruitful areas for expansion or clarification. After this review is completed, the revised report is delivered to the Staff Liaison, who coordinates its distribution to the Committee as the Chair directs. This process ensures technical quality with respect to all the technical fields relevant to safety. The entire process is done with no charge back to the Technical Committee, except in the case of very large special projects (like a major survey) with costs agreed upon in advance.

Annex B.7

RECOMMENDATIONS FOR ASSISTING TECHNICAL COMMITTEES IN MAKING DOCUMENTS MORE USABLE, ADOPTABLE, AND ENFORCEABLE

1. Explanatory material, or wording that does not state a requirement or is not essential to understanding a requirement, should be deleted or relocated to the Annex, as appropriate. Definitions or notes referring to other documents are an example of text essential to understanding a requirement. The Annex of the document shall not contain mandatory requirements.

2. Revise language that is ambiguous to stipulate specific enforceable criteria.

a. Specific attention should be given to revising existing mandatory text that uses the word “may” and replacing it with phrases such as “shall,” “shall be permitted to,” or similar wording. Although the *Manual of Style*, indicates that “may” intends to state a permissive use, it is commonplace for enforcing authorities to interpret such text as implying “may not,” resulting in confusion in enforcement activities.

b. Frequently, text is informational or explanatory implying a requirement or permissive use. Such text shall be revised using “shall,” “shall be permitted,” or similar wording to properly stipulate intended requirements or permissive uses.

c. Terms such as adequate, suitable, etc., shall whenever possible be replaced with actual requirements or the term should be deleted. Advisory information with alternatives shall be placed in the Annex.

3. Revise document requirements that require a decision relative to a range of choices of levels of safety. Whenever feasible, the revision should result in a statement of specific minimum criteria, and should not require a decision by the enforcing authority to determine the minimum requirements.

Retain only those judgmental items that clearly depend upon local field conditions or where complete information on hazards, protection methods, or safety measures is not available to specify actual requirements.

4. Where maintenance falls within the scope of a document, maintenance requirements should be in a separate section of the document, independent of requirements for a new installation.

5. The NFPA documents should be reviewed to identify all definitions essential to understanding the text. Essential definitions should be provided and located in a single location within the text. Definitions that are commonly found in a dictionary should be deleted. Terms that are used only once may be defined and located at the point of use. Definitions shall not contain requirements.

6. A thorough review of the document should be conducted for conformity with the NFPA Manual of Style.

7. The context in which the key words “approved,” “authority having jurisdiction,” “labeled,” and “listed” are used should be reviewed to assure that the use of these words is consistent with its definition.

8. Each NFPA document should be reviewed to identify requirements that are not relevant to the scope of the document. Such requirements should be deleted or referred to other NFPA committees.

9. The appendices of the documents should be reviewed to identify material that is essential to the enforcement of the standards. This material shall be relocated to the body of the standard in mandatory language.

Approved: October 1988

Annex B.8

THE FIRE PROTECTION RESEARCH FOUNDATION (FPRF)

NFPA Technical Committees are often presented with code changes that are lacking in technical substantiation. Committees are encouraged to seek this substantiation through an independent source.

The Research Foundation was established in 1982 to be a resource to NFPA Committees for technical documentation in support of the codes and standards development process. Research Foundation projects have served to inform codes and standards changes in all areas of NFPA activity, ranging from fire fighter protective clothing to industrial storage protection.

The Foundation serves as a Committee resource for: literature and other studies on issues which arise in the ROP/ROC process; development of information required in response to requests for a new standard or for introduction of a new technology into a standard; information to respond to future regulatory challenges; and research planning. It will undertake projects that are consistent with NFPA's mission and appropriate for its structure.

The Foundation typically carries out its work by bringing a diverse group of interested parties to contribute to the planning and implementation of research programs. Funding and other resources for these programs can come from any sources. Strong liaison and communication with the Committee in question is maintained during the project.

NFPA Technical Committees (or proponents of code changes as appropriate) are encouraged to utilize the "code fund" process to address new potential research projects. The code fund is intended to stimulate research concepts and allows multiple small projects to be undertaken where other funding may not be readily available. Details on the previous and current code fund projects, as well as a one page form with instructions for submitting new project ideas, are available at www.nfpa.org/codefund.

More information is available on the Foundation's website at www.nfpa.org/foundation. For direct information contact the Foundation by email at epeterson@nfpa.org or by phone at 617-984-7282.

Approved: January 1996

Amended: January 2005

Amended: June 2011

Annex B.9

GUIDANCE CONCERNING THE USE OF NFPA STATIONERY AND THE HANDLING OF STAFF AND TECHNICAL COMMITTEE MEMBER EXPRESSIONS OF OPINION CONCERNING NFPA STANDARDS

Both NFPA staff and NFPA technical committee (and correlating committee) members and officers (referred to collectively as “committee members”) are permitted to give their opinions concerning the meaning of NFPA standards. It is an important part of staff’s function to provide staff opinions as part of NFPA’s technical advisory services, and committee members can often provide others with valuable personal insights or views which NFPA does not wish to control or discourage. Nevertheless, it is important for both staff and committee members to be aware and, as appropriate, to make others aware, that such opinions reflect the personal opinion of the staff or committee Member and do not necessarily represent the position of the NFPA or its technical committees. The reasons for this are several. No single person can know with certainty what the intentions of an entire technical committee were when they enacted standards text. Only the technical committee as a whole, either through the processing of a Formal Interpretation or of a revision to the standard’s text can definitively interpret or clarify the meaning of an NFPA standard. More importantly, an NFPA staff person or committee member who gives the impression, either directly or by implication, that their opinion represents the official position of the NFPA could cause serious and damaging legal consequences for the NFPA. This is because courts have held that a standards development organization can be held liable for statements that cause anticompetitive harm if it appears that the individual making the statements did so with the authority of the standards development organization. This is true even if the individual only appeared to have that authority but in fact did not. See, ASME v. Hydrolevel, 456 U.S. 556 (1982). It is important, therefore, that NFPA and NFPA staff remain vigilant in making sure that staff do not provide opinions, through technical advisory services or otherwise, without making appropriate disclaimers, and that staff remind and educate committee members to do the same. The following guidelines further explain and help implement NFPA’s policies on this important subject. They are not intended to be comprehensive, and in particular may be supplemented by guidance and training concerning how to provide Technical Advisory Services. In addition, if situations not covered by these guidelines arise, Standards Administration or NFPA legal counsel should be consulted for further guidance.

NFPA Stationery (This includes electronic stationery and email templates)

Technical Committee business is generally handled internally by NFPA staff using approved NFPA stationery.

No one other than NFPA staff or corporate officers shall be provided with or be permitted to use NFPA stationery. In addition, NFPA does not provide or permit committee members to use letterhead designed for an individual NFPA technical committee or officer.

All NFPA stationery used by NFPA technical staff for technical advisory services or other correspondence containing staff opinions, shall be approved by Standards Administration.

Technical Advisory Service – Staff Opinions

Written opinions are rendered only in response to written requests.

All Technical Advisory Service correspondence or any other correspondence containing staff opinions shall be on approved NFPA stationery and shall prominently include the following Disclaimer:

Important Notice: This correspondence is not a Formal Interpretation issued pursuant to NFPA Regulations. Any opinion expressed is the personal opinion of the author, and does not necessarily represent the official position of the NFPA or its Technical Committees. In addition, this correspondence is neither intended, nor should be relied upon, to provide professional consultation or services.

The notice above shall be presented in hard copy or e-mail correspondence in type no smaller than 8 point type, and the phrase, “Important Notice” is to appear in bold and underlined.

The body of all Technical Advisory Service responses should clearly identify, as applicable, the original requesting individual and organization, the document and edition being interpreted or discussed, and other information as required. It is not necessary to repeat in the body of the response the information included in the Disclaimer, although, it is appropriate, if desired, to repeat or refer to the Disclaimer in the body of the letter for emphasis. In any case, the content of the letter should always clearly support the spirit of the Disclaimer.

Committee Members’ Opinions

The *Regulations Governing the Development of NFPA Standards (Regs)* permit committee members to give personal opinions about the meaning of NFPA standards in *Section 6.1.1*. However, they should be advised by staff that they are free to refer all requests for interpretations to staff for handling as part of our Technical Advisory Services. Staff should request that, where committee members do provide opinion letters, they send a copy to NFPA Staff.

Where a committee member provides an opinion, either orally or in writing, about the meaning of NFPA standards (especially in any circumstances where they are identified or might be known to be a Committee Member or could be understood to be speaking as a committee member), the committee member should prominently provide the disclaimer required by the *Regs* in Section 6.1.1 NOTE, that:

Any opinion expressed is the personal opinion of the author [or speaker] and does not necessarily represent the official position of the NFPA or its technical committees.

It is important that Staff regularly remind committee members of their obligation to provide such a disclaimer because the failure to provide such a disclaimer could have serious legal implications for the NFPA.

Revised May 2011 Standards Administration

Annex B.10

DISCUSSION OF PARLIAMENTARY PROCEDURES

The following principles serve as the foundation on which the framework of the democratic process is built. They are the fundamentals by which people work successfully in groups. *Robert's Rules of Order* provides a complete explanation of Parliamentary Procedure.

1. Rules of Order facilitate (not hinder or obstruct) the expression of the majority's will. Overly technical use of the rules to defeat the majority's will is a misuse. Rules should be used only to the extent necessary to expedite business, avoid confusion, and protect the rights of members.
2. Every member of a group, at joining, tacitly agrees to be governed by the majority will of that group.
3. All members have equal rights, privileges, and obligations. The rights include: the right to propose, to speak without interruption, to ask questions, to vote, and to insist on impartial application of the rules.
4. The rights of those who hold minority views must be protected by allowing them ample time to be heard and to speak in opposition.
5. The use of the Rules of Order should engender full and free discussion of every proposition presented. Each member has the basic right to express his or her opinion fully and freely without interruption or interference. Therefore, motions seeking to limit debate or to vote immediately (previous question) require a two-thirds vote.
6. The actions of Committees should be based on the motions of its members. Motions have a definite order of precedence based on urgency in relation to the efficient transaction of business. Each motion holds a fixed rank for its introduction and consideration. The Rules of Order ensure that questions will ultimately be resolved unless interrupted by a matter of greater weight.
7. Every member has the right to know at all times what question is before the assembly and what its effect will be. The Chair should ensure that at the time a vote is taken all members understand what they are voting on. The Chair should explain procedural motions and their effects before calling for a vote on them.

For instance, if a motion to "the previous question" is adopted, debate will be cut off immediately. The members should be informed. Every member has the right to make a parliamentary inquiry.

Aim - Every action that is taken by a deliberative body should be taken intelligently.

8. Only one motion can be considered at a time.
9. The presiding officer at a meeting should be impartial and refrain from entering the debate.

10. Each presiding officer should know the following about each motion.

- Its rank, i.e., when it can be made (is it “out of order”) when another motion is pending.
- Second required?
- What vote is required for passage?
- Is it amendable?
- Is it debatable?
- May it be reconsidered?

The basic chart of motions serves as a guide to answering these questions. The significance of “rank” or “precedence” is that, when any motion is pending, those motions above it (on the chart) are in order and those below it are out of order. The maker of some motions can interrupt the speaker. The maker of certain other motions must wait to be recognized by the Chair. Once a motion of higher rank than the one “under discussion” has been moved and seconded, (if a second is required), that higher ranking motion must be disposed of before again returning to the motion of lower rank.

Five classifications of motions -

There are five classifications of motions and they must be taken up in a definite order of preference. They are stated here in ascending order:

1. Main motions.
2. Subsidiary motions.
3. Incidental motions.
4. Restoratory motions.
5. Privileged motions.

Main motions - state a question or item of business and bring it before the group.

Subsidiary motions - amend or in some way alter main motions. They must, therefore, be considered and voted upon ahead of the main motions to which they apply.

Incidental motions - procedural questions should be acted on before either subsidiary or main motions since they relate to pending questions. They have no order of precedence among themselves.

Restoratory motions - these are also procedural but do not relate to pending motions. They have precedence over the incidental, subsidiary, and main motions and have an order of precedence among themselves. They are, in ascending rank,

1. To ratify
2. To rescind
3. To take from the table
4. To reconsider.

Most procedural questions are not subject to debate since they are governed by parliamentary procedure rather than the wishes of the members.

Privileged Motions - Highest priority (see chart as to rank among themselves). A “question of privilege” might be “I can’t hear the speaker.” They do not relate to pending motions.

BASIC CHART OF MOTIONS

	SECOND	DEBATE	AMEND	VOTE	RECONSIDER	INTERRUPT
PRIVILEGED MOTIONS (high privilege motions)						
To fix the time to adjourn	S		A	M	R	
To adjourn	S			M		
To take a recess	S		A	M		
Question of privilege				Ch.		
Call for order of the day				Ch.		
Close Debate (Previous Question)	S			2/3		
RESTORATORY MOTIONS (main motions)						
Reconsider (the vote)	S	D*		M		I.P.
Rescind (repeal)	S	D	A	2/3	R-n	
INCIDENTAL MOTIONS (incidental to the pending question)						
Demands or request (decided by the Chair)						
Point of Order				Ch.		I.S.
Parliamentary Inquiry				Ch.		I.P.
Withdraw a motion (by motion S.M. R-n)				Ch.		I.P.
Withdraw a second				Ch.		I.P.
Question quorum				Ch.		I.S.
Objections (appeal decision of the Chair)	S	D*		M	R	I.P.
SUBSIDIARY MOTIONS (assisting motions)						
Limit or extend debate	S		A	2/3	R	
Commit (refer to a Committee)	S	D	A	M	R	
Amend	S	D	Aa*	M	R	
MAIN MOTIONS						
Accepting motions or adopting reports of Committees	S+	D	A	M	R	

LEGEND:

- “S” indicates a second is required.
- “I.S.” indicates may interrupt a speaker.
- “D” indicates debatable.
- “I.P.” indicates may interrupt a proceeding and usually a speaker with consent.
- “A” indicates amendable.
- “*” indicates there are one or more exceptions but these can be considered minor as basically the rule indicated applies.
- “Aa*” under Amend indicates only two amendments can be pending at one time.
- “Ch” Chair decides or rules
- “M” (Majority) or “2/3” indicates vote required.
- + not required if motion to adopt made by person giving report.
- “R” that vote on motion may be reconsidered - if followed by an “n” only negative vote and if by an “a” the affirmative vote.

Annex B.11

SPECIAL ATTENDANCE MEETINGS

The preferred manner to hold meetings is with all participants at the same physical location. However, teleconferences, video conferences, or other methods of holding meetings that allow participants to be at separate physical locations have a tendency to be more cost-efficient, and thus are not discouraged.

Such meetings are subject to the same constraints as when all the participants are at the same location. Yet certain additional considerations are required. The following general aspects of the meeting need to be considered.

1. **Meeting Notices.** The same requirements apply as do for a regular meeting (see *Regs 3.3.2.1*).
2. **Agendas.** The same requirements apply as do for a regular meeting (see *Regs 3.3.2.2*).
3. **Openness (public observation).** The same requirements apply as do for a regular meeting (see *Regs 3.3.3.2*). In addition, all teleconferences should be arranged on a party paid-basis for all. Video conferencing on a site or non-site arrangement is allowed on a case-by-case basis, as approved by the Council Secretary.
4. **Voting in Meeting.** The same requirements apply as do for a regular meeting (see *Regs 3.3.4*). In particular, all votes on any issue need to be confirmed by a roll-call.
5. **Guest Participation.** The same requirements apply as do for a regular meeting (see *Regs 3.3.3.3*). Furthermore, any cost burden for attendance and participation by a guest are the responsibility of the respective guest.
6. **Member Participation and Non-Participation.** The same requirements apply as do for a regular meeting (see *Regs 3.3.3.3*). In particular, the enforcement of 3.3.3.3 (b/c/d) and 3.3.4 needs to be monitored.
7. **Chair Control of Meeting.** The same requirements apply as do for a regular meeting (see *Regs 3.3*). Special attention is required of the Staff Liaison and Chair to assure that the *Regulations Governing the Development of NFPA Standards* are adequately followed. In particular, all votes on any issue need to be confirmed by a roll-call.
8. **Transcriptions/Taping.** The same requirements apply as do for a regular meeting (see *Regs 3.3.3.4*). This policy should be read at the beginning of the meeting and read by the Chair into the record.
9. **Minutes (Record Keeping).** The same requirements apply as do for a regular meeting (see *Regs 3.3.3.4*).

Annex B.12

GLOSSARY OF TERMS

This Annex is provided to assist committees in coordinating the use of definitions in the NFPA Glossary of Terms. It outlines the appropriate methods for writing, adopting and the use of definitions.

1.1 Definition Classifications

1.1.1 Unique - used by one document only. A committee with a document containing a unique definition, by default is given jurisdiction over that definition.

1.1.2 Preferred - used where more than one definition exists for a given term. A committee with a document containing a preferred definition, by default is given jurisdiction over that term. Preferred status is given to the definition that best describes the term. In the case of multiple uses for a term, Preferred1 status is given to the most common use of that term. Preferred2 status is given to the next use of the term. For example, the term “vessel” can be used to describe a ship, it can also be used to describe a container. Therefore the term vessel and similar terms will appear in the glossary as follows:

Vessel.	Preferred1
Responsible Doc: 70	NFPA 70, 1999 ed.
A container such as a barrel, drum, or tank for holding fluids or other material.	

Vessel.	Preferred2
Responsible Doc: 306	NFPA 306, 1997 ed.
Includes every description of watercraft used, or capable of being used, as a means of transportation on water.	

1.1.3 Secondary - used where more than one definition exists for a given term. Secondary status is given to the definition that does not best describe the term or does not conform to the Manual of Style. Secondary definitions should be revised in accordance with section 2.1 of this procedure.

1.1.4 Boilerplate – a model definition for the most commonly used terms in the glossary. Boilerplate definitions initially had the highest number of secondary definitions assigned to them in the first edition of the Glossary of Terms. Boilerplate definitions are a compilation of all the secondary definitions for the terms involved. It is felt that one definition for these terms should suffice. Boilerplates are included in the Glossary of Terms as a proposed definition for all documents wishing to use these terms.

2.1 Revising Definitions

2.1.1 Prior to revising Unique and Preferred definitions, the Glossary of Terms should be consulted to avoid the creation of additional Secondary definitions.

2.1.2 All Secondary definitions should be reviewed and eliminated where possible by the following method (in order of preference):

- a) adopt the preferred definition if suitable.
- b) modify the secondary term and definition to make it unique.
- c) request that the Standards Council reassign responsibility for the term .
- d) request that the Standards Council authorize a secondary definition.

2.2 Adopting Preferred definitions

2.2.1 The adoption of preferred definitions should be treated as extracted text in accordance with the Manual of Style.

2.2.2 When adopting definitions with Annex material, only the definition should be adopted unless the adopting committee wishes specifically to include the Annex material. Many definitions presently contain references to the main text of the document. It is anticipated that these references will be moved to the Annex of the document. This information should not constitute an additional definition in the Glossary of Terms.

2.2.3 All requests of the Standards Council should be made through the Council Secretary.

2.3 Style

2.3.1 Definitions should be shown in a format similar to the NFC Index, for example, the term “Storage Tanks” should be listed as “Tanks, Storage” etc.

2.3.2 For additional style and format requirements, see the Committee Officers Guide and the NFPA Manual of Style, 1.6.3 “Definitions”.

2.4 Reporting

2.4.1 All revisions, other than editorial, should be processed as a Public Input /Comment.

2.4.2 All revisions to definitions will be reported in a definitions annex which will appear in each First and Second Draft Report. Only Public Input and Public Comments effecting change will appear in the annex. Public Input and Public Comments appearing in the annex are in addition to the document report.

Annex B.13

SUBMITTING PUBLIC INPUT AND PUBLIC COMMENTS IN THE NAME OF THE COMMITTEE ON THE REPORT OF ANOTHER COMMITTEE

This section is now covered in the *Regulations Governing the Development of NFPA Standards*; see 4.3.3.2(b), 4.4.3, 4.5.2.2, Table 1, Row 2 Column 2

Annex B.14

GUIDELINE ON REFERENCING NFPA AND PARTNER ORGANIZATION DOCUMENTS

In response to several requests to address whether there should be guidelines for NFPA committees to use when referencing documents of other organizations when NFPA has a document that addresses the subject, the Council has given consideration to the issue and has concluded as follows.

NFPA codes and standards are developed by Technical Committee Projects with assigned scopes of activities. Where a Technical Committee (TC) wishes to deal with a subject that falls within the primary jurisdiction of another TC, NFPA rules require that the TC coordinate its activities with the TC having primary jurisdiction to identify and resolve conflicts and minimize duplication (see *Regs 3.3.5.5, Intercommittee Coordination.*) The assignment of activity scopes and the requirement of intercommittee coordination are intended to ensure that the NFPA codes and standards system produces a unified and consistent set of consensus codes and standards. This goal is also promoted by the “extraction policy” dealing with text extracted from other NFPA Documents, set forth in the Committee Officers Guide.

The same goal of unity and consistency should govern when a Committee wishes to reference another publication. Specifically, if a Technical Committee wishes, in one of its Documents, to address a subject by means of a reference, in whole or in part, to another publication, and the subject is addressed by another NFPA Document developed by a TC with primary jurisdiction over the subject, the reference should be exclusively to that NFPA Document.

In exceptional circumstances, a TC may reference a publication of another organization in addition to the applicable NFPA Document, but only if the TC provides an adequate rationale for why such a reference is necessary. (see *Regs 3.3.6.2 and 3.3.7* for further information on reference publications.)

Further, the NFPA has initiated a project to develop, together with partner organizations, a full, coordinated set of consensus codes and standards for the built environment. The Council anticipates that, as this project proceeds, the Council will be designating the codes of NFPA’s partner organizations as publications that should be treated, for purposes of reference within NFPA Documents, in the same manner set forth in this policy as NFPA Documents.

Standards Council Approved: July 2002 and July 2003

Annex B.15

GUIDELINE FROM THE EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY COMMITTEE

Based on a request from the NFPA Technical Committee on Emergency Management and Business Continuity, the Council updated its policy updating the title and edition of NFPA 1600 as follows:

Technical Committees should review their documents(s) for the need to include information on disaster management. If a Technical Committee determines that such information is required, then a committee input should be made that outlines a disaster management plan in accordance with the requirements of NFPA 1600, *Standard on Disaster/Emergency Management and Business Continuity Programs*.

Standards Council Approved: April 18, 1996
Revised: April 14, 2005

Annex B.16

DOCUMENT INFORMATION PAGES

The Document Information Pages provide one central location to view all document specific information about our codes and standards. The public can view documents that were previously only accessible to committee members and through the single sign-on feature, committee members can access their public and private documents in a faster, more convenient way in one consolidated location. To access the document information pages, go to a specific document page by using the following shortcut link: <http://www.nfpa.org/document#> (Example: <http://www.nfpa.org/101>). Once signed-in, committee members will be able to view both the public and private committee information for their particular Standard(s). Private information is displayed with a red asterisk after the title. Also, a sign-up feature is available to receive an email notification (Alerts) when new information is posted.

Each Document Information Page is displayed in six main tabbed sections:

Document information tab: Contains public information about current and prior edition information on a Standard. View the current document scope and table of contents, articles and reports, or research archived revision information such as First Draft Reports (previously ROPs), Second Draft Reports (previously ROCs), Standards Council decisions, issued Tentative Interim Amendments (TIAs), Formal Interpretations (FIs), and Errata on this page.

Next edition tab: Contains the next revision cycle information and follows the committee's progress in the processing of a Standard. View public information such as posting and closing dates, First Draft Report and Second Draft Report, links to the online submission of Public Input and Public Comment, meeting and ballot information, Standards Council decisions, and NITMAM information. Once signed in private committee documents such as ballot circulations, informational ballots, and any additional committee information can be found on this tab.

Technical committee tab: Contains the committee scope and responsibility, committees seeking members, online committee application along with private information such as committee rosters and committee documents in PDF format. Also, this tab contains information applicable to all committee members such as the link for the committee member discount for NFPA's Conference & Expo.

Technical questions tab: For **members** and **Public Sector Officials/AHJs** to submit questions about codes and standards to NFPA staff. Our Technical Questions Service provides a convenient way to receive timely and consistent technical assistance when you need to know more about NFPA codes and standards relevant to your work. Written responses are provided by NFPA staff on an informal basis.

Products/training tab: List of NFPA's publications and training and other resources available for purchase.

Community tab*: Feed for all blog entries specific to a Standard via the NFPA's blogs.

**Community tab is available on select document pages*

Annex C

Regulations Governing the Development of NFPA Standards (Regulations for Fall 2013 and All Subsequent Revision Cycles)

See pages 37-61 of the 2013 NFPA Standards Directory

Regulations Governing Committee Projects (Regulations for Annual 2013 and All Preceding Revision Cycles)

See pages 16-36 of the 2013 NFPA Standards Directory

Manual of Style for NFPA Technical Committee Documents

July 2004 Edition



National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471

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Manual of Style

for

NFPA Technical Committee Documents

2004 Edition

This edition of the *Manual of Style* was prepared by NFPA staff and approved by the Standards Council on July 15, 2004. The 2004 edition of the *Manual of Style* supersedes all previous editions.

Origin and Development of the *Manual of Style*

The first edition of the *Manual of Style* was issued in 1972 and was primarily based upon *The Chicago Manual of Style*. The second edition, published in 1986, was an update and expansion of the 1972 edition, and again it was primarily based upon *The Chicago Manual of Style*.

The January 2000 edition of the *Manual of Style* was extensively revised, based on the ANSI/SES *Recommended Practice for Standards Designation and Organization*. The April 2000 edition of the *Manual of Style* incorporated changes to correct editorial errors and further clarify the requirements for definitions and notes.

The 2003 edition of the *Manual of Style* incorporated the following changes:

- Individual chapters are now permitted to contain administrative text in the first section (see Section 1.7).
- All definitions must appear in Chapter 3, but they are also permitted to appear in the administrative section of a chapter (see 1.6.3.2 and 1.6.3.5).
- Normative annexes are permitted to be used in codes and standards (see 1.9.6).
- Codes and standards are permitted to develop multiple design levels (see 2.2.3.3).
- Scope, Application, and Purpose statements are permitted to use statements of fact or mandatory language (see 2.3.1.5).
- Equations are numbered to correspond to the paragraph where they are referenced (see 3.3.4.2).

The 2004 edition of the *Manual of Style* incorporates the following changes:

- Requirements have been added to address the use of terms and definitions from outside (Non-NFPA) sources (see 2.3.2.12).
- Requirements have been added to ensure that where exceptions are rewritten as requirements they are worded to carry equal weight with other acceptable arrangements or requirements (see 2.2.1.2).
- Chapter 4, Units of Measurement has been completely rewritten to address the use of U.S. customary (inch pound) and metric (SI) units within NFPA documents. Chapter 4 now permits the TC/TCC to choose among the following three options when presenting units of measurement:
 - (1) SI units only
 - (2) SI units followed by U.S. customary units in parentheses
 - (3) U.S. customary units followed by SI units in parentheses

Additionally, the concepts of accuracy and precision have been introduced throughout Chapter 4 to provide guidance to the committees when converting between units to ensure that each value is accurate and precise as presented.

Many editorial changes have been incorporated in this edition to address style and formatting issues that will improve the uniformity of the documents and product compatibility. Other editorial material has been added to clarify requirements and to improve usability.

The following is a chronological summary of *Manual of Style* editions:

1st Edition — January 2000

2nd Edition — April 2000

3rd Edition — January 2003

4th Edition — July 2004

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Manual of Style

for

NFPA Technical Committee Documents

2004 Edition

Chapter 1 Document Structure

1.1 General. Chapter 1 of the *Manual of Style* shall address the structure of NFPA Technical Committee documents in an outline arrangement and shall include the physical layout of the documents, numbering system, and chapter sequences.

1.2 Document Types.

1.2.1 Codes and Standards. See also 2.3.1.

1.2.1.1 The main text of a code or standard shall consist of all mandatory requirements.

1.2.1.2 All nonmandatory or informational text shall appear either in Annex A or as a separate annex in the case of specialized information.

1.2.2 Recommended Practices. See also 2.4.1.

1.2.2.1 The main text of recommended practices shall consist of recommendations and directly supporting text.

1.2.2.2 All other informational text shall appear either in Annex A or as a separate annex in the case of specialized information.

1.2.3 Guides. Guides shall be permitted to mix recommendations and explanatory material in the body of the main text.

1.3 Performance-Based Documents. Performance-based documents that incorporate performance-based options in accordance with approaches outlined in *NFPA Primers for Performance-Based Documents* shall adhere to the requirements of the *Manual of Style* where applicable while maintaining the integrity of the performance-based approaches.

1.4 Document Division.

1.4.1 Chapters and Annexes. Documents shall consist of several distinct chapters and annexes, which shall be further subdivided as required.

1.4.2 Arrangement. The document shall be arranged, in order of descending importance, into chapters, sections, subsections, paragraphs, and subparagraphs.

1.4.3 Division Numbering. All divisions shall be numbered in Arabic sequence (1, 2, 3, . . .).

1.5 Front Matter.

1.5.1 Document front matter shall only include objective, nontechnical information about the document and shall be prepared by NFPA staff independent of the consensus development process.

1.5.2 NFPA documents shall contain the front matter components in the following order: cover, title page, committee list(s), table of contents, and introductory information.

1.5.2.1 Cover.

1.5.2.1.1 The front cover shall carry the NFPA numeric designation for the document; the title of the document — for example, *Standard for . . .*; the edition date; the NFPA logo; the words “NFPA, 1 Batterymarch Park, Quincy, MA USA, 02169-7471”; and the phrase “An International Codes and Standards Organization.”

1.5.2.1.2 The inside of the front cover shall carry a general statement of where to obtain information on the document and a statement of the copyright and republishing rights.

1.5.2.2 Title Page. The title page shall carry the copyright notice and date, the full title of the document, the edition date, the date of action by the Association, the date of issue by the Standards Council, the effective date of the document, and an indication that it supersedes all previous editions if applicable.

1.5.2.2.1 Documents that are approved by the American National Standards Institute (ANSI) shall have a statement to this effect with the date of approval.

1.5.2.2.2 The title page shall also contain an origin and development statement.

1.5.2.2.2.1 This statement shall be a comprehensive history of the document from its first edition, including the purposes, major changes in the various editions through the years, and any changes in the committee structure during these periods.

1.5.2.2.2.2 All NFPA Technical Committee documents shall have an origin and development statement prepared by NFPA, independent of the consensus development process.

1.5.2.2.2.3* A final sentence or paragraph shall be added to the origin and development statement outlining changes in the latest edition.

1.5.2.2.2.4 The statement shall be modified as necessary in subsequent years to add new information.

1.5.2.3 Committee List(s). The page following the title page shall provide the committee list(s). The technical committee name shall be listed at the top of the page.

1.5.2.3.1 The committee list shall include the names of all the persons who were committee members at the time of the final committee balloting of the specific edition of the document.

1.5.2.3.1.1 This list shall include only those persons who were members of the technical committee at the time of balloting.

1.5.2.3.1.2 It shall be the list published in the *Report on Comments* (ROC).

1.5.2.3.1.3 If there is no ROC, it shall be the list published in the *Report on Proposals* (ROP).

1.5.2.3.2 The list shall be organized by committee officers (chair and secretary); principal members and alternate members, with the principal listed with each alternate's name; and nonvoting members.

1.5.2.3.2.1 This list shall include all member's companies and, if applicable, the organizations they represent, both of which shall be spelled out in full.

1.5.2.3.2.2 The states or countries where the members reside and the designations of their committee membership classification as defined by NFPA shall be shown.

1.5.2.3.3 When more than one technical committee is responsible for the document, all committees concerned shall be listed with an indication of the portion of the document for which each technical committee is responsible.

1.5.2.3.4 Technical correlating committees shall be listed before the technical committee(s).

1.5.2.3.5 The NFPA staff liaison assigned to the technical committee at the time of voting shall be included at the end of the committee list.

1.5.2.3.6 Each committee list shall be followed by notes that read as follows:

This list represents the membership at the time the Committee was balanced on the final text of this edition. Since that time, changes in the membership may have occurred. A key to classifications is found at the back of the document.

NOTE: Membership on a committee shall not in and of itself constitute an endorsement of the Association or any document developed by the committee on which the member serves.

1.5.2.3.7* The technical committee scope shall be printed following the notes shown in 1.5.2.3.6.

1.5.2.4 Table of Contents.

1.5.2.4.1 The table of contents shall start on the page following the committee list page(s).

1.5.2.4.2 The table of contents shall itemize all chapter titles and section headings appearing in the document and the pages on which they start.

1.5.2.4.3 To facilitate the compilation of the table of contents, the committee shall title each main (two-digit) section. (*See also 1.8.2.2.*)

1.5.2.5 Introductory Information.

1.5.2.5.1 The first page of the document shall begin on the next full page following the end of the table of contents.

1.5.2.5.2 The following information shall form the heading prior to Chapter 1, at the top of the first page, and shall appear in the following order:

- (1) Document number
- (2) Complete title
- (3) Edition of document
- (4) Important notice regarding legal disclaimers as follows:

IMPORTANT NOTE: This NFPA document is made available for use subject to important notices and legal disclaimers. These notices and disclaimers appear in all publications containing this document and may be found under the heading "Important Notices and Disclaimers Concerning NFPA Documents." They can also be obtained on request from NFPA or viewed at www.nfpa.org/disclaimers.

- (5) Notice regarding asterisk as follows:

NOTICE: An asterisk (*) following the number or letter designating a paragraph indicates that explanatory material on the paragraph can be found in Annex A.

- (6)* Notice regarding vertical rules and deletion bullets, where applicable, as follows:

Changes other than editorial are indicated by a vertical rule beside the paragraph, table, or figure in which the change occurred. These rules are included as an aid to the user in identifying changes from the previous edition. Where one or more complete paragraphs have been deleted, the deletion is indicated by a bullet (●) between the paragraphs that remain.

- (7)* Notice regarding extracts, where applicable, as follows:

- (a) Use the following notice in a standard or code:

A reference in brackets [] following a section or paragraph indicates material that has been extracted from another NFPA document. As an aid to the user, the complete title and edition of the source documents for mandatory extracts are given in Chapter 2 and those for nonmandatory extracts are given in Annex _____. Editorial changes to extracted material consist of revising references to an appropriate division in this document or the inclusion of the document number with the division number when the reference is to the original document. Requests for interpretations or revisions of extracted text shall be sent to the technical committee responsible for the source document.

- (b) Use the following notice in a recommended practice:

A reference in brackets [] following a section or paragraph indicates material that has been extracted from another NFPA document. As an aid to the user, the complete title and edition of the source documents for extracts in the recommendations sections of this document are given in Chapter 2 and those for extracts in the informational sections are given in Annex _____. Editorial changes to extracted material consist of revising references to an appropriate division in this document or the inclusion of the document number with the division number when the reference is to the original document. Requests for interpretations or revisions of extracted text should be sent to the technical committee responsible for the source document.

- (c) Use the following notice in a guide:

A reference in brackets [] following a section or paragraph indicates material that has been extracted from another NFPA document. As an aid to the user, the complete title and edition of the source documents for extracts in advisory sections of this document are given in Chapter 2 and those for extracts in the informational sections are given in Annex _____. Editorial changes to extracted material consist of revising references to an appropriate division in this document or the inclusion of the document number with the division number when the reference is to the original document. Requests for interpretations or revisions of extracted text should be sent to the technical committee responsible for the source document.

- (8) Notice regarding referenced publications as follows:

Information on referenced publications can be found in Chapter 2 and Annex _____.

1.6 Administrative Chapters. The first three chapters of any document shall contain only administrative text and shall be in the following order:

Chapter 1 Administration (*See 1.6.1.*)

Chapter 2 Referenced Publications (*See 1.6.2.*)

Chapter 3 Definitions (*See 1.6.3.*)

1.6.1 Chapter 1 Administration.

1.6.1.1 General. Chapter 1 shall include the following sections, in this order, where applicable:

Scope (*See 1.6.1.2.*)

Purpose (*See 1.6.1.3.*)

Application (*See 1.6.1.4.*)

Retroactivity (*See 1.6.1.5.*)

Equivalency (*See 1.6.1.6.*)

Units and Formulas (*See 1.6.1.7.*)

Enforcement Requirement (*See 1.6.1.8.*)

1.6.1.2* Scope.

1.6.1.2.1 The text of a document shall be required to start with a statement of the document's scope, which shall be within the scope of the committee as approved by the Standards Council in accordance with the *Regulations Governing Committee Projects*.

1.6.1.2.2 The document scope shall describe in general terms what the document covers and shall include sufficient details to indicate the range or limits of what is covered.

1.6.1.2.3 The document scope shall be permitted to include subsections on application and nonapplication.

1.6.1.3* Purpose.

1.6.1.3.1 The text of a document shall be required to contain a document purpose section that describes the goal of the document.

1.6.1.3.2 The document purpose shall also describe the objective(s) of the document or what it was created to accomplish.

1.6.1.4* Application. The text of a document shall be permitted to contain an application section that shall indicate how and to what the requirements of the document shall apply.

1.6.1.5* Retroactivity. Retroactivity statements shall be used as applicable.

1.6.1.6* Equivalency. Equivalency statements shall be used as applicable.

1.6.1.7 Units and Formulas. An additional administrative section shall be permitted to be included and shall contain additional sections on units, formulas, and other specialized mathematical notations that apply to the document. (*See A.4.4.*)

1.6.1.8 Enforcement Requirement.

1.6.1.8.1* NFPA codes shall have the following wording within Chapter 1 to assist authorities in the enforcement of the code:

1.X Enforcement. This code shall be administered and enforced by the authority having jurisdiction designated by the governing authority. (*See Annex ____ for sample wording for enabling legislation.*)

1.6.1.8.1.1 The code enforcement requirement shall be included in NFPA codes.

1.6.1.8.1.2 The code enforcement requirement shall be permitted to be used in NFPA standards.

1.6.1.8.2 NFPA codes or standards containing the code enforcement requirement shall have an annex showing sample wording for enabling legislation.

1.6.1.9* Additional Administrative Sections. Additional administrative sections shall be permitted to be included in Chapter 1 as required by the technical committee.

1.6.2 Chapter 2 Referenced Publications.

1.6.2.1 Chapter 2 shall only contain the referenced publications that apply to the document.

1.6.2.2 Chapter 2 shall contain only mandatory referenced publications in codes and standards. (*See 2.3.1.2.*)

1.6.2.3 A committee proposal (CP) shall be developed to update non-NFPA references at the ROP stage.

1.6.2.4 Any references that are not mandatory but apply to the document shall be included in the last annex in codes and standards.

1.6.2.5 Chapter 2 shall contain all references used in the recommendation part of the document in recommended practices. (*See 2.4.1.4.*)

1.6.2.6 All references contained in annexes of a recommended practice shall appear in the last annex of a recommended practice.

1.6.2.7 In guides that do not contain any annexes or that do not contain any references in the annexes, all references shall appear in Chapter 2. (*See 2.4.2.3.*)

1.6.2.8 If there are no mandatory referenced publications in a code or a standard, or no referenced publications in a recommended practice or guide, then Chapter 2 shall be reserved.

1.6.3 Chapter 3 Definitions.

1.6.3.1 Chapter 3 shall contain only definitions.

1.6.3.2 All definitions contained within the document shall appear in Chapter 3.

1.6.3.3 Chapter 3 shall include only terms used within the document.

1.6.3.4 All definitions shall be numbered individually within Chapter 3. (*See 3.2.4.5.*)

1.6.3.5 Definitions or a list of defined terms shall be permitted to be included in other chapters provided that they are also included in Chapter 3.

1.6.3.5.1 Definitions or a list of defined terms included in a chapter other than Chapter 3 shall only appear in Section X.1. (*See 1.7.1.*)

1.6.3.5.2* Definitions in a chapter other than Chapter 3 shall be in the form of subsections to Section X.1.

1.6.3.5.3* A list of terms in a chapter other than Chapter 3 shall be in the form of a numbered list, carrying a cross-reference to the definitions in Chapter 3.

1.7 Individual Chapter Administrative Text.

1.7.1* Each chapter starting with Chapter 4 shall be permitted to have the following administrative sections:

- (1) Chapter scope
- (2) Chapter application
- (3) Chapter purpose
- (4) Chapter definitions

1.7.2* The administrative sections listed in 1.7.1 shall only be permitted to appear in Section X.1 of each chapter.

1.8 Numbering System. Mandatory text shall be divided into chapters that are numbered consecutively with Arabic numbers.

1.8.1 Subdivisions. All subdivisions shall contain at least two subdivisions (i.e., 3.1, 3.2 or 4.1.1, 4.1.2).

1.8.2 Sections. Mandatory text within chapters shall be further divided into sections that are numbered consecutively.

1.8.2.1 Sections shall be numbered consecutively by adding a period (.) and an Arabic number after the chapter number (e.g., sections in Chapter 4 shall be numbered 4.1, 4.2, 4.3, etc.).

1.8.2.2 All sections shall be titled.

1.8.3 Subsections. Sections containing multiple requirements shall be subdivided into subsections, which shall be further subdivided into paragraphs of text.

1.8.3.1 Subsections shall be numbered consecutively by adding a period and an Arabic number to the section number (e.g., subsections in Section 4.2 shall be numbered 4.2.1, 4.2.2, 4.2.3, etc.).

1.8.3.2 The use of titles for subsections shall be optional but consistent; that is, if one subsection within a section is to be titled, all subsections in that section shall also be titled.

1.8.3.3* The use of titles for subsections shall be permitted to be inconsistent when the subsection has no requirement of its own but serves only as a title over two or more related paragraphs.

1.8.4 Paragraphs and Subparagraphs. Multiple requirements within subsections shall be treated as separate paragraphs and subparagraphs, which shall be permitted to be further broken down into sub-subparagraphs.

1.8.4.1 Paragraphs shall be numbered by adding an additional period and consecutive Arabic numbers to the subsection number (e.g., 4.2.1.1, 4.2.1.2, etc.), with the option of using capital letters in parentheses if the paragraphs are not further broken down into subparagraphs.

1.8.4.2 Subparagraphs shall be numbered by adding an additional period and consecutive Arabic numbers to the paragraph number (e.g., 4.2.1.1.1, 4.2.1.1.2, etc.), with the option of using capital letters in parentheses if they are not further broken down into sub-subparagraphs.

1.8.4.3 Where the numbering of sub-subparagraphs using additional digits is necessary, the total number of digits, including the chapter number designator, shall not exceed six digits (e.g., 4.2.1.1.1.1), with the possibility of one additional division that is lettered [and that would be written in cross-references as 4.2.1.1.1.1(A)].

1.9 Annexes.

1.9.1* Annexes shall be permitted to be added to a document to facilitate the use of the document; therefore, their relation to the document shall be clearly set forth.

1.9.2 Annexes shall be within the scope of the project under which the document was developed, and they shall not be inconsistent with the document itself.

1.9.3 An annex shall be processed in accordance with the *Regulations Governing Committee Projects*.

1.9.4 Each annex shall begin with its own designation, title, and so forth.

1.9.5 Annexes shall each be indicated as Normative (mandatory language) or Informative (nonmandatory language).

1.9.6 Normative Annexes.

1.9.6.1 Normative annexes shall only be used for illustrative examples of language adoptable by the authority having jurisdiction and shall in all cases be approved by the Secretary of the Standards Council.

1.9.6.2 Normative annexes shall contain the following boilerplate text indicating that they are not part of the document unless specifically adopted:

This annex is not a part of the requirements of this NFPA document unless specifically adopted by the jurisdiction.

1.9.6.3 Normative annexes shall be self-contained and shall include applicable scopes, purposes, applications, definitions, and references as required.

1.9.6.4 Normative annexes shall only be used in codes and standards.

1.9.7 Informative Annexes. Nonmandatory text shall be divided into annexes, beginning with Annex A, Explanatory Material, and ending with a final annex reserved for nonmandatory referenced publications, titled Informational References.

1.9.7.1 An annex containing a cross-reference chart to a previous edition shall be permitted to be included for the convenience of the reader.

1.9.7.2 When an annex containing a cross-reference chart to a previous edition is included, it shall follow the Informational References annex.

1.9.8 The editorial statement prefacing Annex A, Explanatory Material, shall consist of the following:

Annex A is not a part of the [requirements, recommendations] of this NFPA document but is included for informational purposes only. This annex contains explanatory material, numbered to correspond with the applicable text paragraphs.

1.9.9 The editorial statement prefacing each informative annex (except Annex A) shall consist of the following:

This annex is not part of the [requirements, recommendations] of this NFPA document but is included for informational purposes only.

1.9.10 An annex listing references for annex material, bibliographical publications, informative publications, and documents extracted in the definition and/or annexes shall be the last annex in standards and codes, and it shall be titled Informational References.

1.9.10.1 The Informational References annex shall consist of three sections as follows:

(1) **X.1 Referenced Publications.** The following documents or portions thereof are referenced within this (*standard, code*) for informational purposes only and are thus not part of the requirements of this document unless also listed in Chapter 2.

(2) **X.2 Informational References.** The following documents or portions thereof are listed here as informational resources only. They are not a part of the requirements of this document.

(3) **X.3 References for Extracts.** The following documents are listed here to provide reference information, including title and edition, for extracts given throughout the nonmandatory sections of this (*standard, code*) as indicated by a reference in brackets [] following a section or paragraph. These documents are not a part of the requirements of this document unless also listed in Chapter 2 for other reasons.

1.9.10.2 If there are no Referenced Publications, no Informational References, or no References for Extracts, the corresponding section(s) shall be reserved.

1.9.10.3 If there are no Informational References of any type, the entire annex shall be reserved.

1.9.11 An annex listing references for annex material, bibliographical publications, informative publications, and documents extracted in the definitions and/or annexes shall be the last annex in recommended practices, and it shall be titled Informational References.

1.9.11.1 The Informational References annex shall consist of three sections as follows:

- (1) **X.1 Referenced Publications.** The following documents or portions thereof are referenced within this *recommended practice* for informational purposes only and are thus not part of the recommendations of this document unless also listed in Chapter 2.
- (2) **X.2 Informational References.** The following documents or portions thereof are listed here as informational resources only. They are not a part of the *recommendations* of this document.
- (3) **X.3 References for Extracts.** The following documents are listed here to provide reference information, including title and edition, for extracts given in the informational sections of this *recommended practice* as indicated by a reference in brackets [] following a section or paragraph. These documents are not a part of the *recommendations* of this document unless also listed in Chapter 2 for other reasons.

1.9.11.2 If there are no Referenced Publications, no Informational References, or no References for Extracts, the corresponding section(s) shall be reserved.

1.9.11.3 If there are no Informational References of any type, the entire annex shall be reserved.

1.9.12 An annex listing references for annex material, bibliographical publications, informative publications, and documents extracted in the definitions and/or annexes shall be the last annex in guides, and it shall be titled Informational References.

1.9.12.1 The Informational References annex for guides shall consist of three sections as follows:

- (1) **X.1 Referenced Publications.** The following documents or portions thereof are referenced within the annexes of this guide.
- (2) **X.2 Informational References.** The following documents or portions thereof are listed here as informational resources only. They are not directly referenced in this guide.
- (3) **X.3 References for Extracts.** The following documents are listed here to provide reference information, including title and edition, for extracts given throughout the informational sections of this guide as indicated by a reference in brackets [] following a section or paragraph.

1.9.12.2 If there are either no Referenced Publications, no Informational References, or no References for Extracts, the corresponding section(s) shall be reserved.

1.9.12.3 If there are no Informational References of any type, the entire annex shall be reserved.

1.10 Index. All NFPA Technical Committee documents shall have an index that shall be prepared by NFPA independent of the consensus development process.

1.11* Codes and Standards Pages. NFPA codes and standards development process information sheets shall be included at the end of the document when appropriate.

Chapter 2 Technical Style

2.1* General. Chapter 2 of this document shall address the technical style of the document and shall include the following:

- (1) Technical rules
- (2) Rules for mandatory documents
- (3) Rules for nonmandatory documents

2.2 Technical Rules.

2.2.1 Permissive or Alternative Terms.

2.2.1.1 The terms *may* and *may not* shall not be used in any portion of codes, standards, or recommended practices.

2.2.1.2 The phrase *shall be permitted (to be)* shall be used to state a permitted use or an alternative to a specified requirement within codes and standards.

2.2.1.3 The phrase *should be permitted (to be)* shall be used to state a recommended permitted use or a recommended alternative to a recommendation within recommended practices.

2.2.1.4 The phrase *provided that* shall be permitted to be used as part of a permitted use or an alternative requirement within codes and standards or used as part of a recommendation within recommended practices.

2.2.2* Unenforceable Terms.

2.2.2.1* The main text of codes and standards shall not contain references or requirements that are unenforceable and vague. (*See 2.3.3 and 2.3.4.*)

2.2.2.2 Unenforceable terms shall be allowed in recommended practices and guides.

2.2.2.3* The terms contained in Table 2.2.2.3 shall be reviewed in context, and if the resulting requirement is unenforceable or vague, they shall not be used within the body of codes or standards.

2.2.2.4 The list of terms contained in Table 2.2.2.3 shall not be considered all-inclusive.

2.2.2.5 All mandatory language shall be reviewed for usability, adoptability, and enforceability.

2.2.3 Choices of Levels of Safety.

2.2.3.1* Codes and standards shall state specific criteria that minimize the judgment required by the users.

2.2.3.2* Multiple levels of safety shall not be used in any code or standard.

Table 2.2.2.3 Possible Unenforceable and Vague Terms

Acceptable	Frequent(ly)	Practices
Adequate(ly)	Firmly	Prefer(red)
Appreciable	Generally	Proper(ly)
Appropriate	Good	Ready(ily)
Approximate(ly)	Lightly	Reasonable(ly)
Available	Likely	Safe(ly) (ty)
Avoid(ed)	Legible(ly)	Satisfactory
Can	Many	Secure(ly)
Care	May	Several
Careful(ly)	Maybe	Should
Consider(ed) (ation)	Might	Significant
Could	Most(ly)	Similar
Desirable	Near(ly)	Some
Easy(ily)	Neat(ly)	Substantial(ly)
Effectively	Normal(ly)	Sufficient(ly)
Equivalent(ly)	Note	Suitable
Familiar	Periodic(ally)	Usual(ly)
Feasible	Practical(ly)	Workmanlike
Few		

2.2.3.3* Multiple Design Levels. Codes and standards shall be permitted to develop multiple design levels.

2.2.4 Expressing Maximum and Minimum Limits. Maximum and minimum limits shall be expressed with the following type of phraseology:

- (1) Shall not exceed 300 V to ground . . .
- (2) Shall have a clearance of not less than 5 cm . . .
- (3) Shall be supported at intervals not exceeding 1.5 m . . .

2.2.5 Maintenance. Where maintenance provisions are within the scope of a document, maintenance requirements shall be located in a separate section or chapter at the end of the main text of the document, independent of requirements for a new installation.

2.2.6* Product Standards.

2.2.6.1* Product standards shall be written such that the product is evaluated and tested for compliance with minimal or no judgmental decisions.

2.2.6.2* Product standards shall always be separate documents from documents that contain user requirements.

2.2.7 Related Hazards.

2.2.7.1* When to Include Related Hazards. In the event that a technical committee finds it necessary to include in a standard subjects that do not directly involve the intended application of the code or standard, the following shall be permitted to be included:

- (1) Subjects necessary for continuity of the contents of the standard and in concert with its scope
- (2) Material pertaining to related hazards where, for the application and enforcement of the code or standard, the technical committee is not able to separate it from specific hazards covered by the code or standard

2.2.7.2* NFPA Technical Advisory Committees. When NFPA technical advisory committees (TACs) have been established or assigned for specific areas of expertise, advice shall be sought from the appropriate TAC.

2.3 Rules for Mandatory Documents.

2.3.1 Codes and Standards. See A.2.3.2.6 for the NFPA Official Definitions of these terms.

2.3.1.1 Chapter 1 shall be written in mandatory language. (*See 2.3.1.5.*)

2.3.1.2* Chapter 2 shall be written in mandatory language and shall include all mandatory referenced publications.

2.3.1.2.1 Chapter 2 shall consist of three sections as follows:

- (1) **2.1 General.** The documents or portions thereof listed in this chapter are referenced within this (*standard, code*) and shall be considered part of the requirements of this document.
- (2) **2.2 NFPA Publications.**
- (3) **2.3 Other Publications.**

2.3.1.2.2 If there are either no NFPA Publications or no Other Publications, the corresponding section shall be reserved.

2.3.1.2.3 If there are no referenced publications, the whole chapter shall be reserved.

2.3.1.2.4 All reference listings in Chapter 2 shall contain complete reference information [i.e., document number (if applicable), document title, and date of publication (if applicable)].

2.3.1.2.5 References shall be permitted to be referred to throughout the document (other than Chapter 2) by only their numerical designation or document title, as used in the field.

2.3.1.3* Section 3.1 of Chapter 3 shall be written in mandatory language. (*See 2.3.1.3.1.*)

2.3.1.3.1 Chapter 3 shall consist of three sections as follows:

- (1) **3.1 General.**

3.1.1 The definitions contained in this chapter shall apply to the terms used in this (*standard, code*).

3.1.2 Where terms are not defined in this chapter or within another chapter, they shall be defined using their ordinarily accepted meanings within the context in which they are used. *Webster's Collegiate Dictionary*, 11th edition, shall be the source for the ordinarily accepted meaning.

- (2) **3.2 NFPA Official Definitions.**

- (3) **3.3 General Definitions.**

2.3.1.3.2 If there are either no NFPA Official Definitions or no General Definitions, the corresponding section shall be reserved.

2.3.1.3.3 If there are no definitions, the whole chapter shall be reserved.

2.3.1.4 Definitions shall not be written in mandatory language. (*See 2.3.2.3.*)

2.3.1.5 Scope, purpose, and application statements of Chapter 1 and of individual chapters shall be permitted to utilize statements of fact or mandatory language at the discretion of the technical committee but consistent language usage is preferred. (*See Section 1.7.*)

2.3.2 Definitions.

2.3.2.1 A definition shall only describe the term being defined.

2.3.2.2 Definitions shall be in the format of a bold term followed by the definition phrase to form a single paragraph unit.

2.3.2.3 Definitions shall not contain requirements.

2.3.2.4* References to other documents or sections of a document, notes, lists, footnotes, cautions, warnings, or figures shall not be permitted in definitions.

2.3.2.5 Annex A material shall be permitted for any definition.

2.3.2.6* Existing official definitions contained in the *Regulations Governing Committee Projects* shall be used where applicable.

2.3.2.7* Existing general definitions contained in the NFPA *Glossary of Terms* shall be used where technically accurate and correct.

2.3.2.8 Modifications to official definitions appearing in the *Regulations Governing Committee Projects* shall be submitted to the Standards Council.

2.3.2.9 Modifications to terms appearing in the *Glossary of Terms* shall be submitted as a proposal processed in accordance with the *Regulations Governing Committee Projects*.

2.3.2.10* Where an existing preferred definition is taken from another document or from the *Glossary of Terms*, the source document and year of publication shall be referenced in brackets at the end of the definition to indicate that the definition has been extracted from that document, e.g., [58, 2004].

2.3.2.11 Modifications to terms followed by an extract citation shall be submitted as a proposal to the committee responsible for the source document in accordance with the *Regulations Governing Committee Projects*.

2.3.3 Mandatory Requirements.

2.3.3.1 Where a sentence in a code or standard does not contain a mandatory requirement, it shall be rewritten to include a mandatory requirement or the sentence shall be moved to Annex A or deleted.

2.3.3.2 The terms *shall* and *shall not* shall be used to indicate mandatory requirements.

2.3.3.3* Figures and tables shall be permitted to appear in the mandatory section of a code and standard only when they are referenced using mandatory language. (See 3.7.1.1.)

2.3.4 Annexes.

2.3.4.1 The annexes of codes and standards shall be used for advisory text, explanatory material, and supplementary information and shall not be used for mandatory requirements.

2.3.4.2 All nonmandatory or informational text shall either appear in Annex A or be presented as a separate annex in the case of specialized information.

2.3.4.3 The term *shall* shall not be used in the annexes because its use would indicate a mandatory action or requirement.

2.3.4.4 Use of the terms *should*, *can*, *could*, and *might* shall be permitted in the annexes.

2.3.5 Exceptions.

2.3.5.1 Exceptions shall be permitted only where the exception represents an allowance or required alternate procedure to a general rule when limited, specified conditions apply.

2.3.5.2* Where the rewording of exceptions as requirements or removal of exceptions will not change the technical requirements of the document, exceptions shall be reworded as requirements or removed.

2.3.5.3 Exceptions shall not be permitted to be used in place of several multiple requirements where the intent is to break up long sentences that incorporate a single rule that applies generally.

2.3.5.4 Exceptions shall not be permitted to be used where the exception covers the predominate use or application and would more appropriately be addressed as a requirement.

2.3.5.5* Exceptions shall not be used where there is a long list of exceptions indicating that the basic rule is often inapplicable.

2.3.6 Notes.

2.3.6.1 Notes shall not be permitted to be used in the mandatory text sections of a document.

2.3.6.2 Notes shall only be permitted to be used in tables and figures.

2.3.6.3 Table and figure notes shall not include requirements.

2.3.6.3.1 Cross-references to text sections containing mandatory requirements shall be permitted in table and figure notes.

2.3.6.3.2 In table and figure notes, cross-references to mandatory text sections shall not be written in mandatory language.

2.3.7 Footnotes.

2.3.7.1 Footnotes shall not be permitted to be used in the mandatory text sections of a document.

2.3.7.2 Footnotes shall only be permitted to be used as table footnotes.

2.3.8* Caution and Warning Statements.

2.3.8.1 Caution and warning statements shall be provided to prevent injuries, damage, or other direct hazards to the user or exposures.

2.3.8.2 Caution and warning statements shall only be permitted to be used within the mandatory text sections where a distinct hazard to the user, building, property, exposures, and so forth exists.

2.3.9 Cross-References.

2.3.9.1* Mandatory cross-references shall be to specific mandatory requirements in other sections of the document and shall be stated in mandatory language.

2.3.9.2* Nonmandatory cross-references to other sections, annexes, tables, or figures shall be permitted within mandatory text, but shall only be permitted where the cross-reference is to other portions of the document.

2.3.9.3 Cross-references to subdivisions in other documents shall be permitted within the mandatory text of a document only when the reference is written in mandatory language.

2.3.9.4 A cross-reference shall not be made to an entire chapter unless a cross-reference to one or more sections would not be complete.

2.3.9.5 A cross-reference shall be made to an entire section, where all of the cross-referenced section is applicable and relevant.

2.3.10 References.

2.3.10.1* References to other documents within the mandatory text of a code or standard shall be mandatory.

2.3.10.2 Nonmandatory references to other documents shall only be permitted within annexes.

2.3.10.3 Recommended practices and guides shall not be referenced in the mandatory text of a document.

2.4 Rules for Nonmandatory Documents.

2.4.1 Recommended Practices. See A.2.3.2.6 for the NFPA Official Definition of this term.

2.4.1.1 A document that is a recommended practice shall include only recommendations and directly supporting text throughout the text. (*See 1.2.2.*)

2.4.1.2 Where a sentence does not contain a recommendation, it shall be rewritten to include a recommendation or the sentence shall be moved to the annex.

2.4.1.3 Mandatory language shall not be used in recommended practices.

2.4.1.4 Chapter 2 shall include all publications referenced in the recommendations of the document.

2.4.1.4.1 Chapter 2 shall consist of three sections as follows:

- (1) **2.1 General.** The documents or portions thereof listed in this chapter are referenced within this recommended practice and should be considered part of the recommendations of this document.
- (2) **2.2 NFPA Publications.**
- (3) **2.3 Other Publications.**

2.4.1.4.2 If there are either no NFPA Publications or no Other Publications, the corresponding section shall be reserved.

2.4.1.4.3 If there are no referenced publications, the whole chapter shall be reserved.

2.4.1.4.4 All reference listings in Chapter 2 shall contain complete reference information [i.e., document number (if applicable), document title, and date of publication (if applicable)].

2.4.1.4.5 References shall be permitted to be referred to throughout the document (other than Chapter 2) by only their numerical designation or document title, as used in the field.

2.4.1.5 Chapter 3 of a recommended practice shall not contain mandatory language.

2.4.1.5.1 Chapter 3 of a recommended practice shall consist of three sections as follows:

- (1) **3.1 General.**

3.1.1 The definitions contained in this chapter apply to the terms used in this recommended practice.

3.1.2 Where terms are not defined in this chapter or within another chapter, they should be defined using their ordinarily accepted meanings within the context in which they are used. *Webster's Collegiate Dictionary*, 11th edition, is the source for the ordinarily accepted meaning.

- (2) **3.2 NFPA Official Definitions.**

- (3) **3.3 General Definitions.**

2.4.1.5.2 If there are no NFPA Official Definitions or no General Definitions, the corresponding section shall be reserved.

2.4.1.5.3 If there are no definitions, the whole chapter shall be reserved.

2.4.1.6 All informational text shall either appear in Annex A or be presented as a separate annex in the case of specialized information.

2.4.2 Guides. See A.2.3.2.6 for the NFPA Official Definition of this term.

2.4.2.1 A document that is a guide shall be permitted to mix recommendations and explanatory material throughout the text.

2.4.2.2 The term *shall* shall not be used in guides.

2.4.2.3 Chapter 2 shall include all publications referenced in the main part of the guide.

2.4.2.3.1 Chapter 2 shall consist of three sections as follows:

- (1) **2.1 General.** The documents or portions thereof listed in this chapter are referenced within this guide.
- (2) **2.2 NFPA Publications.**
- (3) **2.3 Other Publications.**

2.4.2.3.2 If there are either no NFPA Publications or no Other Publications, the corresponding section shall be reserved.

2.4.2.3.3 If there are no referenced publications, the whole chapter shall be reserved.

2.4.2.4 Terms such as *can*, *could*, and *might* shall be permitted to be used in the text and in the annexes of guides in place of or in addition to the term *should*.

2.5 Internationalization of Documents.

2.5.1 General.

2.5.1.1* Documents shall be written to enhance their international acceptability and adoptability.

2.5.1.2* Where documents reference other codes, standards, or test methods, the referenced document, when available, shall be internationally recognized.

2.5.2 Word Clarity. Words and terms used in NFPA documents shall be selected for specificity and clarity in meaning, and use of jargon, limited-use or industrial-specific terms, or colloquial language that is difficult to understand or interpret shall be avoided.

2.5.3 Multiple Meanings. All words and terms used in NFPA documents that could be used, understood, or interpreted in more than one way shall be defined in the definitions chapter.

2.6* Extracts.

2.6.1 General Extract Requirements. To extract material from another NFPA document, all of the following items shall be required:

- (1) There shall be specific technical reasons for the extract.
- (2) There shall be clear indication, with the extracted text, of the number, title, and edition of the document from which the extracts are taken and that requests for interpretations or proposed revisions of the text shall be referred to the committee responsible for the source document.
- (3) Any editing of the extracted text shall be confined only to making the style consistent with that of the document containing the extract.
- (4) The extracted text shall be kept current with that of the source document in a timely, appropriate manner.

2.6.1.1* Each paragraph, table, and figure extracted from another NFPA document shall be followed by a reference in brackets containing the document number in bold type followed by a colon and the reference section from the originating NFPA document, e.g., [10:2.3.2.5].

2.6.1.2 A boilerplate paragraph shall be added at the beginning of the document to explain that material has been extracted from the document referenced in brackets at the end of a paragraph or section. [See 1.5.2.5.2(7).]

2.6.1.3 Only mandatory text shall be extracted in mandatory sections of a code or standard, and the extracted material shall be taken from the current edition of the source document.

2.6.1.4 When material is extracted from another document in the body of a code, standard, recommended practice, or guide, the complete title and the current edition of the source document shall be referenced in Chapter 2, Referenced Publications.

2.6.1.5 A definition extracted from another NFPA document shall be cited as an extract, with the source document listed in the References for Extracts section of the Informational References annex. (See 1.9.10 and 1.9.11.)

2.6.1.6 Source documents for extracts in annexes shall be listed in the References for Extracts section of the Informational References annex. (See 1.9.10 and 1.9.11.)

2.6.1.7 Even when an entire annex consists of text extracted from another NFPA document, each paragraph, table, and figure shall carry the bracketed citation.

2.6.2 Extracted Material.

2.6.2.1 A section or paragraph being extracted from another document shall represent a specific thought and shall be entirely extracted.

2.6.2.2 The context of the original extracted material shall not be compromised or violated. [See 2.6.1(3).]

2.6.2.3 Exception, Caution, and Warning Statements.

2.6.2.3.1 Text shall not be extracted without including any exception(s) associated with the extracted text.

2.6.2.3.2 Similarly, caution and warning statements shall also be included.

2.6.2.4 Related Notes and Annex Material.

2.6.2.4.1 Notes and annexes are intended as advisory, supplementary information, and thus they shall not be required to be included along with an extracted paragraph.

2.6.2.4.2 If, in the originating document, the extracted text contains notes or is associated with annex material, the committee shall review the notes and annexes.

2.6.2.4.3 If the committee chooses not to extract the note or related annex section, they shall ensure that the paragraph cannot be misinterpreted based on the absence of this supplemental information.

2.6.3 Paragraph Numbering.

2.6.3.1* Committees shall not change the relationship of paragraphs to each other in renumbering extracted text.

2.6.3.2 The committee taking the extract shall not take part of a section or paragraph and skip another part of this same section or paragraph without a valid technical reason.

2.6.3.3 The family of paragraphs that state a set of requirements shall be kept together to ensure both documents are consistent in stated requirements.

2.6.4 Cross-References. Where extracted cross-material references another paragraph in the document from where the material is extracted, the committee shall try to extract the cross-referenced paragraph as well so its document is more complete and user-friendly.

Chapter 3 Editorial Style

3.1* General. Editorial style shall focus on the grammatical format used throughout the document.

3.2 Text Editorial Rules.

3.2.1 General.

3.2.1.1 Style, including grammar, punctuation, and conventional presentation of text, shall generally conform to the recommendations of *The Chicago Manual of Style*, 14th edition.

3.2.1.2 Spelling and definitions of general words and terms shall follow *Webster's Collegiate Dictionary*, 11th edition.

3.2.2 Spelling.

3.2.2.1* When a choice of spelling is given in *Webster's*, the simpler form shall be used in NFPA documents.

3.2.2.2 Specific fire-related terminology shall have the spellings and meanings as set forth in the NFPA *Glossary of Terms*.

3.2.2.3 When a standard definition is needed, *Webster's* shall be utilized where the meaning is correct and accurate as used in NFPA documents.

3.2.3 Capitalization.

3.2.3.1 General. Capitalization shall follow conventional usage, including the capitalization of proper names.

3.2.3.2* Titles. The first letter of *chapter*, *section*, *figure*, and similar designations shall be capitalized only when the reference is specific.

3.2.3.3* Terms. Terms such as *grade*, *class*, *specimen*, and *type* shall also be capitalized when the reference is specific.

3.2.3.4 Figure Captions.

3.2.3.4.1 The first letter of each word of a figure caption shall be capitalized.

3.2.3.4.2 A preposition of four letters or less (with, from), article (an, the), or coordinating conjunction (and, but, of) shall be lowercased unless it is the first or last word.

3.2.3.5 Table Titles.

3.2.3.5.1 The first letter of each word of a table title shall be capitalized.

3.2.3.5.2 A preposition of four letters or less (with, from), article (an, the), or coordinating conjunction (and, but, of) shall be lowercased unless it is the first or last word. (*See 3.2.6.1.*)

3.2.3.6 Art Labels.

3.2.3.6.1 Only the first letter of the first word of labels within a figure shall be capitalized.

3.2.3.6.2* Where labels begin with a unit of measure, no capitalization shall be used.

3.2.3.7 Text Headings.

3.2.3.7.1 The first letter of each word in text headings shall be capitalized.

3.2.3.7.2 In text headings, a preposition of four letters or less (with, from), article (an, the), or coordinating conjunction (and, but, of) shall be lowercased unless it is the first or last word.

3.2.3.7.3 The first letter of both parts of a hyphenated word shall be capitalized.

3.2.4 Definitions.

3.2.4.1 General. All definitions for terms in the document shall appear in Chapter 3.

3.2.4.1.1 Defined Terms in Other Chapters.

3.2.4.1.1.1 At the committee's discretion, lists of defined terms shall be permitted to be given in other chapters in Section X.1 with cross-references added to each term to indicate the section where the definition can be found in Chapter 3. (*See 1.6.3.5.3.*)

3.2.4.1.1.2 Complete definitions shall also be permitted to be given in other chapters in Section X.1 provided that the definitions also appear in Chapter 3. (*See 1.6.3.5.2.*)

3.2.4.1.2 Chapter 3 shall contain only definitions for terms used in the document.

3.2.4.1.3 Chapter 3 shall be divided into at least three sections.

3.2.4.1.3.1 The first section in Chapter 3 shall be entitled General and shall contain the text of the boilerplate identified in 2.3.1.3.1.

3.2.4.1.3.2 All applicable official definitions shall be listed in Section 3.2 under the heading NFPA Official Definitions.

3.2.4.1.3.3* All general definitions for the document shall be listed in Section 3.3 under the heading General Definitions.

3.2.4.1.3.4 Where specialized groupings of definitions are needed, these groupings shall be listed in subsequent sections under an appropriate heading (e.g., 3.4 Sprinkler-Related Definitions).

3.2.4.2 Types of Entries. All definitions within the sections of Chapter 3 shall be divided into main entries and up to two levels of subentries.

3.2.4.2.1 Main definition entries shall consist of either of the following:

- (1) A primary noun that groups sets of subentries (e.g., *wall* is a main entry that groups subentries such as *angle wall*, *fire wall*, *non-load-bearing wall*)
- (2) An individual noun or a noun/modifier combination that is not part of a set for the document (e.g., *bulkhead*, *bulkhead panel*, *bulkhead wall* are all individual main entries)

3.2.4.2.2 Subentry definitions shall consist of terms that define specific types of main entries (e.g., *maximum pressure* and *minimum pressure* are subentries that define types of the main entry *pressure*).

3.2.4.2.3* Sub-subentries shall consist of terms that define types of subentries.

3.2.4.3 Defining Entries.

3.2.4.3.1 Where a term is defined, the definition shall be written in accordance with the rules for definitions in 2.3.2.

3.2.4.3.2* Where main entries consist of a primary noun (e.g., *wall* or *pressure*) that serves to group sets of related subentry definitions, the noun shall not be required to carry a definition.

3.2.4.3.3 All subentries and sub-subentries shall carry a definition written in accordance with the rules for definitions in 2.3.2.

3.2.4.4 Alphabetizing Entries. All definitions shall be listed in Chapter 3 in alphabetical order.

3.2.4.4.1 All main definition entries shall be arranged alphabetically within each section using the word-by-word system.

3.2.4.4.2* All subentry definitions within a grouping shall be arranged alphabetically under the main entry definition using the word-by-word system.

3.2.4.4.3 All sub-subentry definitions within a grouping shall be arranged alphabetically under the subentry definition using the word-by-word system.

3.2.4.5 Numbering Entries. All definitions shall be numbered.

3.2.4.5.1 All main definition entries shall be numbered consecutively by adding periods and consecutive Arabic numbers to the section number.

3.2.4.5.2 All subentries shall be numbered by adding periods and consecutive Arabic numbers to the main definition number.

3.2.4.5.3* All sub-subentries shall be numbered by adding periods and consecutive Arabic numbers to the subentry number.

3.2.5 Abbreviations. Accepted editorial practices of specialized publications in the specific technical field shall be used as a guide to abbreviations.

3.2.5.1 Acronyms and Uncommon Abbreviations.

3.2.5.1.1 All acronyms and any abbreviations that are not in common use shall be spelled out with the acronym or abbreviation following in parentheses for the first use of the term in the document.

3.2.5.1.2 Each subsequent use shall be the acronym or abbreviation only.

3.2.5.2 Units of Measure. When accompanied by a specific quantity, all units of measure shall be abbreviated, except for units of time, which shall be spelled out.

3.2.6 Punctuation. Punctuation shall follow conventional usage as set forth in *The Chicago Manual of Style*.

3.2.6.1 Use of Periods with Titles and Headings. Periods shall not be used after the main title of a document, after chapter titles, or at the end of table titles.

3.2.6.2 Use of Periods with Figure Captions. Periods shall be used at the end of figure captions.

3.2.6.3 Use of Periods with Section Headings. Periods shall be used at the end of each section, subsection, and paragraph heading.

3.2.6.4 Use of Periods with Abbreviations. Periods shall not be used in abbreviations of units of measure unless the omission of the period could cause confusion (e.g., in., not in, for inch).

3.3 Document Structure Editorial Rules.

3.3.1 Listed Items.

3.3.1.1 List Placement.

3.3.1.1.1* Lists shall be within the body of an existing paragraph and shall be preceded by introductory text and a colon.

3.3.1.1.2* Lists shall not be permitted to be within the middle of a sentence.

3.3.1.2 Style of Lists.

3.3.1.2.1 The structure of all items within a list shall be parallel — that is, the items shall be all single words, all phrases, or all full sentences.

3.3.1.2.2 In lists consisting of single words and phrases, the introductory text shall include mandatory language that establishes the requirement for the paragraph.

3.3.1.2.3* In sentence-style lists, introductory text shall contain mandatory language if each item is not stated as a requirement.

3.3.1.2.4 In sentence-style lists, each item shall consist of only one sentence.

3.3.1.3 Types of Lists.

3.3.1.3.1 Main lists shall be a grouping of listed items within a numbered or lettered section.

3.3.1.3.2* Sublists shall be a grouping of listed items within a main list item.

3.3.1.3.3 Sub-sublists shall be a grouping of listed items within a sublist item.

3.3.1.4 Numbering. The hierarchy for numbering and lettering listed items shall be as follows:

- (1) Main list item
 - (a) Sublist item
 - (b) Sublist item
 - i. Sub-sublist item
 - ii. Sub-sublist item
- (2) Main list item

3.3.1.5 Unnumbered Lists. Unnumbered lists, in which the items have no means for being cross-referenced, shall not be permitted.

3.3.2 Figures. See also 3.7.1.1.1 and 3.7.1.1.2.

3.3.2.1 All figures shall be numbered and cross-referenced within the appropriate section, subsection, or paragraph of text.

3.3.2.2 Numbering shall correspond to the section, subsection, or paragraph in which the figure is cross-referenced (e.g., Figure 4.3.2.2).

3.3.3 Tables. See also 3.7.2.

3.3.3.1 Tables shall be numbered and cross-referenced within the appropriate section, subsection, or paragraph of text.

3.3.3.2 Numbering shall correspond to the section, subsection, or paragraph in which the table is cross-referenced (e.g., Table 4.3.3.2).

3.3.4 Equations. See also 3.7.3.

3.3.4.1 Equations shall be numbered only when necessary for cross-referencing purposes.

3.3.4.2* Equation numbers shall correspond to the section, subsection, or paragraph in which the equation is cross-referenced, e.g., (4.3.4.2).

3.3.4.3 If two or more equations appear in the same section, they shall also be lettered, e.g., (5.5.1a) and (5.5.1b).

3.3.4.4 Equation numbers shall be in parentheses and shall appear to the right of the equation. (*See A.3.3.4.2.*)

3.4 Material from Other Organizations.

3.4.1 Permission to Use. To use material from other organizations in the text of an NFPA document, NFPA shall have written permission of the organization from which the material was obtained.

3.4.2* Staff Responsibility. The NFPA staff liaison shall be responsible for obtaining written permission for use of materials from other organizations.

3.4.3 Credit Line. A credit line within the text and a reference citation in the appropriate reference chapter or annex shall be provided to acknowledge the owner/copyright holder of the material.

3.5 Explanatory Information.

3.5.1 Explanatory statements that do not contain requirements shall not be used in the main text.

3.5.2 Such material shall be located in an annex. (*See 2.3.4.*)

3.6 References.

3.6.1* Cross-References.

3.6.1.1 Cross-References to Other Sections. Cross-references to other sections within the document shall be specific and relevant and shall be placed where most relevant in the paragraph.

3.6.1.1.1* A cross-reference to a chapter or section shall include the word Chapter or Section in the text.

3.6.1.1.2 A cross-reference shall not be required to include “of this standard.”

3.6.1.1.3* A cross-reference to a subdivision within a section shall be referred to by number only, without the word subsection or paragraph, except when the cross-reference begins the sentence.

3.6.1.1.4* Nonmandatory cross-references to other sections, annexes, tables, or figures within a document shall be separated from the mandatory text by parentheses and shall be set in italic type.

3.6.1.2 Cross-References to Figures and Tables.

3.6.1.2.1 Cross-references to figures and tables shall be made using the applicable number prefaced by the word Figure or Table.

3.6.1.2.2 When cross-reference is made to two or more figures or tables, the word Figure or Table shall be repeated before each number (e.g., Table 4.2.1 and Table 4.2.2).

3.6.1.2.3 When cross-reference is made to a range of figures or tables, the word Figure or Table shall be repeated before each number in the range [e.g., Figure 4.4.2(a) through Figure 4.4.2(e)].

3.6.1.3* **Unneeded Cross-References.** Cross-references shall not be used where additional words serve the same purpose.

3.6.2 References to Publications. The following rules shall apply to references to publications in the text of a document:

- (1) References to publications in the text shall be for the purpose of supplementing requirements, recommendations, and guidance (as in guides).
- (2) In codes and standards, only mandatory references shall appear in the text of the document. (See 1.6.2.2.)
- (3) Bibliographical and informative references shall not be included in the text of a document but only in explanatory material, such as in an annex or in a table footnote.

3.6.2.1 References to Other NFPA Codes and Standards. All references to other NFPA codes and standards shall include the NFPA designation followed by a comma and the full title of the document in italics (e.g., “. . . as required by NFPA 13, *Standard for the Installation of Sprinkler Systems*”).

3.6.2.1.1 NFPA references shall be permitted to be referred to throughout the document (other than Chapter 2 or the last annex) by only their numerical designation or document title, as used in the field. (See 2.3.1.2.5.)

3.6.2.1.2 The edition shall not be designated in the text, but in Chapter 2 or the last annex.

3.6.2.2* **References to Proprietary Documents of Other Organizations.** All references to documents published by other organizations, including government entities, shall carry that organization’s designation and the full publication title in italics (e.g., “. . . in accordance with API 2510, *Design and Construction of LP-Gas Installations*”).

3.6.2.2.1 References to documents published by other organizations shall be permitted to be referred to throughout the document (other than Chapter 2 or the last annex) by only their numerical designation or document title, as used in the field. (See 2.3.1.2.5.)

3.6.2.2.2 The edition shall not be designated in the text, but in Chapter 2 or the last annex.

3.6.2.3 References to Books, Reports, and Articles in Periodicals. All references to books shall be made using the author-date method of citation (e.g., the author’s last name, or publishing organization if no author is given, and the year of publication enclosed in parentheses at the end of a sentence).

3.6.3 Reference Lists. The specific identification of referenced publications and their source shall be included in the list of mandatory referenced publications given in Chapter 2 or in the list of nonmandatory references given in the last annex. (See also 1.6.2, 1.9.10, 1.9.11, 2.3.1.2, 2.4.1.4, and 2.4.2.3.)

3.6.3.1 NFPA Codes and Standards and Proprietary Documents of Other Organizations. Mandatory references in Chapter 2 and informative references in the last annex shall include the identification number if any; the title; the year of the current edition (in Chapter 2) or the referenced edition (in annex references only); and the name and address of the organization issuing the referenced document.

3.6.3.1.1* The current, approved edition of the referenced document shall be included in Chapter 2, Referenced Publications, for mandatory references or in the last annex, Informational References, for informative references.

3.6.3.1.2 The referenced edition of the referenced document shall be included in the last annex, Informational References, for informative references.

3.6.3.1.3 Updates of references to non-NFPA documents shall be completed by the appropriate technical committee and shall be processed in accordance with the *Regulations Governing Committee Projects*. (See 1.6.2.3.)

3.6.3.1.4 The references shall be listed separately to facilitate updating to the latest edition by the user.

3.6.3.2 Books, Reports, and Articles in Periodicals.

3.6.3.2.1 Citations for books, reports, and periodicals shall include the author’s name (or the publishing organization if no author is identified), the year published, the full title of the work, the publisher’s city, and the full name of the publisher.

3.6.3.2.2 The style for citations of books, reports, and periodicals shall conform to *The Chicago Manual of Style*, 14th edition.

3.7 Special Elements.

3.7.1 Figures. See also 3.3.2.1 and 3.3.2.2.

3.7.1.1 General.

3.7.1.1.1 Figures in the main text of the document shall portray mandatory requirements.

3.7.1.1.2 Drawings, charts, or graphs used to illustrate only a typical situation and not a mandatory requirement shall be placed in an annex.

3.7.1.2 Preparation. Drawings, charts, and graphs shall be prepared by NFPA from drawings submitted by the technical committee.

3.7.1.3 Identification.

3.7.1.3.1 Each drawing, chart, or graph shall be identified by a figure number and a unique caption.

3.7.1.3.2 All figures shall be referenced in the text and the figure number shall be the same number as the section, subsection, or paragraph where it is referenced in the text.

3.7.1.3.3 If more than one figure is related to a single section, subsection, or paragraph, lowercase letters in parentheses shall be used as a suffix to the paragraph number.

3.7.1.3.4 The caption of the figure shall appear below the figure. (See 3.2.3.4.)

3.7.1.4 Figure Position in Text. When used in the text, a figure shall be placed as near to its first reference in the text as convenient.

3.7.1.5 Figure Labels. See also 3.2.3.6.

3.7.1.5.1 All significant elements in a figure shall be labeled with terminology that matches the text discussion.

3.7.1.5.2 All dimensions shall be indicated with SI units or with inch-pound units.

3.7.1.5.2.1 Conversions to either inch-pound units or SI units shall be permitted to be given in parentheses following the primary unit when space permits.

3.7.1.5.2.2 If there is not enough space in the figure, the conversion factor(s) shall be given in a figure note.

3.7.1.5.3 Units of measure used in figure labels shall be abbreviated.

3.7.1.6 Figure Legends or Notes. Symbols in complex figures shall be identified in a legend or note.

3.7.1.7* Credit Lines. Photos and artwork obtained from outside sources shall be identified by a credit line in parentheses following the caption.

3.7.2 Tables. See also 3.3.3.

3.7.2.1 Identification.

3.7.2.1.1 Each table shall be identified by a number and a unique title.

3.7.2.1.2 All tables shall be referenced in the text, and the table number shall be the same number as the section, subsection, or paragraph where it is referenced in the text.

3.7.2.1.3 If more than one table is related to a single section, subsection, or paragraph, lowercase letters in parentheses shall be used as a suffix to the subdivision number.

3.7.2.2 Titles.

3.7.2.2.1 The first letter of each word in a table title shall be capitalized.

3.7.2.2.2 In a table title, a preposition of four letters or less, an article, or a coordinating conjunction shall be lowercased unless it is the first word.

3.7.2.2.3 Each table shall have a unique title.

3.7.2.3 Column Headings.

3.7.2.3.1 The first letter of each word in a column heading shall be capitalized.

3.7.2.3.2 In a column heading, a preposition of four letters or less, an article, or a coordinating conjunction shall be lowercased unless it is the first word.

3.7.2.3.3 Abbreviated units of measure in column headings shall be lowercased and enclosed in parentheses, unless the units of measure appear under a rule in which case they shall be lowercased but not enclosed in parentheses.

3.7.2.3.4 The first letter of every word in column sub-headings shall be capitalized except for any dimensional heading at the top of each column.

3.7.2.4 Column Entries. Only the first letter of the first word of individual table entries shall be capitalized.

3.7.2.5 Abbreviations and Letter Symbols. Abbreviations and letter symbols for units, when the intent and meaning are clear, shall be permitted to be used in headings and in the body of the table.

3.7.2.6 Units of Measure.

3.7.2.6.1 Units of measure shall always be given in the title, column headings, or table footnote as needed.

3.7.2.6.2 When the same unit of measure is used throughout a column, the unit of measure shall be given in the column heading instead of the column itself.

3.7.2.6.3 When a column contains more than one unit of measure, then the units of measure shall be used in the column and not in the column heading.

3.7.2.6.4 Units of measure shall be abbreviated in tables.

3.7.2.7 Vacant Cells. An em dash (—) shall be used to indicate a vacant cell.

3.7.2.8 Numerical Columns.

3.7.2.8.1 Tabular material shall be centered in each column for columns with inclusive numbers and entries in mixed word/number columns.

3.7.2.8.2 All numbers shall be aligned on the decimal point, and zeroes shall be placed before the decimal point in numbers less than one.

3.7.2.8.3 Decimal indications shall be used in tabular work unless fractions are commonly used in the field.

3.7.2.9 Reading Columns.

3.7.2.9.1 Reading columns (i.e., columns in which only words appear) shall be aligned on the left.

3.7.2.9.2 Runover lines shall be indented under the line to which they apply.

3.7.2.9.3 All entries of a reading column shall be grammatically parallel.

3.7.2.9.4 A concluding period shall not be used unless the entry is one or more complete sentences.

3.7.2.10 Breaking.

3.7.2.10.1 Tables shall fit vertically on a page.

3.7.2.10.2* When a table carries over for more than one page, the heading shall read “Continued” on successive pages.

3.7.2.11 General Table Notes and Table Footnotes.

3.7.2.11.1 Notes shall only be permitted as table notes.

3.7.2.11.2 All table notes shall appear directly beneath the table and not at the foot of the page.

3.7.2.11.3 General table note(s) shall be indicated using the word “Note(s)” followed by consecutively numbered text notes.

3.7.2.11.4 General table notes shall precede keyed table footnotes.

3.7.2.11.5 Keyed table footnotes shall be identified as follows:

- (1) If there is one footnote, an asterisk shall be used.
- (2) If there are two footnotes, an asterisk and a dagger shall be used.

- (3) If there are three or more footnotes, superscript letters shall be used.

3.7.3* Formulas and Equations.

3.7.3.1 Punctuation shall be inserted following equations as grammatically necessary for sentence flow.

3.7.3.2 Explanation of terms shall appear under the formula or equation introduced by the word *where*.

3.7.3.3 The explanatory material shall be permitted to be omitted if symbols and letters are explained in a table of symbols elsewhere in the document.

3.7.3.4 Fractions shall be single case (e.g., $\frac{7}{8}$ rather than 7/8).

3.7.4 Letter Symbols and Variables.

3.7.4.1* Where applicable and possible, the appropriate symbols from ANSI Y10, *American National Standards Institute Series on Letter Symbols*, shall be used.

3.7.4.2 Letter symbols and variables shall be printed in italics. When subscript or superscript, a letter symbol or variable shall be italicized.

3.7.4.3* The intent of the subscripts shall be made clear in a "where" list.

3.7.4.4 Sub- and superscripts consisting of numbers or mathematical functions shall be roman.

3.7.4.5 Temperature.

3.7.4.5.1 To express temperature on the temperature scales C, F, and R, the degree symbol shall be used with the appropriate letter symbol (e.g., 69°C is the acceptable abbreviation for 69 degrees Celsius).

3.7.4.5.2 The degree symbol shall not be required for absolute temperature scale of kelvin (K).

3.7.4.6 To express angle dimensions, the degree symbol preceded by a number shall be permitted to be used.

3.8 Annexes.

3.8.1 General.

3.8.1.1 Annexes shall be identified by means of consecutive letters (e.g., the first annex in a document shall be Annex A; the second, Annex B).

3.8.1.2 All annexes shall be titled.

3.8.2 Annex A. See also 1.9.1.7.

3.8.2.1 The first (or only) annex shall be used for explanatory or informative material on the text of the document, and it shall carry the title Annex A Explanatory Material.

3.8.2.2 Each subdivision within this annex shall carry the same number as the subdivision in the document to which it applies, preceded by the letter A and a period (e.g., A.1.2, A.1.2.1).

3.8.2.3 An asterisk shall be inserted after the subdivision number in the text of the body of the document to indicate that explanatory material on that subdivision can be found in the annex.

3.8.3 Additional Annexes.

3.8.3.1 All subdivisions within an annex shall be numbered in the form used for the chapters within the main text of the document.

3.8.3.2* The annex letter followed by a period shall be used as the prefix for all subdivision numbers within the annex.

3.8.3.3 Figures and tables shall also be identified by the annex letter and section number (e.g., Figure B.1.2.2 is found in Annex B).

3.8.4 Last Annex. Where nonmandatory references are used, they shall be listed in the last annex, which shall be titled Informational References. (See 1.9.10.)

3.9 Vertical Rules and Bullets. See also 1.5.2.5.2(6).

3.9.1* In partial revisions of documents, vertical rules and bullets shall be used in the left margin to indicate committee-approved revisions to text, figures, and tables.

3.9.2 Vertical rules (|) shall indicate where a change, addition, or partial deletion has occurred to a line of text.

3.9.3 Bullets (•) shall indicate where one or more complete paragraphs have been deleted.

3.9.4 Bullets shall appear between the current existing paragraphs to indicate the deletion.

Chapter 4 Units of Measurement

4.1 Measurement Systems.

4.1.1 System Preference. The system of measurement used in all NFPA codes, standards, recommended practices, and guides (hereinafter called documents) shall conform to one of the three following conventions:

- (1) Measurements shall be presented in International Units, commonly known as SI or metric units and referred to herein as SI units, alone.
- (2) Measurements shall be presented in SI units followed in parentheses by the equivalent value presented in inch-pound units.
- (3) Measurements shall be presented in inch-pound units followed in parentheses by the equivalent value presented in SI units.

4.1.2 Consistent Usage. The convention selected from 4.1.1(1), 4.1.1(2), or 4.1.1(3) shall be used consistently throughout the document except as permitted in 4.1.3 and 4.1.4.2.

4.1.3* Industry Practice. Where one measurement system is internationally accepted for unique measurements, no additional units or conversions shall be required.

4.1.4 Extracted Material. Extracted material containing units of measurement shall comply with 4.1.4.1 or 4.1.4.2 as appropriate.

4.1.4.1 Where the extracted material contains values expressed in both systems of measurement, the units shall be arranged in position to provide consistent usage in accordance with 4.1.2.

4.1.4.2 Where the extracted material contains values expressed only in one system of measurement, the following shall apply.

- (1) The extracted values shall be retained without modification, and no conversion shall be provided.
- (2) A statement shall be included in the “Units of Measurement” section of Chapter 1 as follows: “Where extracted text contains values expressed in only one system of units, the values in the extracted text have been retained without conversion to preserve the values established by the responsible technical committee in the source document.” (See Section 4.4 and A.4.4.)

4.2 Accuracy and Precision. The value expressed for a measurement shall reflect the accuracy and precision intended for the measurement.

4.2.1* Basis of Measurement. The intended accuracy and precision shall be established from a clear understanding of its basis.

4.2.1.1* The precision used to express a measurement shall not exaggerate the accuracy intended for the measurement.

4.2.1.2* The precision used to express a measurement shall not degrade the accuracy intended for the measurement.

4.2.2* Enforcement. The value expressed for a measurement shall reflect what is intended and practical for application and enforcement.

4.2.3 Tolerances. The use of tolerances shall be permitted for expressing the intended precision of a measurement value as needed.

4.2.4 Trade Sizes. Where the actual measured size of a product is not the same as the nominal size, trade size designators shall be used rather than dimensions unless otherwise permitted by 4.3.5.2.

4.3* Conversion. (See Annex B, *SI Units and Conversions*, for additional information on SI units and conversions.)

4.3.1* Equivalent Values. Where both systems of measurement are used in the document, the values shall be equivalent within the precision intended for the measurement.

4.3.2* Calculation. Conversion calculations shall use unrounded or appropriately precise values of the conversion factor and measurement value throughout the calculation to produce the converted value for subsequent appropriate rounding.

4.3.3 Rounding.

4.3.3.1 The base value being converted and the converted value shall be rounded to comply with 4.2.1.

4.3.3.2 The converted value shall be rounded such that the last place digit of the converted value is equal to or less than the converted value of the intended precision. (See *conversion steps outlined in B.8.3.*)

4.3.4* Tolerances. Where tolerances are used and the measurement value is expressed in both systems of measurement, special attention shall be given to maintaining intended equivalence between the two values when converting units.

4.3.5* Trade Size Conversion.

4.3.5.1 Where trade sizes are specified that involve the use of nominal dimensions to designate material, products, or performance, an appropriate counterpart trade size in the measurement system of conversion shall be used or included that satisfies the technical needs of the requirement or recommendation.

4.3.5.2 Where trade sizes are specified that involve the use of precisely designated critical dimensions, conversion shall comply with one of the following:

- (1) An appropriate counterpart trade size in the measurement system of conversion shall be used or included that satisfies the technical needs of the requirement or recommendation.
- (2) An equivalent value shall be included that is based on an exact conversion of the critical dimension with rounding to an appropriate precision. An appropriate disclaimer indicating that the converted value is provided for dimensional reference only and does not reflect an actual trade size in the measurement system of conversion shall be included.

4.4* Units of Measure. A statement shall be included in Chapter 1 establishing the units of measure. (See 1.6.1.7.)

4.5 Reference Publication. As a supplement to the criteria contained within Chapter 4 and for items not addressed herein, the reference document on which all SI conversions are to be based shall be IEEE/ASTM SI 10, *Standard for Use of the International System of Units (SI): the Modern Metric System*, 1997.

Annex A Explanatory Material

A.1.5.2.2.2.3 The origin and development statement provides the user of the document with a quick overview of the history of the document and the development of the technical requirements within the document, including the major changes from the latest revision.

A.1.5.2.3.7 The technical committee scope should not be confused with the scope of the document (see A.1.6.1.2). The technical committee scope is provided by the Standards Council to outline the area(s) in which the technical committee can develop a technical document(s).

A.1.5.2.5.2(6) Vertical rules and marginal bullets aid the user in identifying where changes have been made to the document during the latest revision.

A.1.5.2.5.2(7) The reference in brackets following extracted text (e.g., [101:7.3.4.5]) indicates the source document (i.e., NFPA 101) and the source paragraph (i.e., 7.3.4.5).

A.1.6.1.2 The scope of the document should not be confused with the scope of the technical committee (see A.1.5.1.3.7). The scope of the document is developed by the technical committee to establish what the document is intended to cover. The following is an example of a scope:

1.1 Scope. This standard shall provide the minimum requirements for the design and installation of automatic fire sprinkler systems and exposure protection sprinkler systems covered within this standard.

A.1.6.1.3 The following is an example of a purpose:

1.2* Purpose.

1.2.1 The purpose of this standard shall be to provide a reasonable degree of protection for life and property from fire through standardization of design, installation, and testing requirements for sprinkler systems including private fire service mains, based on sound engineering principles, test data, and field experience.

1.2.2 Sprinkler systems and private fire service mains are specialized fire protection systems and shall require knowledgeable and experienced design and installation.

A.1.6.1.4 The following is an example of an application:

1.3* Application.

1.3.1 This standard shall apply to the following.

- (1) Character and adequacy of water supplies
- (2) Selection of sprinklers
- (3) Fittings
- (4) Piping
- (5) Valves
- (6) All materials and accessories, including the installation of private fire service mains

1.3.2 This standard shall also apply to “combined service mains” used to carry water for both fire service and other uses as well as mains for fire service use only.

A.1.6.1.5 The following is suggested as wording that might be included in a code or standard to cover the subject of retroactivity if it is determined by the committee that a retroactivity statement is needed. The insertion of (*document type*) refers to the type of document that the technical committee is developing (i.e., code, standard, recommended practice, or guide).

1.X Retroactivity. The provisions of this (*document type*) reflect a consensus of what is necessary to provide an acceptable degree of protection from the hazards addressed in this (*document type*) at the time the (*document type*) was issued.

1.X.1 Unless otherwise specified, the provisions of this (*document type*) [*shall, should*] not apply to facilities, equipment, structures, or installations that existed or were approved for construction or installation prior to the effective date of the (*document type*). Where specified, the provisions of this (*document type*) [*shall, should*] be retroactive.

1.X.2 In those cases where the authority having jurisdiction determines that the existing situation presents an unacceptable degree of risk, the authority having jurisdiction [*shall, should*] be permitted to apply retroactively any portions of this (*document type*) deemed appropriate.

1.X.3 The retroactive requirements of this (*document type*) [*shall, should*] be permitted to be modified if their application clearly would be impractical in the judgment of the authority having jurisdiction, and only where it is clearly evident that a reasonable degree of safety is provided.

A.1.6.1.6 The following is suggested uniform wording on equivalency for use by those NFPA committees desiring an equivalency statement. The insertion of (*document type*) refers to the type of document that the technical committee is developing (i.e., code, standard, recommended practice, or guide).

1.X Equivalency. Nothing in this (*document type*) is intended to prevent the use of systems, methods, or devices of equivalent or superior quality, strength, fire resistance, effectiveness, durability, and safety over those prescribed by this (*document type*).

1.X.1 Technical documentation [*shall, should*] be submitted to the authority having jurisdiction to demonstrate equivalency.

1.X.2 The system, method, or device [*shall, should*] be approved for the intended purpose by the authority having jurisdiction.

A.1.6.1.8.1 The following sample ordinance or one acceptable to the technical committee should be placed in a separate annex to meet the requirements of 1.6.1.8.1.

X.1 The following sample ordinance is provided to assist a jurisdiction in the adoption of this [*code, standard*] and is not part of this [*code, standard*].

ORDINANCE NO. _____

An ordinance of the [*jurisdiction*] adopting the [*year*] edition of NFPA [*document number*], [*complete document title*], and documents listed in Chapter 2 of that code; prescribing regulations governing conditions hazardous to life and property from fire or explosion; providing for the issuance of permits and collection of fees; repealing Ordinance No. _____ of the [*jurisdiction*] and all other ordinances and parts of ordinances in conflict therewith; providing a penalty; providing a severability clause; and providing for publication; and providing an effective date.

BE IT ORDAINED BY THE [*governing body*] OF THE [*jurisdiction*]:

SECTION 1 That the [*complete document title*] and documents adopted by Chapter 2, three (3) copies of which are on file and are open to inspection by the public in the office of the [*jurisdiction's keeper of records*] of the [*jurisdiction*], are hereby adopted and incorporated into this ordinance as fully as if set out at length herein, and from the date on which this ordinance shall take effect, the provisions thereof shall be controlling within the limits of the [*jurisdiction*]. The same are hereby adopted as the code of the [*jurisdiction*] for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion and providing for issuance of permits and collection of fees.

SECTION 2 Any person who shall violate any provision of this code or standard hereby adopted or fail to comply therewith; or who shall violate or fail to comply with any order made thereunder; or who shall build in violation of any detailed statement of specifications or plans submitted and approved thereunder; or failed to operate in accordance with any certificate or permit issued thereunder; and from which no appeal has been taken; or who shall fail to comply with such an order as affirmed or modified by or by a court of competent jurisdiction, within the time fixed herein, shall severally for each and every such violation and noncompliance, respectively, be guilty of a misdemeanor, punishable by a fine of not less than \$ _____ nor more than \$ _____ or by imprisonment for not less than _____ days nor more than _____ days or by both such fine and imprisonment. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified the application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions. Each day that prohibited conditions are maintained shall constitute a separate offense.

SECTION 3 Additions, insertions, and changes — that the [*year*] edition of NFPA [*document number*], [*complete document title*] is amended and changed in the following respects:

List Amendments

SECTION 4 That ordinance No. _____ of [*jurisdiction*] entitled [*fill in the title of the ordinance or ordinances in effect at the present time*] and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5 That if any section, subsection, sentence, clause, or phrase of this ordinance is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The [*governing body*] hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase hereof, irrespective of the fact that any

one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional.

SECTION 6 That the [*jurisdiction's keeper of records*] is hereby ordered and directed to cause this ordinance to be published. [NOTE: An additional provision may be required to direct the number of times the ordinance is to be published and to specify that it is to be in a newspaper in general circulation. Posting may also be required.]

SECTION 7 That this ordinance and the rules, regulations, provisions, requirements, orders, and matters established and adopted hereby shall take effect and be in full force and effect [*time period*] from and after the date of its final passage and adoption.

A.1.6.1.9 Examples of additional administrative sections include safety, formulas, variables, and symbols.

A.1.6.3.5.2 The following is an example of the format for definitions used in a chapter:

5.1 Special Definitions.

5.1.1 Building. Any structure used . . . (*See 33.17.1.*)

5.1.2 Fire Lane. The road or other means . . . (*See 33.136.1.*)

A.1.6.3.5.3 The following is an example of the format for a list of defined terms used in a chapter:

5.1 Special Definitions. A list of special terms used in this chapter follows:

- (1) Alternative Calculation Procedure. See 3.3.7.
- (2) Data Conversion. See 3.3.38.
- (3) Design Fire Scenario. See 3.3.41.

A.1.7.1 When administrative sections are used in more than one chapter, it is preferable that they be used consistently throughout the document. For example, if Sections 4.1 and 5.1 are Scope, then all other chapters should start out with a Section X.1 Scope.

A.1.7.2 If two or more of the administrative sections listed in 1.7.1 are used, Section X.1 should be titled Administration and the administrative sections would become subsections, as in the following example:

4.1 Administration.

4.1.1 Scope. This chapter provides criteria . . .

4.1.2 Special Definitions.

4.1.2.1 Building. Any structure used . . .

4.1.2.2 Fire Lane. The road or other means . . .

A.1.8.3.3 An example of a permitted use of inconsistent titles in subsections is as follows:

4.8.1 Fixed, unburied flammable or combustible liquid storage tanks shall be provided with containment or drainage in accordance with NFPA 30, *Flammable and Combustible Liquids Code*.

4.8.2 Flammable or combustible liquids shall not be stored or processed underneath cable trays or inside cable-spreading rooms or tunnels.

4.8.3 Ignition.

4.8.3.1 Precautions shall be taken to prevent the ignition of flammable and combustible liquid vapors.

4.8.3.2 Possible sources of ignition shall include but are not limited to the following:

- (1) Open flames
- (2) Smoking
- (3) Cutting and welding

A.1.9.1 Annexes are provided for clarification, illustration, and general information.

A.1.11 The development process information sheets include the following:

- (1) Codes and standards development process outline
- (2) Guide to committee member classifications
- (3) Example of completed proposal form
- (4) Blank proposal form

A.2.1 *Technical style* is how the technical requirements are presented to the user. Chapter 2 addresses how the technical committee should write the technical requirements of the document. Technical style is separate from editorial style, in which the technical wording is modified to ensure that the presentation is grammatically accurate and understandable.

A.2.2.2 The technical committee should review all wording within its code(s) or standard(s) to ensure that the requirements and its respective wording is not vague or unenforceable. When terms are vague or unenforceable, the requirements can often be misapplied or misinterpreted.

A.2.2.2.1 Examples of unenforceable language are as follows:

- (1) Portable fire extinguishers shall be located to consider the occupants' *safety*.
- (2) A manual pull station shall be located *near* each exit.

Examples of enforceable language are as follows:

- (1) All flammable liquids shall be stored in listed *safety* cans.
- (2) A manual pull station shall be located *within 1 m* of each exit.

A.2.2.2.3 The terms contained in Table 2.2.2.3 are not prohibited from use within NFPA documents. However, these terms, if used incorrectly, can be unenforceable or vague. Table 2.2.2.3 is provided to highlight terms that the technical committee should review to ensure that in context they are not unenforceable or vague. Terms listed in Table 2.2.2.3 are appropriate if used in the proper context.

A.2.2.3.1 Technical committees should retain only those judgmental items that clearly depend on local field conditions or where complete information on hazards, protection methods, or safety measures is not available to specify actual requirements.

A.2.2.3.2 An example of multiple levels of safety (not permitted) is as follows:

Fire protection in a single-family residence shall be based on one of the following levels of protection:

Option 1. A single station smoke detector shall be installed outside each sleeping area.

Option 2. A single station smoke detector shall be installed on every level of the home.

Option 3. A single station smoke detector shall be installed on every level of the home and in each sleeping room.

Each option provides a different level of safety for a single application. The use of differing requirements for new and existing situations or *trade-offs* for other protection arrangements should not be considered multiple levels of safety.

A.2.2.3.3 Examples of multiple design levels include differing loads such as snow, wind, and seismic depending on geographic location.

A.2.2.6 Some standards are product standards as opposed to performance, use, or installation standards. One example of a product standard is NFPA 1150, *Standard on Fire-Fighting Foam Chemicals for Class A Fuels in Rural, Suburban, and Vegetated Areas*. The scope of NFPA 1150 reads: "This standard specifies

requirements and test procedures for foam chemicals used on Class A fuels.” NFPA 1150 only contains requirements on Class A foam characteristics and test procedures. The use of Class A foams is not covered in this standard.

A.2.2.6.1 Because product standards should be written, to the extent possible, as performance requirements with specific pass/fail requirements and a designated test method to evaluate the performance, an equivalency statement (*see 1.6.1.6*) should be included in the standard.

A.2.2.6.2 Product standards are considered to contain performance, testing, and third-party certification requirements for products. They can contain design requirements as well.

Third-party certification includes the requirements for the testing, labeling, listing, follow-up, and quality assurance programs by which a product is certified as being compliant with a specific standard from a certification organization.

“User requirements” are those that apply to users of the product and specify when/where/how a product is used. Where product standards need to make reference to where user requirements can be found, or provide helpful general information for user consideration or user understanding of the standard’s requirements, such material should be placed in the annex of the product standard.

A.2.2.7.1 Examples would include chemical exposure, radiological exposures, and various environmental or health considerations.

A.2.2.7.2 The NFPA Board of Directors approves TACs when necessary. For a current list of NFPA TACs contact the NFPA Standards Council.

A.2.3.1.2 The insertion of (*document type*) refers to the type of document that the technical committee is developing (i.e., code or standard).

A.2.3.1.3 The insertion of (*document type*) refers to the type of document that the technical committee is developing (i.e., code or standard).

A.2.3.2.4 Examples of inappropriate references in definitions are as follows:

(1) **Air Connector.** A conduit for transferring air between an air duct or plenum and an air terminal unit or an air inlet or an air outlet. (*For limitations on use of air connectors, see 5.3.2.1.*)

(2) **Fusion Temperature Ash.** The temperature at which a cone of coal or coke ash exhibits certain melting characteristics. (*See ASTM D1857, Standard Test Method for Fusibility of Coal and Coke Ash.*)

A.2.3.2.6 Existing boilerplate definitions from the *Regulations Governing Committee Projects* are as follows:

Approved — Acceptable to the authority having jurisdiction.

The annex material for “Approved” reads as follows:

The National Fire Protection Association does not approve, inspect, or certify any installations, procedures, equipment, or materials; nor does it approve or evaluate testing laboratories. In determining the acceptability of installations, procedures, equipment, or materials, the authority having jurisdiction may base acceptance on compliance with NFPA or other appropriate standards. In the absence of such standards, said authority may require evidence of proper installation, procedure, or use. The authority having jurisdiction may also refer to the listings or labeling practices of an organization that is concerned with product evaluations and is

thus in a position to determine compliance with appropriate standards for the current production of listed items.

Authority Having Jurisdiction (AHJ) — An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

The annex material for “Authority Having Jurisdiction” reads as follows:

The phrase “authority having jurisdiction,” or its acronym AHJ, is used in NFPA documents in a broad manner, since jurisdictions and approval agencies vary, as do their responsibilities. Where public safety is primary, the authority having jurisdiction may be a federal, state, local, or other regional department or individual such as a fire chief; fire marshal; chief of a fire prevention bureau, labor department, or health department; building official; electrical inspector; or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.

Code — A standard that is an extensive compilation of provisions covering broad subject matter or that is suitable for adoption into law independently of other codes and standards.

The annex material for “Code” reads as follows:

The decision to designate a standard as a “code” is based on such factors as the size and scope of the document, its intended use and form of adoption, and whether it contains substantial enforcement and administrative provisions.

Consensus — Consensus has been achieved when, in the judgement of the Standards Council of the National Fire Protection Association, substantial agreement has been reached by materially affected interest categories. Substantial agreement means much more than a simple majority but not necessarily unanimity. Consensus requires that all views and objections be considered and that a concerted effort be made toward their resolution. The Standards Council bases its judgement as to when a consensus has been achieved on the entire record before the Council.

Guide — A document that is advisory or informative in nature and that contains only nonmandatory provisions. A guide may contain mandatory statements such as when a guide can be used but the document as a whole is not suitable for adoption into law.

Labeled — Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

Listed — Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that

either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for a specified purpose.

The annex material for “Listed” reads as follows:

The means for identifying listed equipment may vary for each organization concerned with product evaluation; some organizations do not recognize equipment as listed unless it is also labeled. The authority having jurisdiction should utilize the system employed by the listing organization to identify a listed product.

Recommended Practice — A document that is similar in content and structure to a code or standard but that contains only nonmandatory provisions using the word “should” to indicate recommendations in the body of the text.

Shall — Indicates a mandatory requirement.

Should — Indicates a recommendation or that which is advised but not required.

Standard — A document, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions shall be located in an appendix or annex, footnote, or fine-print note and are not to be considered a part of the requirements of a standard.

A.2.3.2.7 Prior to revising preferred definitions, the *Glossary of Terms* should be consulted to avoid the creation of additional secondary definitions. All secondary definitions should be reviewed and eliminated where possible by the following methods (in order of preference):

- (1) Adopt the preferred definition if suitable.
- (2) Modify the secondary term and definition to make it unique.
- (3) Request that the Standards Council determine responsibility for the term.
- (4) Request that the Standards Council authorize a secondary definition.

A.2.3.2.10 When adopting definitions with annex material, only the definition should be adopted unless the adopting committee wishes specifically to include the annex material. Many definitions presently contain references to the main text of the document. It is anticipated that these references will be moved to the annex of the document. This information should not constitute an additional definition in the *Glossary of Terms*.

A.2.3.2.12.1 An example of an appropriate extract reference is as follows:

3.3.9 Addition. An increase in building area, aggregate floor area, height, or number of stories of a structure.
[ASCE 7:9.2.1.1]

A.2.3.3.3 The following is an example of a mandatory reference to a figure:

Specimen mounting shall be as shown in Figure 5.2.1.

The following is an example of a nonmandatory reference to a figure:

Figure 5.2.1 shows a typical specimen-mounting set-up.

A.2.3.5.2 Exceptions can often be avoided by rewording the main rule. An example of a rule and exception that have been rewritten to eliminate the exception is as follows:

Rule: 6.2.4.2.4 Where joist channels are wider than 0.6 m (2 ft), more than one discharge device shall be required per channel.

Exception: If a single discharge device being used is listed for the width of the joist channel being protected.

Rewritten to eliminate the exception: 6.2.4.2.4 Unless the single discharge device being used is listed for the width of the joist channel, more than one discharge device shall be required per joist channel if joist channels are wider than 0.6 m (2 ft).

A.2.3.5.5 An example of an improper list of exceptions indicating that the basic rule is inapplicable is as follows:

4.13.1.1 All concealed spaces enclosed wholly or partly by exposed combustible construction shall be protected by sprinklers.

Exception No. 1: Concealed spaces formed by studs or joists with less than 152 mm (6 in.) between the inside or near edges of the studs or joists. (See Figure 4.6.4.1.4.)

Exception No. 2: Concealed spaces formed by ceilings attached directly to or within 152 mm (6 in.) of wood joist construction.

Exception No. 3: Concealed spaces formed by ceilings attached directly to the underside of composite wood joist construction, provided the joist channels are firestopped into volumes each not exceeding 4.53 m³ (170 ft³) using materials equivalent to the web construction.

Exception No. 4: Concealed spaces entirely filled with noncombustible insulation.

Exception No. 5: Concealed spaces within wood joist construction and composite wood joist construction having noncombustible insulation filling the space from the ceiling up to the bottom edge of the joist of the roof or floor deck, provided that in composite wood joist construction the joist channels are firestopped into volumes each not exceeding 4.53 m³ (160 ft³). The joists shall be firestopped to the full depth of the joist with material equivalent to the web construction.

Exception No. 6: Concealed spaces over isolated small rooms not exceeding 4.6 m² (55 ft²) in area.

Exception No. 7: Where rigid materials are used and the exposed surfaces have a flame spread rating of 25 or less and the materials have been demonstrated not to propagate fire in the form in which they are installed in the space.

Exception No. 8: Concealed spaces in which the exposed materials are constructed entirely of fire-retardant treated wood as defined by NFPA 703, Standard for Fire Retardant Impregnated Wood and Fire Retardant Coatings for Building Materials.

Exception No. 9: Noncombustible concealed spaces having exposed combustible insulation where the heat content of the facing and substrate of the insulation material does not exceed 11,356 kJ/m² (1000 Btu per ft²).

A.2.3.8 An example of a cautionary statement is as follows:

CAUTION: It is undesirable to attempt to extinguish this type of fire unless there is reasonable assurance that the source of fuel can be promptly shut off.

A.2.3.9.1 An example of a mandatory cross-reference is as follows:

12.4.1.2.1 Ventilation of anesthetizing locations shall conform to 5.4.1.

A.2.3.9.2 An example of a nonmandatory cross-reference is as follows:

16.3.4.1 A single alarm panel, as described in 4.3.1.2.1, shall be mounted in an area of continuous surveillance while the facility is in operation.

A.2.3.10.1 Examples of references to other documents within the mandatory text are as follows:

10.6.3 Where sprinklers are required, they shall be installed in accordance with the requirements of NFPA 13, *Standard for the Installation of Sprinkler Systems*.

10.6.4 Pumps used to meet the water supply requirements of 4.5.6 shall be installed in accordance with the requirements of NFPA 20, *Standard for the Installation of Stationary Pumps for Fire Protection*.

A.2.5.1.1 An example of a requirement revised to be denationalized is as follows:

Original (national):

7.3.4 Special Equipment for Emergency Personnel. Self-contained breathing apparatus (SCBA) using full-face, positive-pressure masks approved by the National Institute for Occupational Safety and Health (NIOSH) shall be provided for fire brigade and control room personnel.

Revised (denationalized):

7.3.4 Special Equipment for Emergency Personnel. Self-contained breathing apparatus (SCBA) using full-face, positive-pressure masks shall meet or exceed the requirements of 42 CFR 84, “Respiratory Protective Devices, Tests for Permissibility,” and shall be provided for fire brigade and control room personnel.

A.2.5.1.2 Some examples of international referenced documents are ASME, ASTM, BSI, CSA, IEC, ISO, and NFPA.

A.2.6 Extracting provides an advantage to using multiple references to requirements contained within other NFPA documents. Extracting has the disadvantage of creating a situation where the text of the source document and the user document are not identical due to the timing of each document’s revision cycle.

A.2.6.1.1 The following is an example of the proper reference used for an extract:

8.4.1 The branch-circuit conductors supplying one or more units of a data processing system shall have an ampacity not less than 125 percent of the total connected load. [70:645.5]

In the rare cases where an extract is being taken from an old (non-current) edition of an NFPA document, the citation will need to include the year as well, e.g., [58, 1998:4-2].

A.2.6.2.3 Exception and caution statements are part of the requirements of the associated paragraph.

A.2.6.3.1 If a paragraph with two subparagraphs is renumbered as three separate and distinct paragraphs, does that change the relationship of paragraph two and three to the original paragraph one? Many times subparagraphs refine requirements in the host paragraph and renumbering changes that emphasis and possibly compromises that relationship.

Incorrect renumbering:

Parent Document	Document Extracting
7.5.1.1 Paragraph	8.2.3.1 Paragraph
7.5.1.1.1 Subparagraph	8.2.3.2 Paragraph
7.5.1.1.2 Subparagraph	8.2.3.3 Paragraph
7.5.1.2 Paragraph	8.2.3.4 Paragraph

Correct renumbering:

Parent Document	Document Extracting
7.5.1.1 Paragraph	8.2.3 Paragraph
7.5.1.1.1 Subparagraph	8.2.3.1 Subparagraph
7.5.1.1.2 Subparagraph	8.2.3.2 Subparagraph
7.5.1.2 Paragraph	8.2.4 Paragraph

A.3.1 Editorial style addresses how the technical requirements appear in the final text format.

A.3.2.2.1 An example of simpler spelling is as follows:

catalog instead of catalogue

The following is a list of preferred spelling and punctuation for troublesome “fire” words that frequently appear in NFPA documents.

Rule of Thumb: Except for noun-noun compounds, such as firehouse, that are treated as one word per Webster’s Dictionary, noun-noun compounds are treated as two words (no hyphenation) as nouns and as adjectives before another noun per the examples given here.

Noun-Noun Compounds: Always Two Words (noun and adjective forms)

- fire alarm, fire alarm system
- fire apparatus, fire apparatus driver
- fire area, fire area management
- fire attack, fire attack method
- fire barrier, fire barrier assembly
- fire command, fire command center
- fire control, fire control plans
- fire curtain
- fire damage, fire damage control
- fire damper
- fire department, fire department vehicle
- fire detection, fire detection device
- fire detector, fire detector device
- fire door, fire door assembly
- fire drill, fire drill procedures
- fire escape, fire escape route
- fire endurance, fire endurance rating, fire endurance test, fire endurance classification
- fire exposure, fire exposure conditions, fire exposure test
- fire extinguisher
- fire fighter, fire fighter injuries
- fire flow, fire flow test
- fire growth, fire growth potential
- fire hazard, fire hazard properties
- fire hose, fire hose nozzles
- fire incident, fire incident report
- fire load
- fire loss, fire loss prevention
- fire point
- fire prevention, fire prevention system
- fire protection, fire protection plan
- fire resistance rating, 1-hour fire resistance rating
- fire training, fire training center
- fire responder, fire responder task
- fire risk, fire risk assessment
- fire safety, fire safety education
- fire service, fire service personnel
- fire screen
- fire spread, fire spread rating
- fire storm, fire storm area
- fire suppression, fire suppression system
- fire stream, fire stream spray
- fire tower, fire tower training
- fire wall, fire wall assemblies
- fire water
- fire zone

Noun-Noun Compounds: Always One Word (noun and adjective forms)

- fireboat

firebomb
 firebox
 firebreak
 firebrick
 firecracker
 fireground, fireground management
 fireguard
 firehouse
 fireplace
 fireplug
 fireproof, fireproofing
 firestop, firestopped, firestopping
 firetrap
 fireworks

Hyphenated Compounds (adjective form before the noun)

fire-activated system
 fire-blocking cushions
 fire-caused failure
 fire-damaged equipment
 fire-detecting device
 fire-extinguishing equipment
 fire-fighting equipment,
 fire-fighting foam chemicals
 fire-fighting operations
 fire-preventive steps
 fire-protective systems
 fire-rated equipment
 fire-reporting systems
 fire-resistant material
 fire-resistive coating, fire-resistive-rated elements
 fire-retardant resins, fire-retardant-treated wood,
 fire-retardant-impregnated wood
 fire-safe building
 fire-signaling equipment
 fire-suppressing device
 fire-warning equipment

Miscellaneous Hyphenated Compounds

fire-gas (n)
 fire-protect (v) (to fire-protect steel)
 fire-fight (v)

A.3.2.3.2 Examples of capitalization for titles are as follows:

Section 4.1
 Figure 4.2.3
 Annex A

A.3.2.3.3 Examples of specific terms requiring capitalization are as follows:

Type M cable
 Level A responder

A.3.2.3.6.2 Examples of labels associated with units of measure are as follows:

50-mm stainless steel rod
 250 g of product

A.3.2.4.1.3.3 General definitions taken from another document should be treated as extracts with the reference to the parent document given in brackets at the end of the extracted definition (*see 2.3.2.10*).

A.3.2.4.2.3 The following is an example of a main entry, a sub-entry, and a sub-subentry:

3.3.20 Enclosure.

3.3.20.1 Continuous Enclosure. A recognized architectural or mechanical component of a building having a fire resistance rating as required for the structure and whose

purpose is to enclose the vapor removal duct for its full length to its termination point outside the structure without any portion of the enclosure having a fire resistance rating less than the required value.

3.3.20.2 Grease Duct Enclosure. An enclosure system evaluated for reduced clearances to combustibles and as an alternative to a duct with its fire-rated enclosure.

3.3.20.2.1 Factory-Built Grease Duct Enclosure. A listed factory-built grease duct system evaluated as an enclosure system for reduced clearances to combustibles and as an alternative to a duct with its fire-rated enclosure.

3.3.20.2.2 Field-Applied Grease Duct Enclosure. A listed system evaluated for reduced clearances to combustibles and as an alternative to a duct with its fire-rated enclosure.

A.3.2.4.3.2 The following is an example of an umbrella head without a definition:

3.3.21 Turret.

3.3.21.1 Extendable Turret. A device, permanently mounted with a power-operated boom or booms, designed to supply a large-capacity, mobile, elevated water stream or other fire-extinguishing agents, or both.

3.3.21.2 Primary Turret. The largest capacity foam turret used to apply primary extinguishing agent.

The following is an example of an umbrella head with a definition:

3.3.19 Seam. Any permanent attachment of two or more protective garment fabrics in a line formed by joining the separate material pieces.

3.3.19.1 Major Seam. A seam assembly construction where rupture exposes the wearer to immediate danger.

3.3.19.2 Sewn Seam. A series of stitches joining two or more separate plies of material(s) of planar structure, such as textiles.

A.3.2.4.4.2 See A.3.2.4.2.3.

A.3.2.4.5.3 See A.3.2.4.2.3.

A.3.3.1.1.1 The following is an example of a correctly worded numbered list:

The following equipment shall be kept in good working condition:

- (1) Cooking equipment
- (2) Hoods
- (3) Ducts (if applicable)
- (4) Fans
- (5) Fire-extinguishing equipment
- (6) Special effluent or energy control equipment

The following is an example of an incorrectly worded numbered list:

The wiring shall be tested for:

- (1) Physical integrity
- (2) Polarity
- (3) Continuity of grounding at the time of assembly

A.3.3.1.1.2 Sentences with lists in the middle are ambiguous and open to misinterpretation.

A.3.3.1.2.3 The following sentence-style list contains mandatory language in the intro sentence, but not in the individual items.

7.4.8 If a cigarette extinguishes before burning its entire length, another cigarette shall be placed on a fresh area of the cover fabric until one of the following occurs:

- (1) Three cigarettes have burned their entire length.
- (2) Three cigarettes have self-extinguished.

A.3.3.1.3.2 An example of a sublist is as follows:

9.5.8 The protection area of coverage per sprinkler (A_s) shall be determined as follows:

- (1) Along the wall as follows:
 - (a) Determine the distance between sprinklers along the wall (or to the end wall or obstruction in the case of the end sprinkler on the branch line) upstream and downstream.
 - (b) Choose the larger of either twice the distance to the wall or distance to the next sprinkler.
 - (c) The dimension will be defined as S .
- (2) Across the room as follows:
 - (a) Determine the distance from the sprinkler to the wall opposite the sprinklers or to the mid-point of the room where sprinklers are installed on two opposite walls.
 - (b) This dimension will be defined as L .

A.3.3.4.2 The following is an example of a numbered equation:

$$t_f = \left(10^{-4} \frac{\text{sec}^2}{\text{m}^2} \right) \frac{(160)(20)}{(0.4)(1.4)} \quad (3.3.4.2)$$

A.3.4.2 The NFPA staff liaison should work with the submitting organization and NFPA legal counsel to ensure that all parties are properly referenced and credited for their materials.

A.3.6.1 Where a cross-referenced section is divided into two or more subsections, such as 2.6.1, 2.6.2, and so forth, and paragraphs, such as 2.6.1.1, 2.6.1.2, and so forth, and where, for example, only 2.6.1.1 is relevant, the cross-reference should be to 2.6.1.1 only.

Such cross-references shall clearly indicate which subsections, paragraphs, or both are intended, such as 2.6.2 and 2.6.4 or 2.6.1.1 and 2.6.1.2.

A.3.6.1.1.1 Examples of correct cross-reference to a chapter and a section are as follows:

Ducts shall be cleaned in accordance with the requirements of Chapter 6.

Valves shall be installed in accordance with Section 5.4.

A.3.6.1.1.3 Examples of correct cross-references to subdivisions of a section are as follows:

Sprinklers shall meet the requirements of 4.6.2.

Hangers shall be installed in accordance with 4.6.7.5.

A.3.6.1.1.4 Examples of nonmandatory cross-references within a document are as follows:

(see Section 2.3)

(See Annex D.)

A.3.6.1.3 An example of an unneeded cross-reference is as follows:

Sprinklers used in water spray systems shall meet the requirements of NFPA 13, *Standard for the Installation of Sprinkler Systems*, Section 4.5.

If NFPA 13, Section 4.5 states "Sprinklers shall be listed" then the cross-reference is not needed and the wording could be changed to read as follows:

Sprinklers used in water spray systems shall be listed.

A.3.6.2.2 References to proprietary documents of other organizations are particularly important in codes and standards that become regulations because the mandatory references become part of the regulations.

A.3.6.3.1.1 The current edition for each reference is the most recent edition as of the date of the NFPA issuance of the document.

A.3.7.1.7 Examples of credit lines are as follows:

(Courtesy of ABC Company)

(Photo by John Smith, XYZ Inc.)

A.3.7.2.10.2 Turned or landscaped tables should be avoided to facilitate the transfer of document text to electronic media.

A.3.7.3 An example of an equation is as follows:

The exposure variables, expressed in arithmetic form, are related by the following equation:

$$SRR = \left(\frac{OD}{l} \right) \left(\frac{T_b}{T_s} \right) V_s$$

SRR = smoke release rate (m^2/sec)

OD = optical density (calculated as described in 8.1.1)

l = path length for smoke measurement (duct diameter, m)

T_b = temperature at the photoelectric cell (K)

T_s = temperature at the bidirectional probe (K)

V_s = volumetric flow rate (m^3/sec)

A.3.7.4.1 ANSI Y10 defines a letter symbol as "a single letter, specified as to general form or type for use within a mathematical expression." It continues, "the primary symbol may be modified by subscript or superscript. In a published work, the same primary letter symbol shall appear throughout for the same generic physical quantity, regardless of the units employed, and of special values assigned."

A.3.7.4.3 A limiting literal subscript or superscript is part of the symbol itself even though it can actually be an abbreviation such as max or min.

A.3.8.3.2 The following is an example of annex numbering:

B.1.2 Test Specimens.

B.1.2.1 Handling.

B.2.2 Equipment.

A.3.9.1 When documents undergo a complete revision, changes are made to so many paragraphs that the document would require vertical rules and bullets throughout the entire document. If vertical rules and bullets would assist the user for a document that was completely revised, then the technical committee and/or staff liaison should consider their use.

A.4.1.3 In some cases measurements are commonly expressed and internationally accepted only in one set of units. Where these unique measurements are expressed in inch-pound units, the addition of or conversion to SI units is not required. Where these unique measurements are expressed in SI units, the conversion to or addition of intensity, candela, are used internationally.

A.4.2.1 The fundamental principle is that the intended accuracy and precision must be established before the value can be properly expressed. The basis of many requirements or recommendations are rooted in testing, measurement, analysis, or judgments that used or assumed a certain degree of accuracy and precision in their development. Maintaining the appropriate accuracy and precision requires knowledge of these factors and their development. The value expressed in a document for a measurement must reflect the accuracy and precision intended in this process. It should be noted that where the basis of a measurement is established primarily in one set of units (inch-pound units for example), it might not be appropriate for converted values to be "round" numbers unless they fall within the intended accuracy and precision established by the measurement basis.

A.4.2.1.1 Where the basis for a specified measurement is imprecise, the accuracy and precision used to express the measurement must reflect this basis and not exaggerate the accuracy

intended for the measurement. The use of too many significant digits in expressing a measurement can imply a degree of precision greater than that intended for the measurement.

As an example, the basis of a measurement intends that item “a” be located “near” item “b.” However, a measurement value must be used to provide an enforceable requirement. A value of 5 ft is selected to allow some installation flexibility. Since the accuracy needed for this measurement is imprecise, the measurement could be expressed as 5 ft (1.5 m). Expressing the measurement with higher precision could imply an exaggerated accuracy that is not intended.

A.4.2.1.2 Where the basis for a specified measurement is more precise, the accuracy and precision used to express the measurement should reflect this basis. The use of too few significant digits in expressing a measurement can degrade the intended accuracy.

A.4.2.2 In the example used in A.4.2.1.1, the value expressed as 5 ft (1.5 m) implies an imprecise measurement. Note that difference in precision between the value expressed in inch-pound units and the value expressed in SI units suggests some leeway in judging how closely something must be measured. Also refer to A.4.3.1.

A.4.3 The terms “hard” conversion and “soft” conversion have sometimes been used to describe types of conversion used in addressing conversions from inch-pound to metric units. These terms have often resulted in confusion in their application and therefore are not used within the mandatory portion of the *Manual of Style for NFPA Technical Committee Documents*. They are presented here for historical reference.

A “hard conversion is not a direct mathematical conversion but is considered a change in dimensions or properties of an item into new sizes that might or might not be interchangeable with the sizes used in the original measurement.

A “soft” conversion is considered a direct mathematical conversion and involves a change in the description of an existing measurement but not in the actual dimension.

Although the term “soft” conversion is often thought of as an “exact” conversion, this can be misleading since truly exact conversions are rare, and appropriate rounding of the converted value can result in a relatively inexact value.

A.4.3.1 Because values are usually rounded, the value presented in one set of units will likely not agree exactly with the value presented in the other set of units. In the example used in A.4.2.1.1, the value of 1.5 m agrees with the value of 5 ft within the intended precision for the value. An exact conversion of 5 ft would be 1.524 m. The value expressed as 1.5 m is rounded to the nearest 0.1 m (3.94 in.), which is within the intended precision of a few inches.

A.4.3.2 The use of rounded or imprecise values in any calculation can result in reduced accuracy to the output of the calculation. This is true for both simple conversions and for conversions involving more complex calculations. The following example demonstrates how a calculation can produce inaccurate results if the calculation uses numbers rounded to an inappropriate precision.

Determine the number of sprinklers needed to cover a 200 ft² design area protected by a dry-pipe sprinkler system.

Using inch-pound units:

Design area: 2000 ft²

Factor of 1.3 for dry-pipe sprinklers: 2000 ft² × 1.3 = 2600 ft²

Spacing used: 8 ft × 12 ft = 96 ft²

Number of sprinklers: 2600 ft² ÷ 96 ft² = 27.083

Rounding up: 28 sprinklers

Using SI units with “rounded” numbers:

Design area: 186 m²

Factor of 1.3 for dry-pipe sprinklers: 186 m² × 1.3 = 242 m²

Spacing used: 2.4 m × 3.6 m = 8.6 m²

Number of sprinklers: 242 m² ÷ 8.6 m² = 28.14

Rounding up: 29 sprinklers

Using SI units with more precise numbers:

Design area: 185.81 m²

Factor of 1.3 for dry-pipe sprinklers: 185.81 m² × 1.3 = 241.55 m²

Spacing used: 2.44 m × 3.66 m = 8.93 m²

Number of sprinklers: 241.55 m² ÷ 8.93 m² = 27.05

Rounding up: 28 sprinklers

Using SI units with even more precise numbers:

Design area: 185.806 m²

Factor of 1.3 for dry-pipe sprinklers: 185.806 m² × 1.3 = 241.548 m²

Spacing used: 2.438 m × 3.658 m = 8.919 m²

Number of sprinklers: 241.548 m² ÷ 8.919 m² = 27.082

Rounding up: 28 sprinklers

In the example above the most significant error appears to be in the conversion of the spacing value. Where converted values are used within the requirements or recommendations of a document, the acceptability of the resulting accuracy (or inaccuracy) of the calculation results must be reflective of accuracy and precision intended for the measurement and the basis used to establish them.

A.4.3.4 When tolerances are used, conversion of measurement values will likely require a higher degree of precision than would otherwise be needed in order to maintain accurate and equivalent values.

Expanding on the example in A.4.2.1.1, if a higher degree of precision is intended, the measurement could be expressed as 60 in. (1.52 m). This implies a precision of an inch or less. (The precision implied by 1.52 m corresponds to less than an inch.)

The measurement could also be expressed using a specific tolerance such as 60 in. ± 1 in. (1.524 m ± 25 mm). Note that the value expressed in this way requires the converted value to be expressed with a higher degree of precision in order to maintain equivalence between the two numbers. For some measurement values the use of tolerances can be critical to maintaining the intended accuracy.

A.4.3.5 Some dimensions used to identify commercial products involve the use of so-called nominal values or trade sizes. For example, lumber identified by the nominal dimensions 2 × 6 is not actually 2 in. by 6 in. These nominal dimensions provide a convenient means of designation or labeling, and conversion to equivalent SI units would not be appropriate. In these cases an appropriate counterpart trade size in the measurement system of conversion should be used instead. However, some trade sizes involve the use of precisely designated critical dimensions. Nuts and bolts and screw threads fall into this category. Conversion of these dimensions using an exact conversion of the critical dimension should be done for dimensional reference only. Where instead a counterpart trade size in the measurement system of conversion is used, care must be used to maintain the technical basis of the measurement.

A.4.4 The following is suggested wording to make it clear how units of measure should be used during the application of the [document].

Where the convention in 4.1.1(1) is used:

1.6 Units and Formulas.

1.6.1 The units of measure in this [document] are presented in the International System (SI) of Units.

1.6.2 The values presented for measurements in this [document] are expressed with a degree of precision appropriate for practical application and enforcement. It is not intended that the application or enforcement of these values be more precise than the precision expressed.

1.6.3 Where extracted text contains values expressed in only one system of units, the values in the extracted text have been retained without conversion to preserve the values established by the responsible technical committee in the source document.

Where the convention in 4.1.1(2) is used:

1.6 Units and Formulas.

1.6.1 The units of measure in this [document] are presented in the International System (SI) of Units. Where presented, U.S. customary units (inch-pound units) follow the SI units in parentheses.

1.6.2 Where both systems of units are presented, either system shall be acceptable for satisfying the [requirements, recommendations] in this [document].

1.6.3 Where both systems of units are presented, users of this [document] shall apply one set of units consistently and shall not alternate between units.

1.6.4 The values presented for measurements in this [document] are expressed with a degree of precision appropriate for practical application and enforcement. It is not intended that the application or enforcement of these values be more precise than the precision expressed.

1.6.5 Where extracted text contains values expressed in only one system of units, the values in the extracted text have been retained without conversion to preserve the values established by the responsible technical committee in the source document.

Where the convention in 4.1.1(3) is used:

1.6 Units and Formulas.

1.6.1 The units of measure in this [document] are presented first in U.S. customary units (inch-pound units). International System (SI) of Units follow the inch-pound units in parentheses.

1.6.2 Either system of units shall be acceptable for satisfying the [requirements, recommendations] in the [document].

1.6.3 Users of this [document] shall apply one system of units consistently and shall not alternate between units.

1.6.4 The values presented for measurements in this [document] are expressed with a degree of precision appropriate for practical application and enforcement. It is not intended that the application or enforcement of these values be more precise than the precision expressed.

1.6.5 Where extracted text contains values expressed in only one system of units, the values in the extracted text have been retained without conversion to preserve the values established by the responsible technical committee in the source document.

Annex B SI Units and Conversions

B.1 Base Units and Derived Units. The SI system consists of two classes of units: base and derived.

B.1.1 SI Base Units. Base units are the basis of the SI system and consist of seven dimensionally independent units that measure seven fundamental physical quantities. The SI base units are given in Table B.1.1.

Table B.1.1 SI Base Units

Quantity	Unit	Symbol
Length	meter	m
Mass	kilogram	kg
Time	second	s*
Electric current	ampere	A
Thermodynamic temperature	kelvin	K
Amount of a substance	mole	mol
Luminous intensity	candela	cd

*Where confusion might result, the symbol “sec” can be used.

B.1.2 SI Derived Units. All other units are “derived units” that are formed by combining the base units and units derived from them according to specific algebraic relations. Some derived units are provided with their own names, such as the unit for force, the “newton.” Others are named according to the units from which they are derived, such as the unit for velocity, “meter per second.” Table B.1.2(a) lists derived quantities that are provided with specially named SI units. Table B.1.2(b) lists those quantities without special names.

Table B.1.2(a) SI Derived Units with Special Names

Quantity	Unit	Symbol Expressed in Terms of Other Units	
Absorbed dose	gray	Gy	J/kg
Activity (of radionuclide)	becquerel	Bq	1/s
Angle, plane	radian	rad	m/m = 1
Angle, solid	steradian	sr	m ² /m ² = 1
Celsius temperature	degree Celsius	°C	K
Dose equivalent	sievert	Sv	J/kg
Electrical capacitance	farad	F	C/V
Electrical charge, quantity of electricity	coulomb	C	A · s
Electrical conductance	siemens	S	A/V
Electrical inductance	henry	H	Wb/A
Electric potential difference	volt	V	W/A
Electromotive force, electrical resistance	ohm	Ω	V/A
Energy, work, quantity of heat	joule	J	N · m
Force	newton	N	kg · m/s ²
Frequency	hertz	Hz	1/s
Illuminance	lux	lx	lm/m ²
Luminous flux	lumen	lm	cd · sr
Magnetic flux	weber	Wb	V · s
Magnetic flux density	tesla	T	Wb/m ²
Power, radiant flux	watt	W	J/s
Pressure, stress	pascal	Pa	N/m ²

Table B.1.2(b) Other SI Derived Units

Quantity	Name	Symbol
Absorbed dose rate	gray per second	Gy/s
Acceleration	meter per second squared	m/s ²
Angular acceleration	radian per second squared	rad/s ²
Angular velocity	radian per second	rad/s
Area	square meter	m ²
Concentration	mole per cubic meter	mol/m ³
Current density	ampere per square meter	A/m ²
Density, mass	kilogram per cubic meter	kg/m ³
Electric charge density	coulomb per cubic meter	C/m ³
Electric field strength	volt per meter	V/m
Electric flux density	coulomb per square meter	C/m ²
Energy density	joule per cubic meter	J/m ³
Entropy	joule per kelvin	J/K
Exposure (x and gamma rays)	coulomb per kilogram	C/kg
Heat capacity	joule per kelvin	J/K
Heat flux density irradiance	watt per square meter	W/m ²
Luminance	candela per square meter	cd/m ²
Magnetic field strength	ampere per meter	A/m
Magnetic permeability	henry per meter	H/m
Molar energy	joule per mole	J/mol
Molar entropy	joule per mole kelvin	J/mol-K
Molar heat capacity	joule per mole kelvin	J/mol-K
Moment of force	newton meter	N · m
Permittivity	farad per meter	F/m
Power density	watt per square meter	W/m ²
Radiance	watt per square meter steradian	W/m ² -sr
Radiant intensity	watt per steradian	W/sr
Specific energy	joule per kilogram	J/kg
Specific entropy	joule per kilogram kelvin	J/kg-K
Specific heat capacity	joule per kilogram kelvin	J/kg-K
Specific volume	cubic meter per kilogram	m ³ /kg
Surface tension	newton per meter	N/m
Thermal conductivity	watt per meter kelvin	W/m-K
Velocity	meter per second	m/s
Viscosity, dynamic	pascal second	Pa · s
Viscosity, kinematic	square meter per second	m ² /s
Volume	cubic meter	m ³
Wave number	1 per meter	1/m

B.1.3 Units Used with SI. The units given in Table B.1.3 are acceptable for use as SI units.

Table B.1.3 Acceptable Units

Quantity	Unit	Symbol	Value in SI Units
Time	minute	min	60 s
	hour	hr	3600 s
	day	d	86,400 s
Plane angle	degree	°	1° = (π/180) rad
	minute	'	1' = (1/60)° = (π/10,800) rad
	second	"	1" = (1/60)' = (π/648,000) rad
Volume (liquid)	liter	L	10 ⁻³ m ³
Mass	metric ton or tonne	t	10 ³ kg
Activity (radio-nuclide)	becquerel	Bq	1/s
Energy	electron volt	eV	1.602 177 33 × 10 ⁻¹⁹ J
Mass	unified atomic mass unit	u	1.660 540 2 × 10 ⁻²⁷ kg

B.2 Energy. The SI unit of energy is the joule (J).

B.3 Area. The SI unit for area is the square meter (m²). Large areas, such as measurement of land, can be expressed in hectares (ha), a special name for the hectometer, or in square kilometers (km²).

B.4 Temperature Scales. The SI unit for thermodynamic temperature is the kelvin (K). The degree Celsius (°C), which is equal to a kelvin in magnitude but used more extensively, should be used to express temperatures or temperature intervals in NFPA documents. Flash points of flammable liquids are commonly given in degrees Celsius (°C), as are the operating temperatures of sprinklers.

The relationship between °C and K is

$$K = °C + 273.15$$

Thus the boiling point of water is 100°C or 373 K.

A similar relationship exists between the measured temperature in degrees Fahrenheit (°F) and the thermodynamic temperature in degrees Rankine (°R) in U.S. customary units:

$$°R = °F + 459.7$$

The formulas for converting between °C and °F are as follows:

$$°F = °C \cdot (1.8) + 32$$

$$°C = \frac{(°F - 32)}{1.8}$$

Example No. 1: Under international transportation rules, flammable liquids are those whose flash points do not exceed 60.5°C. To convert to °F,

$^{\circ}\text{F} = (60.5)(1.8) + 32 = 140.9$, usually rounded to 141°F

Example No. 2: A sprinkler whose operating temperature is 286°F will fuse at a Celsius temperature of

$$^{\circ}\text{C} = \frac{(286 - 32)}{1.8} = \frac{254}{1.8} = 141^{\circ}\text{C}$$

Note that these two conversions apply to measured temperatures, not temperature differences.

To convert a temperature difference, the following formulas are used:

$$\Delta^{\circ}\text{F} = \Delta^{\circ}\text{C} \cdot (1.8)$$

$$\Delta^{\circ}\text{C} = \frac{\Delta^{\circ}\text{F}}{1.8}$$

Example No. 3: There are 100 Celsius degrees between the freezing and boiling points of water. On the Fahrenheit scale, there are

$$\Delta^{\circ}\text{F} = 100(1.8) = 180, \text{ or } 212 - 32$$

Example No. 4: A fire door must limit the temperature of the side not exposed to fire to not more than 250°F above ambient. In Celsius,

$$\Delta^{\circ}\text{C} = \frac{250}{1.8} = 138.8^{\circ}\text{C}, \text{ or } 139^{\circ}\text{C} \text{ (rounded)}$$

B.5 Force and Mass. The SI system uses two different units to express force and mass: kilogram (kg) for mass and newton (N) for force. It is important to distinguish whether one is converting a mass of material to the equivalent number of kilograms or a force to the equivalent value in newtons.

Mass: $1 \text{ lb} = 0.45325 \text{ kg}$ Force: $1 \text{ lb}_f = 4.448 \text{ N}$

The newton, not the kilogram, appears in force-related terms such as pressure (N/m^2), energy ($\text{N} \cdot \text{m} = \text{J}$), and power ($\text{N} \cdot \text{m}/\text{s} = \text{J}/\text{s} = \text{W}$).

In commercial and common use, *weight* will be expressed as a synonym for *mass*. In this sense, *to weigh* means *to have a mass of*. For example, a typical box of breakfast cereal “weighs” 0.283 kg (10 oz).

A mass of 1 kg at the earth’s surface experiences a gravitational force of about 9.8 N. On the lunar surface, where the pull of gravity is $1/6$ that of earth, the same 1-kg mass will experience a gravitational force of only about 1.6 N and would “weigh” only $1/6$ of a kilogram.

In the U.S. customary system, a body with a mass of 20 *pounds* (a unit of mass) experiences a gravitational force of very nearly 20 *pound-force*. Because the numerical values and the unit names are so close, the distinction between the two units is not often appreciated. Indeed, although the unit “pound” appears in both terms, the unit “pound-force,” symbol “ lb_f ,” is more accurate for the latter.

B.6 Pressure. The U.S. customary system expresses pressure in either gauge or absolute units, depending on whether the measurement is made relative to standard atmospheric pressure or to an absolute vacuum. These measures are identified by the familiar acronyms psig and psia for pounds per square inch, gauge and pounds per square inch, absolute, respectively. (Properly, pressure in U.S. customary units should be given as “ x pounds force per square inch.”) No such conventions are allowed in the SI system.

For expressing a pressure differential, use of the unit kPa is sufficient. But where necessary to specify that a pressure measurement is relative to a standard atmosphere or to absolute vacuum, the measurement is qualified as follows:

... at a gauge pressure of 17.7 kPa

or

... at an absolute pressure of 1.4 kPa

Similarly, when metric equivalents are provided for U.S. customary units, the acronyms psig and psia should not be used, and the measurements should be stated as follows:

... at a gauge pressure of xx psi (xx kPa)

... at an absolute pressure of xx psi (xx kPa)

For example, in noting the difference between two pressure measurements, it is correct to state, “The pressures differ by 2.5 kPa.” This expression assumes that *both* measurements are relative to the same datum, either vacuum or atmospheric pressure. When stating the measurement of a particular gauge and it is not readily apparent whether the measurement is relative to vacuum or to atmospheric pressure, the datum should be stated as shown in the preceding examples.

B.7 Prefixes.

B.7.1 Prefix Use. Standard prefixes are used to express SI units as multiples or submultiples of 10. In general, a prefix that limits the numerical value to a number between 0.1 and 1000 is used. For example, 28,000 meters is written 28 kilometers; 0.0017 grams is written 1.7 milligrams. However, exceptions to this general rule are given in Section B.8. Accepted SI prefixes are shown in Table B.7.1.

Table B.7.1 Numerical Prefixes

Multiplication Factors	Prefix	Symbol
10^{24}	yotta	Y
10^{21}	zetta	Z
10^{18}	exa	E
10^{15}	peta	P
10^{12}	tera	T
10^9	giga	G
10^6	mega	M
$10^3 = 1000$	kilo	k
$10^2 = 100$	hecto	h
$10^1 = 10$	deka	da
$10^0 = 1$		
$10^{-1} = 0.1$	deci	d
$10^{-2} = 0.01$	centi	c
$10^{-3} = 0.001$	milli	m
10^{-6}	micro	μ
10^{-9}	nano	n
10^{-12}	pico	p
10^{-15}	femto	f
10^{-18}	atto	a
10^{-21}	zepto	z
10^{-24}	yocto	y

B.7.2 Prefix Conventions.

B.7.2.1 In a table or in a discussion, the same multiple or magnitude of each unit should be used throughout. For example, millimeters and meters should not be mixed, or one or the other should be used.

B.7.2.2 Millimeters (mm) should be used for linear dimensions instead of centimeters and when the accuracy of the measurement warrants its use, rather than fractions of a meter.

For example, “The bottom of the inlet shall be not more than 300 mm from the floor,” rather than “. . . not more than 0.3 m from the floor.”

B.7.2.3 Centimeters should be used only for measurements of the human body or for clothing sizes.

B.7.2.4 In forming a multiple of a compound unit (derived unit expressed in terms of two or more units), only the prefix, in the numerator, should be used.

For example kV/m is preferable to V/mm. Likewise, kg/m is preferable to g/cm³.

B.7.2.5 Two or more prefixes should never be combined.

For example, 27 pF (picofarads), *not* 27 $\mu\mu$ F (micromicrofarads), is correct.

B.8 Deviations from Strict SI.

B.8.1 Spelling. One departure from strict SI usage has been to use the spellings meter and liter instead of the internationally accepted metre and litre. The former terms are more commonly used and identified in certain parts of the world.

B.8.2 Minute Versus Second. A second difference is the use of liter per minute (L/min) and cubic meter per minute (m³/min) instead of the internationally accepted liter per second (L/s) and cubic meter per second (m³/s), particularly for measurements in hydraulics and water supply analysis. The minute was chosen over the second because L/min and m³/min more

nearly equate to gallons per minute, an easier quantity to use in fire protection engineering calculations.

Example: 1 gal/min = 3.8 L/min

1 m³/min = 1000 L/min

B.8.3 Conversion Steps. The following steps should be followed to retain the intended accuracy when converting units:

- (1) Establish the intended precision of the measurement. The intended precision is sometimes implied by the precision expressed in the original measurement. However, an estimate of precision is needed when the precision of the original measurement is not obvious. For example, if the original measurement was expressed as “a minimum of 80 in.,” the intended precision could be 10 in. (± 5 in.), 1 in. (± 0.5 in.), 0.1 in. (± 0.05 in.) or other intended precision.
- (2) Use the appropriate conversion factor to obtain an exact (i.e., highly precise) conversion of the measurement value without rounding.
- (3) Use the appropriate conversion factor to obtain an exact (i.e., highly precise) conversion of the value of the intended precision without rounding.
- (4) Round the converted measurement value to obtain the intended precision. The number of significant digits should be such that the unit of the last place digit is equal to or less than the converted value of the intended precision. For example, if the intended precision for the measurement “a minimum of 80 in.” is 1 in., the precision expressed in the converted measurement value should be less than or equal to 1 in. The conversion of 80 in. would therefore be as follows:

1 in. [intended precision]

80 in. \times 0.0254 m/in. = 2.032 m [exact conversion of measurement value]

1 in. \times 25.4 mm/in. = 25.4 mm [exact conversion of intended precision]

Therefore rounding should be the nearest 10 mm [equal to or less than the intended precision].

The converted measurement value should be expressed as 2.03 in. [rounded to the nearest 10 mm].

- (5) Once the conversion is completed, the result should be compared to the measurement value upon which the conversion is based to confirm that the converted value and the original value are both expressed with the intended precision.

B.8.4 Units Unique to Fire Protection. The following units are unique to fire protection.

Sprinkler Discharge Density. Use liter per minute per square meter (L/min \cdot m²) in place of gallons per minute per square foot.

1 gpm/ft² = 40.746 mm³/min = 40.746 L/mm² \cdot m²

B.9 Conversion Factors. Two sets of multiplication factors that can assist in converting between U.S. customary units and SI units are shown in Table B.9(a) and Table B.9(b). These tables, taken from the *SFPE Handbook of Fire Protection Engineering*, third edition, include a list of units arranged alphabetically, in Table B.9(a), and a list arranged by physical quantity, in Table B.9(b) — that is, area, length, and so on. In the alphabetical list, the first two digits of each conversion factor represent the power of 10 by which the conversion factor must be multiplied. An asterisk indicates that the conversion factor is exact. All other conversion factors are either approximate or the result of physical measurements. The physical quantity list includes only those frequently used conversion factors. Additional conversion factors for many specialized units can be found in *Lange's Handbook of Chemistry*, fourteenth edition.

Table B.9(a) Conversion Factors Listed Alphabetically

To Convert from	to	Multiply by
abampere	ampere	+01 1.00*
abcoulomb	coulomb	+01 1.00*
abfarad	farad	+09 1.00*
abhenry	henry	-09 1.00*
abmho	siemens	+09 1.00*
abohm	ohm	-09 1.00*
abvolt	volt	-08 1.00*
acre	meter ²	+03 4.046 856 422 4*
angstrom	meter	-10 1.00*
are	meter ²	+02 1.00*
astronomical unit (IAU)	meter	+11 1.496 00
astronomical unit (radio)	meter	+11 1.495 978 9
atmosphere	newton/meter ²	+05 1.013 25*
bar	newton/meter ²	+05 1.00*
barn	meter ²	-28 1.00*
barrel (petroleum, 42 gallons)	meter ³	-01 1.589 873
barye	newton/meter ²	-01 1.00*
board foot (1' × 1' × 1")	meter ³	-03 2.359 737 216*
British thermal unit: (IST before 1956)	joule	+03 1.055 04
(IST after 1956)	joule	+03 1.055 056
British thermal unit (mean)	joule	+03 1.055 87
British thermal unit (thermochemical)	joule	+03 1.054 350
British thermal unit (39°F)	joule	+03 1.059 67
British thermal unit (60°F)	joule	+03 1.054 68
bushel (U.S.)	meter ³	-02 3.523 907 016 688*
cable	meter	+02 2.194 56*
caliber	meter	-04 2.54*
calorie (International Steam Table)	joule	+00 4.1868
calorie (mean)	joule	+00 4.190 02
calorie (thermochemical)	joule	+00 4.184*
calorie (15°C)	joule	+00 4.185 80
calorie (20°C)	joule	+00 4.181 90
calorie (kilogram, International Steam Table)	joule	+03 4.1868
calorie (kilogram, mean)	joule	+03 4.190 02
calorie (kilogram, thermochemical)	joule	+03 4.184*
carat (metric)	kilogram	-04 2.00*
Celsius (temperature)	kelvin	$t_K = t_C + 273.15$
centimeter of mercury (0°C)	newton/meter ²	+03 1.333 22
centimeter of water (4°C)	newton/meter ²	+01 9.806 38
chain (engineer or ramden)	meter	+01 3.048*
chain (surveyor or gunter)	meter	+01 2.011 68*
circular mil	meter ²	-10 5.067 074 8
cord	meter ³	+00 3.624 556 3
cubit	meter	-01 4.572*
cup	meter ³	-04 2.365 882 365*
curie	disintegration/second	+10 3.70*

Table B.9(a) *Continued*

To Convert from	to	Multiply by
day (mean solar)	second (mean solar)	+04 8.64*
day (sidereal)	second (mean solar)	+04 8.616 409 0
degree (angle)	radian	-02 1.745 329 251 994 3
denier (international)	kilogram/meter	-07 1.00*
dram (avoirdupois)	kilogram	-03 1.771 845 195 312 5*
dram (troy or apothecary)	kilogram	-03 3.887 934 6*
dram (U.S. fluid)	meter ³	-06 3.696 691 195 312 5*
dyne	newton	-05 1.00*
electron volt	joule	-19 1.602 191 7
erg	joule	-07 1.00*
Fahrenheit (temperature)	kelvin	$t_K = (5/9)(t_F + 459.67)$
Fahrenheit (temperature)	Celsius	$t_C = (5/9)(t_F - 32)$
faraday (based on carbon 12)	coulomb	+04 9.68 70
faraday (chemical)	coulomb	+04 9.649 57
faraday (physical)	coulomb	+04 9.652 19
fathom	meter	+00 1.828 8*
fermi (femtometer)	meter	+15 1.00*
fluid ounce (U.S.)	meter ³	-05 2.957 352 967 25*
foot	meter	-01 3.048*
foot (U.S. survey)	meter	+00 1200/3937*
foot (U.S. survey)	meter	-01 3.048 006 096
foot of water (39.2°F)	newton/meter ²	+03 2.988 98
footcandle	lumen/meter ²	+01 1.076 391 0
footlambert	candela/meter ²	+00 3.426 259
free fall, standard	meter/second ²	+00 9.806 65*
furlong	meter	+02 2.011 68*
gal (galileo)	meter/second ²	-02 1.00*
gallon (U.K. liquid)	meter ³	-03 4.546 087
gallon (U.S. dry)	meter ³	-03 4.404 883 770 86*
gallon (U.S. liquid)	meter ³	-03 3.785 411 784*
gamma	tesla	-09 1.00*
gauss	tesla	-04 1.00*
gilbert	ampere turn	-01 7.957 747 2
gill (U.S.)	meter ³	-04 1.182 941 2
gill (U.K.)	meter ³	-04 1.420 652
grad	degree (angular)	+00 9.00*
grad	radian	-02 1.570 796 3
grain	kilogram	-05 6.479 891*
gram	kilogram	-03 1.00*
hand	meter	-01 1.016*
hectare	meter ³	+04 1.00*
hogshead (U.S.)	meter ³	-01 2.384 809 423 92*
horsepower (550 ft. lbf/second)	watt	+02 7.456 998 7
horsepower (boiler)	watt	+03 9.809 50
horsepower (electric)	watt	+02 7.46*
horsepower (metric)	watt	+02 7.354 99
horsepower (U.K.)	watt	+02 7.457
horsepower (water)	watt	+02 7.460 43
hour (mean solar)	second (mean solar)	+03 3.60*
hour (sidereal)	second (mean solar)	+03 3.590 170 4
hundredweight (long)	kilogram	+01 5.080 234 544*
hundredweight (short)	kilogram	+01 4.535 923 7*
inch	meter	-02 2.54*
inch of mercury (32°F)	newton/meter ²	+03 3.386 389
inch of mercury (60°F)	newton/meter ²	+03 3.375 85
inch of water (39.2°F)	newton/meter ²	+02 2.490 82
inch of water (60°F)	newton/meter ²	+02 2.4884
kayser	1/meter	+02 1.00*

(continues)

Table B.9(a) *Continued*

To Convert from	to	Multiply by
kilocalorie (International Steam Table)	joule	+03 4.186 8
kilocalorie (mean)	joule	+03 4.190 02
kilocalorie (thermochemical)	joule	+03 4.184*
kilogram mass	kilogram	+00 1.00*
kilogram force (kgf)	newton	+00 9.806 65*
kilopound force	newton	+00 9.806 65*
kip	newton	+03 4.448 221 615 260 5*
knot (international)	meter/second	-01 5.144 444 444
lambert	candela/meter ²	+04 1/π*
lambert	candela/meter ²	+03 3.183 098 8
langley	joule/meter ²	+04 4.184*
lbf (pound force, avoirdupois)	newton	+00 4.448 221 615 260 5*
lbm (pound mass, avoirdupois)	kilogram	-01 4.535 923 7*
league (U.K. nautical)	meter	+03 5.559 552*
league (international nautical)	meter	+03 5.556*
league (statute)	meter	+03 4.828 032*
light year	meter	+15 9.460 55
link (engineer or ramden)	meter	-01 3.048*
link (surveyor or gunter)	meter	-01 2.011 68*
liter	meter ³	-03 1.00*
lux	lumen/meter ²	+00 1.00*
maxwell	weber	-08 1.00*
meter	wavelengths Kr 86	+06 1.650 763 73*
micron	meter	-06 1.00*
mil	meter	-05 2.54*
mile (U.S. statute)	meter	+03 1.609 344*
mile (U.K. nautical)	meter	+03 1.853 184*
mile (international nautical)	meter	+03 1.852*
mile (U.S. nautical)	meter	+03 1.852*
millibar	newton/meter ²	+02 1.00*
millimeter of mercury (0°C)	newton/meter ²	+02 1.333 224
minute (angle)	radian	-04 2.908 882 086 66
minute (mean solar)	second (mean solar)	+01 6.00*
minute (sidereal)	second (mean solar)	+01 5.983 617 4
month (mean calendar)	second (mean solar)	+06 2.628*
nautical mile (international)	meter	+03 1.852*
nautical mile (U.S.)	meter	+03 1.852*
nautical mile (U.K.)	meter	+03 1.853 184*
oersted	ampere/meter	+01 7.957 747 2
ounce force (avoirdupois)	newton	-01 2.780 138 5
ounce mass (avoirdupois)	kilogram	-02 2.834 952 312 5*
ounce mass (troy or apothecary)	kilogram	-02 3.110 347 68*
ounce (U.S. fluid)	meter ³	-05 2.957 352 956 25*
pace	meter	-01 7.62*
parsec (IAU)	meter	+16 3.085 7
pascal	newton/meter ²	+00 1.00*
peck (U.S.)	meter ³	-03 8.809 767 541 72*
pennyweight	kilogram	-03 1.555 173 84*
perch	meter	+00 5.0292*
phot	lumen/meter ²	+04 1.00
pica (printers)	meter	-03 4.217 517 6*
pint (U.S. dry)	meter ³	-04 5.506 104 713 575*
pint (U.S. liquid)	meter ³	-04 4.731 764 73*
point (printers)	meter	-04 3.514 598*
poise	newton second/meter ²	-01 1.00*
pole	meter	+00 5.0292*
pound force (lbf avoirdupois)	newton	+00 4.448 221 615 260 5*
pound mass (lbm avoirdupois)	kilogram	-01 4.535 923 7*

Table B.9(a) *Continued*

To Convert from	to	Multiply by
pound mass (troy or apothecary)	kilogram	-01 3.732 417 216*
poundal	newton	-01 1.382 549 543 76*
quart (U.S. dry)	meter ³	-03 1.101 220 942 715*
quart (U.S. liquid)	meter ³	-04 9.463 592 5
rad (radiation dose absorbed)	joule/kilogram	-02 1.00*
Rankine (temperature)	kelvin	$t_K = (5/9)t_R$
rayleigh (rate of photon emission)	1/second meter ²	+10 1.00*
rhe	meter ² /newton second	+01 1.00*
rod	meter	+00 5.0292*
roentgen	coulomb/kilogram	-04 2.579 76*
rutherford	disintegration/second	+06 1.00*
second (angle)	radian	+06 4.848 136 811
second (ephemeris)	second	+00 1.000 000 000
second (mean solar)	second (ephemeris)	Consult American Ephemeris and Nautical Almanac
second (sidereal)	second (mean solar)	-01 9.972 695 7
section	meter ²	+06 2.589 988 110 336*
scruple (apothecary)	kilogram	-03 1.295 978 2*
shake	second	-08 1.00
skein	meter	+02 1.097 28*
slug	kilogram	+01 1.459 390 29
span	meter	-01 2.286*
statampere	ampere	-10 3.335 640
statcoulomb	coulomb	-10 3.335 640
statfarad	farad	-12 1.112 650
stathenry	henry	+11 8.987 554
statohm	ohm	+11 8.987 554
statute mile (U.S.)	meter	+03 1.609 344*
statvolt	volt	+02 2.997 925
stere	meter	+00 1.00*
stilb	candela/meter ²	+04 1.00
stoke	meter ² /second	-04 1.00*
tablespoon	meter ³	-05 1.478 676 478 125*
teaspoon	meter ³	-06 4.928 921 593 75*
ton (assay)	kilogram	-02 2.196 666 6
ton (long)	kilogram	+03 1.016 046 908 8*
ton (metric)	kilogram	+03 1.00*
ton (nuclear equivalent of TNT)	joule	+09 4.20
ton (register)	meter ³	+00 2.831 684 659 2*
ton (short, 2000 pound)	kilogram	+02 9.071 847 4*
tonne	kilogram	+03 1.00*
torr (0°C)	newton/meter ²	+02 1.333 22
township	meter ²	+07 9.323 957 2
unit pole	weber	-07 1.256 637
yard	meter	-01 9.144*
year (calendar)	second (mean solar)	+07 3.1536*
year (sidereal)	second (mean solar)	+07 3.155 815 0
year (tropical)	second (mean solar)	+07 3.155 692 6
year 1900, tropical, Jan., day 0, hour 12	second (ephemeris)	+07 3.155 692 597 47*
year 1900, tropical, Jan., day 0, hour 12	second	+07 3.155 692 597 47

(continues)

Table B.9(b) Conversion Factors Listed by Physical Quantity

To Convert from	to	Multiply by
ACCELERATION		
foot/second ²	meter/second ²	-01 3.048*
free fall, standard	meter/second ²	+00 9.806 65*
gal (galileo)	meter/second ²	-02 1.00*
inch/second ²	meter/second ²	-02 2.54*
AREA		
acre	meter ²	+03 4.046 856 422 4*
are	meter ²	+02 1.00*
barn	meter ²	-28 1.00*
circular mil	meter ²	-10 5.067 074 8
foot ²	meter ²	-02 9.290 304*
hectare	meter ²	+04 1.00*
inch ²	meter ²	-04 6.4516*
mile ² (U.S. statute)	meter ²	+06 2.589 988 110 336*
section	meter ²	+06 2.589 988 110 336*
township	meter ²	+07 9.323 957 2
yard ²	meter ²	-01 8.361 273 6*
DENSITY		
gram/centimeter ³	kilogram/meter ³	-03 1.00*
lbm/inch ³	kilogram/meter ³	+04 2.767 990 5
lbm/foot ³	kilogram/meter ³	+01 1.601 846 3
slug/foot ³	kilogram/meter ³	+02 5.153 79
ENERGY		
British thermal unit: (IST before 1956)	joule	+03 1.055 04
(IST after 1956)	joule	+03 1.055 056
British thermal unit (mean)	joule	+03 1.055 87
British thermal unit (thermochemical)	joule	+03 1.054 350
British thermal unit (39°F)	joule	+03 1.059 67
British thermal unit (60°F)	joule	+03 1.054 68
calorie (International Steam Table)	joule	+00 4.1868
calorie (mean)	joule	+00 4.190 02
calorie (thermochemical)	joule	+00 4.184*
calorie (15°C)	joule	+00 4.185 80
calorie (27°C)	joule	+00 4.181 90
calorie (kilogram, International Steam Table)	joule	+03 4.1868
calorie (kilogram, mean)	joule	+03 4.190 02
calorie (kilogram, thermochemical)	joule	+03 4.184*
electron volt	joule	-19 1.602 191 7
erg	joule	-07 1.00*
foot lbf	joule	+03 1.355 817 9
foot poundal	joule	-02 4.214 011 0
joule (international of 1948)	joule	+00 1.000 165
kilocalorie (International Steam Table)	joule	+03 4.1868
kilocalorie (mean)	joule	+03 4.190 02
kilocalorie (thermochemical)	joule	+03 4.184*
kilowatt hour	joule	+06 3.60*
kilowatt hour (international of 1948)	joule	+06 3.600 59
ton (nuclear equivalent of TNT)	joule	+09 4.20
watt hour	joule	+03 3.60*
ENERGY/AREA TIME		
Btu (thermochemical)/foot ² second	watt/meter ²	+04 1.134 893 1
Btu (thermochemical)/foot ² minute	watt/meter ²	+02 1.891 488 5
Btu (thermochemical)/foot ² hour	watt/meter ²	+00 3.152 480 8
Btu (thermochemical)/inch ² second	watt/meter ²	+06 1.634 246 2
calorie (thermochemical)/cm ² minute	watt/meter ²	+02 6.973 333 3
erg/centimeter ² second	watt/meter ²	-03 1.00*
watt/centimeter ²	watt/meter ²	+04 1.00*

Table B.9(b) *Continued*

To Convert from	to	Multiply by
FORCE		
dyne	newton	-05 1.00*
kilogram force (kgf)	newton	+00 9.806 65*
kilopound force	newton	+00 9.806 65*
kip	newton	+03 4.448 221 615 260 5*
lbf (pound force, avoirdupois)	newton	+00 4.448 221 615 260 5*
ounce force (avoirdupois)	newton	+01 2.780 138 5
pound force, lbf (avoirdupois)	newton	+00 4.448 221 615 260 5*
poundal	newton	-01 1.382 549 543 76*
LENGTH		
angstrom	meter	-10 1.00*
astronomical unit (IAU)	meter	+11 1.496 00
astronomical unit (radio)	meter	+11 1.495 978 9
cable	meter	+02 2.194 56*
caliber	meter	-04 2.54*
chain (surveyor or gunter)	meter	+01 2.011 68*
chain (engineer or ramden)	meter	+01 3.048*
cubit	meter	-01 4.572*
fathom	meter	+00 1.8288*
fermi (femtometer)	meter	-15 1.00*
foot	meter	-01 3.048*
foot (U.S. survey)	meter	+00 1200/3937*
foot (U.S. survey)	meter	-01 3.048 006 096
furlong	meter	+02 2.011 68*
hand	meter	-01 1.016*
inch	meter	-02 2.54*
league (U.K. nautical)	meter	+03 5.559 552*
league (international nautical)	meter	+03 5.556*
league (statute)	meter	+03 4.828 032*
lightyear	meter	+15 9.460 55
link (engineer or ramden)	meter	-01 3.048*
link (surveyor or gunter)	meter	-01 2.011 68*
meter	wavelengths Kr 86	+06 1.650 763 73*
micron	meter	-06 1.00*
mil	meter	-05 2.54*
mile (U.S. statute)	meter	+03 1.609 344*
mile (U.K. nautical)	meter	+03 1.853 184*
mile (international nautical)	meter	+03 1.852*
mile (U.S. nautical)	meter	+03 1.852*
nautical mile (U.K.)	meter	+03 1.853 184*
nautical mile (international)	meter	+03 1.852*
nautical mile (U.S.)	meter	+03 1.852*
pace	meter	-01 7.62*
parsec (IAU)	meter	+16 3.085 7
perch	meter	+00 5.0292*
pica (printers)	meter	-03 4.217 517 6*
point (printers)	meter	-04 3.514 598*
pole	meter	+00 5.0292*
rod	meter	+00 5.0292*
skein	meter	+02 1.097 28*
span	meter	-01 2.286*
statute mile (U.S.)	meter	+03 1.609 344*
yard	meter	-01 9.144*
MASS		
carat (metric)	kilogram	-04 2.00*
gram (avoirdupois)	kilogram	-03 1.771 845 195 312 5*
gram (troy or apothecary)	kilogram	-03 3.887 934 6*
grain	kilogram	-05 6.479 891*
gram	kilogram	-03 1.00*
hundredweight (long)	kilogram	+01 5.080 234 544*
hundredweight (short)	kilogram	+01 4.535 923 7*
kgf second ² meter (mass)	kilogram	+00 9.806 65*
kilogram mass	kilogram	+00 1.00*
lbm (pound mass, avoirdupois)	kilogram	-01 4.535 923 7*

(continues)

Table B.9(b) *Continued*

To Convert from	to	Multiply by
MASS (continued)		
ounce mass (avoirdupois)	kilogram	-02 2.834 952 312 5*
ounce mass (troy or apothecary)	kilogram	-02 3.110 347 68*
pennyweight	kilogram	-03 1.555 173 84*
pound mass, lbm (avoirdupois)	kilogram	-01 4.535 923 7*
pound mass (troy or apothecary)	kilogram	-01 3.732 417 216*
scruple (apothecary)	kilogram	-03 1.295 978 2*
slug	kilogram	+01 1.459 390 29
ton (assay)	kilogram	-02 2.196 666 6
ton (long)	kilogram	+03 1.016 046 908 8*
ton (metric)	kilogram	+03 1.00*
ton (short, 2000 pound)	kilogram	+02 9.071 847 4*
tonne	kilogram	+03 1.00*
POWER		
Btu (thermochemical)/second	watt	+03 1.054 350 264 488
Btu (thermochemical)/minute	watt	+01 1.757 250 4
calorie (thermochemical)/second	watt	+00 4.184*
calorie (thermochemical)/minute	watt	-02 6.973 333 3
foot lbf/hour	watt	-04 3.766 161 0
foot lbf/minute	watt	-02 2.259 696 6
foot lbf/second	watt	+00 1.355 817 9
horsepower (550 ft • lbf/second)	watt	+02 7.456 998 7
horsepower (boiler)	watt	+03 9.809 50
horsepower (electric)	watt	+02 7.46*
horsepower (metric)	watt	+02 7.354 99
horsepower (U.K.)	watt	+02 7.457
horsepower (water)	watt	+02 7.460 43
kilocalorie (thermochemical)/minute	watt	+01 6.973 333 3
kilocalorie (thermochemical)/second	watt	+03 4.184*
watt (international of 1948)	watt	+00 1.000 165
PRESSURE		
atmosphere	newton/meter ²	+05 1.013 25*
bar	newton/meter ²	+05 1.00*
barye	newton/meter ²	-01 1.00*
centimeter of mercury (0°C)	newton/meter ²	+03 1.333 22
centimeter of water (4°C)	newton/meter ²	+01 9.806 38
dyne/centimeter ²	newton/meter ²	-01 1.00*
foot of water (39.2°F)	newton/meter ²	+03 2.988 988
inch of mercury (32°F)	newton/meter ²	+03 3.386 389
inch of mercury (60°F)	newton/meter ²	+03 3.376 85
inch of water (39.2°F)	newton/meter ²	+02 2.480 82
inch of water (60°F)	newton/meter ²	+02 2.4884
kgf/centimeter ²	newton/meter ²	+04 9.806 65*
kgf/meter ²	newton/meter ²	+00 9.806 65*
lbf/foot ²	newton/meter ²	+01 4.788 025 8
lbf/inch ² (psi)	newton/meter ²	+03 6.894 757 2
millibar	newton/meter ²	+02 1.00*
millimeter of mercury (0°C)	newton/meter ²	+02 1.333 224
pascal	newton/meter ²	+00 1.00*
psi (lbf/inch ²)	newton/meter ²	+03 6.894 757 2
torr (0°C)	newton/meter ²	+02 1.333 22
SPEED		
foot/hour	meter/second	-05 8.466 666 6
foot/minute	meter/second	-03 5.08*
foot/second	meter/second	-01 3.048*
inch/second	meter/second	-02 2.54*
kilometer/hour	meter/second	-01 2.777 777 8
knot (international)	meter/second	-01 5.144 444 444
mile/hour (U.S. statute)	meter/second	-01 4.4704*
mile/minute (U.S. statute)	meter/second	+01 2.682 24*
mile/second (U.S. statute)	meter/second	+03 1.609 344*

Table B.9(b) Continued

To Convert from	to	Multiply by
TEMPERATURE		
Celsius	kelvin	$t_K = t_C + 273.15$
Fahrenheit	kelvin	$t_K = (5/9)(t_F + 459.67)$
Fahrenheit	Celsius	$t_C = (5/9)(t_F - 32)$
Rankine	kelvin	$t_K = (5/9)t_R$
TIME		
day (mean solar)	second (mean solar)	+04 8.64*
day (sidereal)	second (mean solar)	+04 8.616 409 0
hour (mean solar)	second (mean solar)	+03 3.60*
hour (sidereal)	second (mean solar)	+03 3.590 170 4
minute (mean solar)	second (mean solar)	+01 6.00*
minute (sidereal)	second (mean solar)	+01 5.983 617 4
month (mean calendar)	second (mean solar)	+06 2.628*
second (ephemeris)	second	+00 1.000 000 000
second (sidereal)	second (mean solar)	-01 9.972 695 7
year (calendar)	second (mean solar)	+07 3.1536*
year (sidereal)	second (mean solar)	+07 3.155 815 0
year (tropical)	second (mean solar)	+07 3.155 692 6
year 1900, tropical, Jan., day 0, hour 12	second (ephemeris)	+07 3.155 692 597 47*
year 1900, tropical, Jan., day 0, hour 12	second	+07 3.155 692 597 47
VISCOSITY		
centistoke	meter ² /second	-06 1.00*
stoke	meter ² /second	-04 1.00*
foot ² /second	meter ² /second	-02 9.290 304*
centipoise	newton second/meter ²	-03 1.00*
lbm/foot second	newton second/meter ²	+00 1.488 163 9
lbf · second/foot ²	newton second/meter ²	+01 4.788 025 8
poise	newton second/meter ²	-01 1.00*
poundal second/foot ²	newton second/meter ²	+00 1.488 163 9
slug/foot second	newton second/meter ²	+01 4.788 025 8
rhe	meter ² /newton second	+01 1.00*
VOLUME		
acre foot	meter ³	+03 1.233 481 837 547 52*
barrel (petroleum, 42 gallons)	meter ³	-01 1.589 873
board foot	meter ³	-03 2.359 737 216*
bushel (U.S.)	meter ³	-02 3.523 907 016 688*
cord	meter ³	+00 3.624 556 3
cup	meter ³	-04 2.365 882 365*
dram (U.S. fluid)	meter ³	-06 3.696 691 195 312 5*
fluid ounce (U.S.)	meter ³	-05 2.957 352 946 25*
foot ³	meter ³	-02 2.831 684 659 2*
gallon (U.K. liquid)	meter ³	-03 4.546 087
gallon (U.S. dry)	meter ³	-03 4.404 883 770 86*
gallon (U.S. liquid)	meter ³	-03 3.785 411 784*
gill (U.K.)	meter ³	-04 1.420 652
gill (U.S.)	meter ³	-04 1.182 941 2
hogshead (U.S.)	meter ³	-01 2.384 809 423 92*
inch ³	meter ³	-05 1.638 706 4*
liter	meter ³	-03 1.00*
ounce (U.S. fluid)	meter ³	-05 2.957 352 956 25*
peck (U.S.)	meter ³	-03 8.809 767 541 72*
pint (U.S. dry)	meter ³	-04 5.506 104 713 575*
pint (U.S. liquid)	meter ³	-04 4.731 764 73*
quart (U.S. dry)	meter ³	-03 1.101 220 942 715*
quart (U.S. liquid)	meter ³	-04 9.463 592 5
stere	meter ³	+00 1.00*
tablespoon	meter ³	-05 1.478 676 478 125*
teaspoon	meter ³	-06 4.928 921 593 75*
ton (register)	meter ³	+00 2.831 684 659 2*
yard ³	meter ³	-01 7.645 548 579 84*

B.10 Units of Measure in Figures.**B.10.1 Editorial Conventions.**

The following general editorial conventions apply to figures:

- (1) Symbols for units of measure should be in roman, not italic, type.
- (2) Do not follow symbols with a period except at the end of a sentence.
- (3) Insert a space between the numerical value and the symbol — for example, 3 kg.
- (4) Do not insert a space between the numerical value and the symbol for measurements of plane angles (degree, minute, second).
- (5) Do not insert a space between prefix and unit symbols — for example, kg, not k g.
- (6) Do not use abbreviations for units; use the unit symbol — for example, use A, not amp, for ampere.
- (7) Use unit symbols instead of unit names, especially for complex mathematical expressions. Spell out unit names in text where confusion might result. For example, “min” could be interpreted as “minimum” rather than “minute.”
- (8) Do not mix unit symbols and unit names in the same expression or sentence.

B.10.2 Units Formed by Multiplication and Division.

B.10.2.1 Product. Use a space or a hyphen for unit names — for example, newton meter or newton-meter. The space is preferred. Use a dot (·) for the unit symbol — for example, N·m.

B.10.2.2 Quotient. Use the word *per* for unit names — for example, meters per second.

Use a slash (/) or the appropriate power for unit symbols — for example, m/s or $m \cdot s^{-1}$.

B.10.2.3 Multiple Quotient. Use a dot (·) instead of second slash for multiple quotients — for example, L/min · m² instead of L/min/m².

B.10.3 Decimal Marker. In most other countries, the comma is used as the decimal marker. In the United States, the customary symbol is a dot or period, and the comma is used to separate digits into groups of three.

B.10.4 Billion. In the United States, “billion” means thousand million (giga). In most other countries, it means million million (tera). Do not use this term. Use powers of 10 instead.

B.10.5 Roman Numerals. Do not use roman numerals, because they might be misinterpreted as SI prefixes.

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