



nfpa.org

2013

NFPA[®] STANDARDS

DIRECTORY

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



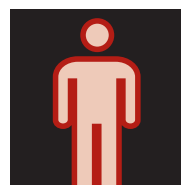
Installer/
Maintainer



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

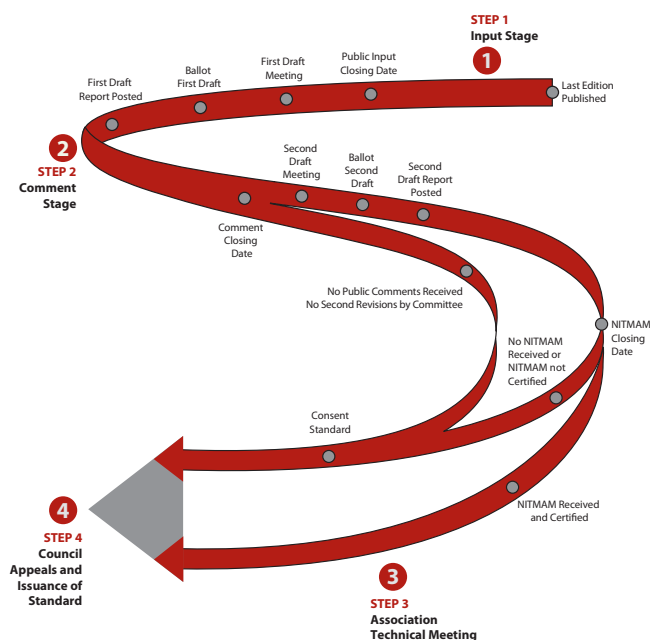
Notes on Sequence of Events for the Standards Development Process:

- 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 AND PROCEDURES

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 FIs.

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 4.4.11.1.

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 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	
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 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	
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 discussion.

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 Bershad (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, Vice Chair, 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, Houghton 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
 1911-1917F. J. T. Stewart
 1918.....H. L. Phillips
 1919-1921R. P. Miller
 1922-1943A. T. Bell
 1944-1949 G. W. Elliot
 1950-1957R. E. Vernor
 1958-1965T. S. Duke
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 2000-2002 Martin H. Reiss
 2002-2004 Corinne Broderick
 2004-2006 George J. Ockuly
 2006-2008Warren E. McDaniels
 2008-2010Paul M. Fitzgerald
 2010-2012Thomas W. Jaeger

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 2004-2006Thomas W. Jaeger
 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
 Charles S. Morgan, President
 1980-1991
 Robert W. Grant, President
 1992-2002
 George D. Miller, President
 2002-
 James M. Shannon, President

STANDARDS COUNCIL

STANDARDS COUNCIL



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RECORDING SECRETARY: **Linda J. Fuller**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

Kerry M. Bell Underwriters Laboratories, 333 Pfingsten Road, Northbrook, IL 60062-2096 (term expires 12/13)

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)

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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

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)

Chairs of the Standards Council

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1950-1956	A. L. Brown
1957-1966	T. Seddon Duke
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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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Christine M. Ellis, Executive Administrative Assistant

CODES AND STANDARDS ADMINISTRATION

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Carol Henderson, Senior Administrative Assistant

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Olga Caledonia, Program Director

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-W00)

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 Imaging 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 Imaging 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:

- 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.
- 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
13R	Sprinkler Systems in Low-Rise Residential Occupancies, Installation of	M. J. Klaus	34	Dipping and Coating and Printing Processes Using Flammable or Combustible Liquids	N. Pearce
14	Standpipe and Hose Systems, Installation of	C. Duffy	35	Organic Coatings, Manufacture of	R. P. Benedetti
15	Water Spray Fixed Systems	C. Duffy	36	Solvent Extraction Plants	R. P. Benedetti
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
17A	Wet Chemical Extinguishing Systems	S. Stanek	45	Fire Protection for Laboratories Using Chemicals	S. Bershad
18	Wetting Agents	S. Stanek	51	Welding, Cutting, and Allied Processes, Oxygen-Fuel Gas Systems for	S. Bershad
18A	Standard on Water Additives		51A	Acetylene Cylinder Charging Plants	S. Bershad

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51B	Welding, Cutting, and Other Hot Work, Fire Prevention During	D. Duval	86	Ovens and Furnaces	D. Duval
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
70	National Electrical Code*	M. W. Earley	105	Smoke Door Assemblies and Other Opening Protectives	K. Bigda
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
79	Electrical Standard for Industrial Machinery	M. Cloutier	160	Flame Effects Before an Audience	N. Pearce
80	Fire Doors and Other Opening Protectives	K. Bigda	170	Fire Safety and Emergency Symbols	S. Stanek
80A	Exterior Fire Exposures	A. Fraser	204	Smoke and Heat Venting	T. Vecchiarelli
82	Incinerators and Waste and Linen Handling Systems and Equipment	D. Duval	211	Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances	D. Beach
85	Boiler and Combustion Systems Hazards Code	D. Beach			

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214	Water-Cooling Towers	S. Bershad		Barriers Used over Foam	
220	Building Construction, Types of	T. Vecchiarelli	276	Plastic Insulation	T. Vecchiarelli
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	
225	Model Manufactured Home Installation Standard	T. Vecchiarelli	285	Components	T. Vecchiarelli
232	Records, Protection of	C. Duffy		Fire Propagation Characteristics of Exterior Non-Load-Bearing Wall Assemblies Containing Combustible Components, Method of Test	
241	Safeguarding Construction, Alteration, and Demolition Operations	R. Coté	286	Evaluating Contribution of Wall and Ceiling Interior Finish to Room Fire Growth, Fire Tests for	T. Vecchiarelli
252	Door Assemblies, Fire Tests of	T. Vecchiarelli	287	Measurement of Flammability of Materials in Cleanrooms Using a Fire Propagation Apparatus	T. Vecchiarelli
253	Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source, Test for	T. Vecchiarelli	288	Horizontal Fire Door	T. Vecchiarelli
257	Window and Glass Block Assemblies, Fire Test for	T. Vecchiarelli	289	Assemblies, Fire Tests of Individual Fuel Packages, Fire Tests for	T. Vecchiarelli
259	Building Materials, Test Method for Potential Heat	T. Vecchiarelli	290	LP-Gas Containers, Test Method for	T. Vecchiarelli
260	Cigarette Ignition Resistance of Components of Upholstered Furniture, Tests and Classification System	T. Vecchiarelli	291	Fire Flow Testing and Marking of Hydrants	M. J. Klaus
261	Resistance of Mock-Up Upholstered Furniture Material Assemblies to Ignition by Smoldering Cigarettes, Test for	T. Vecchiarelli	301	Safety to Life from Fire on Merchant Vessels	L. Russell
262	Flame Travel and Smoke of Wires and Cables for Use in Air-Handling Spaces	T. Vecchiarelli	302	Motor Craft	L. Russell
265	Evaluating Room Fire Growth Contribution of Textile or Expanded Vinyl Wall Coverings on Full Height Panels and Walls, Fire Tests for	T. Vecchiarelli	303	Marinas and Boatyards	L. Russell
268	Ignitability of Exterior Wall Assemblies Using a Radiant Heat Energy Source, Test Method for Determining	T. Vecchiarelli	306	Control of Gas Hazards on Vessels	L. Russell
269	Toxic Potency Data for Use in Fire Hazard Modeling, Test Method for	T. Vecchiarelli	307	Marine Terminals, Piers, and Wharves, Fire Protection for Vessels During Construction, Conversion, Repair, and Lay-Up, Fire Protection of Semi Conductor Fabrication Facilities, Protection of	L. Russell
270	Measurement of Smoke Obscuration Using a Conical Radiant Source in a Single Closed Chamber	T. Vecchiarelli	312	Safeguarding of Tanks and Containers for Entry, Cleaning, or Repair	L. Russell
274	Evaluate Fire Performance Characteristics of Pipe Insulation	T. Vecchiarelli	318	Handling Releases of Flammable and Combustible Liquids and Gases	L. Russell
275	Fire Test for Evaluation of Thermal		326	Flammable and Combustible Liquids, Tank Vehicles for Hazardous Materials Code	R. P. Benedetti
			400	Aircraft Rescue and Fire- Fighting Operations	N. Pearce
			402	Aircraft Rescue and Fire- Fighting Services at Airports	K. Holland
			403		K. Holland

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405	Recurring Proficiency of Airport Fire Fighters	K. Holland
407	Aircraft Fuel Servicing	B. D. Chase
408	Aircraft Hand Portable Fire Extinguishers	K. Holland
409	Aircraft Hangars	B. D. Chase
410	Aircraft Maintenance	B. D. Chase
412	Evaluating Aircraft Rescue and Fire- Fighting Foam Equipment	K. Holland
414	Aircraft Rescue and Fire- Fighting Vehicles	K. Holland
415	Airport Terminal Buildings, Fueling Ramp Drainage, and Loading Walkways	B. D. Chase
418	Heliports	B. D. Chase
422	Aircraft Accident/Incident Response	K. Holland
423	Aircraft Engine Test Facilities, Construction and Protection of	B. D. Chase
424	Airport/Community Emergency Planning	K. Holland
450	Emergency Medical Services and Systems	K. Holland
472	Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents	T. McGowan
473	Competencies for EMS Personnel Responding to Hazardous Materials/Weapons of Mass Destruction Incidents	T. McGowan
475	Hazardous Materials Incidents/ Weapons of Mass Destruction, Responding to (PROPOSED)	T. McGowan
484	Combustible Metals	M. H. Curtis
495	Explosive Materials Code	D. Duval
496	Purged and Pressurized Enclosures for Electrical Equipment	S. Bershad
497	Classification of Flammable Liquids, Gases, or Vapors and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas	S. Bershad
498	Safe Havens and Interchange Lots for Vehicles Transporting Explosives	D. Duval
499	Classification of Combustible Dusts and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas	S. Bershad
501	Manufactured Housing	T. Vecchiarelli
501A	Manufactured Home Installations, Sites, and Communities	T. Vecchiarelli

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502	Road Tunnels, Bridges, and other Limited Access Highways	S. Stanek
505	Powered Industrial Trucks	S. Bershad
520	Subterranean Space	A. Fraser
550	Fire Safety Concepts Tree	K. Bigda
551	Evaluation of Fire Risk Assessments	K. Bigda
555	Methods for Evaluating Potential for Room Flashover	K. Bigda
556	Methods for Evaluating Fire Hazard to Occupants of Passenger Road Vehicles	K. Bigda
557	Fire Loads for Use in Structural Fire Protection Design	K. Bigda
600	Industrial Fire Brigades	N. Pearce
601	Security Services in Fire Loss Prevention	N. Pearce
610	Emergency and Safety Operations at Motorsports Venues	R. Depew
652	Standard on Combustible Dusts (PROPOSED)	D. Duval
654	Manufacturing, Processing, and Handling of Combustible Particulate Solids, Prevention of Fire and Dust Explosions from the	D. Duval
655	Sulfur Fires and Explosions, Prevention of	D. Duval
664	Wood Processing and Woodworking Facilities, Prevention of Fire and Explosions in	D. Duval
701	Flame Propagation of Textiles and Films, Fire Tests for	T. Vecchiarelli
703	Building Materials, Fire Retardant —Treated Wood and Fire— Retardant Coatings for	T. Vecchiarelli
704	Identification of the Hazards of Materials for Emergency Response	N. Pearce
705	Field Flame Test for Textiles and Films	T. Vecchiarelli
720	Carbon Monoxide (CO) Detection and Warning Equipment, Installation of	L. F. Richardson
730	Premises Security	R. J. Roux
731	Installation of Electronic Premises Security Equipment	R.J. Roux
750	Water Mist Fire Protection Systems	S. Stanek
780	Lightning Protection Systems, Installation of	R. J. Roux

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790	Competency of Third- Party Field Evaluation Bodies	R. J. Roux	1005	Professional Qualifications for Marine Fire Fighting for Land-Based Fire Fighters	T. McGowan
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
804	Advanced Light Water Reactor Electric Generating Plants	S. Bershad	1026	Incident Management Personnel Professional Qualifications for	T. McGowan
805	Fire Protection for Light Water Reactor Electric Generating Plants, Performance-Based Standard for	S. Bershad	1031	Fire Inspector and Plan Examiner, Professional Qualifications for	T. McGowan
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
820	Wastewater Treatment and Collection Facilities, Fire Protection in	N. Pearce	1035	Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist, Professional Qualifications for	T. McGowan
850	Electric Generating Plants, Fire Protection for	C. Duffy	1037	Fire Marshals, Professional Qualifications for	T. McGowan
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
900	Building Energy Code	R. E. Solomon	1061	Public Safety Telecommunicator, Professional Qualifications for	T. McGowan
901	Incident Reporting and Fire Protection Data, Classifications for	C.J. Farrell	1071	Emergency Vehicle Technician Professional Qualifications	T. McGowan
909	Cultural Resource Properties, Protection of	G. E. Harrington	1072	Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (PROPOSED)	T. McGowan
914	Historic Structures, Fire Protection of	G. E. Harrington	1081	Industrial Fire Brigade Member Professional Qualifications	T. McGowan
921	Fire and Explosion Investigations	O.P. Hernandez	1091	Traffic Control Incident Management Professional Qualifications (PROPOSED)	T. McGowan
950	Data Development and Exchange for the Fire Service (PROPOSED)	C. J. Farrell	1122	Model Rocketry	N. Pearce
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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1126	Pyrotechnics Before a Proximate Audience, Use of	N. Pearce	1451	Fire and Emergency Service Vehicle Operations Training Program	S. F. Sawyer
1127	High Power Rocketry	N. Pearce	1452	Training Fire Service Personnel to Conduct Dwelling Fire Safety Surveys	S. F. Sawyer
PYR 1128	Flame Breaks, Standard Method of Fire Tests for	N. Pearce	1500	Fire Department Occupational Safety and Health Program	K. Holland
PYR 1129	Covered Fuse on Consumer Fireworks, Standard Method of Fire Tests for	N. Pearce	1521	Fire Department Safety Officer	K. Holland
1141	Land Development in Wildland, Rural, and Suburban Areas, Fire Protection Infrastructure for	R. Depew	1561	Emergency Services Incident Management System	K. Holland
1142	Water Supplies for Suburban and Rural Fire Fighting	R. Depew	1581	Fire Department Infection Control Program	K. Holland
1143	Wildland Fire Management	R. Depew	1582	Comprehensive Occupational Medical Program for Fire Departments	K. Holland
1144	Reducing Structure Ignition Hazards from Wildland Fire	R. Depew	1583	Health-Related Fitness Programs for Fire Department Members	K. Holland
1145	Class A Foams in Manual Structural Fire Fighting, Use of	R. Depew	1584	Rehabilitation Process for Members During Emergency Operations and Training Exercises	K. Holland
1150	Fire-Fighting Foam Chemicals for Class A Fuels	R. Depew	1600	Disaster/Emergency Management and Business Continuity Programs	O. P. Hernandez
1192	Recreational Vehicles	C. Duffy	1620	Pre-Incident Planning	O. P. Hernandez
1194	Recreational Vehicle Parks and Campgrounds	C. Duffy	1670	Technical Rescue Incidents, Operations and Training For	R. Depew
1201	Providing Fire and Emergency Services to the Public	O. P. Hernandez	1710	Career Fire Department Deployment	S. F. Sawyer
1221	Emergency Services Communication Systems, Installation, Maintenance, and Use of	C. J. Farrell	1720	Volunteer Fire Department Deployment	S. F. Sawyer
1250	Fire and Emergency Services Organization Risk Management	O. P. Hernandez	1730	Organization and Deployment of Code Enforcement, Plan Review, Fire Investigation and Public Education Operations to the Public (PROPOSED)	S. F. Sawyer
1401	Fire Service Training Reports and Records	S. F. Sawyer	1800	Electronic Safety Equipment For Emergency Services (PROPOSED)	D.G. Trebisacci
1402	Building Fire Service Training Centers	S. F. Sawyer	1801	Thermal Imagers for the Fire Service	D. G. Trebisacci
1403	Live Fire Training Evolutions	S. F. Sawyer	1851	Structural Fire Fighting and Proximity Fire Fighting Protective Ensemble, Selection, Care, and Maintenance of	D. G. Trebisacci
1404	Fire Service Respiratory Protection Training	S. F. Sawyer	1852	Selection, Care, and Maintenance of Open Circuit SCBA	D. G. Trebisacci
1405	Land-Based Fire Departments that Respond to Marine Vessel Fires	S. F. Sawyer			
1407	Training Fire Service Rapid Intervention Crews	S. F. Sawyer			
1408	Thermal Imaging Training (PROPOSED)	S. F. Sawyer			
1410	Training for Initial Emergency Scene Operations	S. F. Sawyer			

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1855	Selection, Care, and Maintenance of Protective Ensembles for Technical Rescue Incidents	D. G. Trebisacci	1977	Wildland Fire Fighting, Protective Clothing and Equipment	D. G. Trebisacci
1901	Automotive Fire Apparatus	R. Depew	1981	Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services	D. G. Trebisacci
1906	Wildland Fire Apparatus	R. Depew	1982	Personal Alert Safety Systems (PASS)	D. G. Trebisacci
1911	In-Service Automotive Fire Apparatus, Inspection, Maintenance, Testing, and Retirement of	R. Depew	1983	Emergency Services Life Safety Rope and Equipment	D. G. Trebisacci
1912	Refurbishing Fire Apparatus	R. Depew	1984	Respirators for Wildland Fire-Fighting Operations	D. G. Trebisacci
1917	Automotive Ambulances	K. Holland	1989	Breathing Air Quality for Emergency Services Respiratory Protection	D. G. Trebisacci
1925	Marine Fire-Fighting Vessels	R. Depew	1991	Vapor-Protective Ensembles for Hazardous Materials Emergencies	D.G. Trebisacci
1931	Fire Department Ground Ladders, Manufacturer's Design	C. J. Farrell	1992	Liquid Splash-Protective Ensembles and Clothing for Hazardous Materials Emergencies	D. G. Trebisacci
1932	Fire Department Ground Ladders, Use, Maintenance, and Service Testing	C. J. Farrell	1994	Protection Ensembles for First Responders to CBRN Terrorism Incidents	D. G. Trebisacci
1936	Powered Rescue Tool	C.J. Farrell	1999	Protective Clothing for Emergency Medical Operations	D. G. Trebisacci
1951	Protective Ensembles for Technical Rescue Incidents	D.G. Trebisacci	2001	Clean Agent Fire Extinguishing Systems	B. D. Chase
1952	Surface Water Operations Protective Clothing and Equipment	D.G. Trebisacci	2010	Fixed Aerosol Fire-Extinguishing Systems	B. D. Chase
1953	Protective Ensembles for Contaminated Water Diving (PROPOSED)	D. G. Trebisacci	2112	Flame-Resistant Garments for Protection of Industrial Personnel Against Flash Fire	D. Duval
1961	Fire Hose	C. J. Farrell	2113	Selection, Care, Use, and Maintenance of Flame-Resistant Garments for Protection of Industrial Personnel Against Flash Fire	D. Duval
1962	Fire Hose, Couplings, Nozzles, and Fire Hose Appliances, Care, Use, Inspection, and Service Testing	C. J. Farrell	5000	Building Construction and Safety Code*	R. E. Solomon
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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ANNUAL 2013 REVISION CYCLE

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

FALL 2013 REVISION CYCLE

*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	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

PROJECTS, SCHEDULES, AND FORMS

ANNUAL 2014 REVISION CYCLE

*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*	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	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

PROJECTS, SCHEDULES, AND FORMS

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 Bershad, 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 Bershad, Senior Chemical Engineer

Industrial Fire Protection

Guy R. Colonna, Division Manager

Industrial Gases

Denise Beach, Senior Engineer
Susan Bershad, 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

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Nancy Schwartz, Sr. Supervisor, 617-984-7450

Fire Technology (Technical Journal)

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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

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www.nfpa.org

Proposals/Comments

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NFPA REGIONAL OFFICES

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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

NFPA Membership Enrollment

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Note: Voting privileges go into effect once you have been named an individual member on NFPA rolls for 180 days.

Job Title *(Please check one)*

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Contractor (C17)

☐ Owner, President, Manager,
Administrator (C10)

☐ Fire Chief, Other Fire Service (A11)

☐ Facilities Safety Officer (F14)

☐ Inspector, Building Official, Fire Marshal
(F03)

☐ Loss Control, Risk Manager (L11)

☐ Other (G11) _____

Type of Organization *(Please check one)*

☐ Architecture, Engineering, Contracting (A14)

☐ Government (C12)

☐ Fire Service, Public & Private (AA1)

☐ Industrial Firm (Factory, Warehouse) (C11)

☐ Commercial Firm (Office, Retail,
Lodging, Restaurant) (G13)

☐ Institutional (Health Care,
Education, Detention,
Museums) (B11)

☐ Electrical Services, Installation (J11)

☐ Insurance, Risk Management (B12)

☐ Utilities (G12)

☐ Other (G11) _____

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Signature _____

We can now process your membership application over the phone or you can join on-line at **www.nfpa.org**.

Call toll-free and take advantage of our special membership benefits right away.

1-800-344-3555

or fax to

1-800-593-6372

*(Outside the continental U.S.
dial 01-1-617-770-3000
or fax 01-1-508-895-8301)*

**Mail to: NFPA • Membership Department
11 Tracy Drive • Avon, MA 02322-9908**

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/submitIPC

**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)

www.nfpa.org • NFPA Standards Directory 2013

**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)

4. Comments or Clarification (optional): This NITMAM will be reviewed by a Motions Committee. In addition to determining whether your Amending Motion is proper, the Committee may take other actions as described in 2.3 of the Technical Meeting Convention Rules as follows:

The NFPA Staff may contact you to clarify your motion or to consult on the permitted actions in 2.3. If you have any comments, suggestions, or requests of the Motions Committee as it reviews your NITMAM and considers actions permitted in 2.3, please provide them below. (Use additional sheet if necessary):

[illegible]

Signature (Required)_____

PLEASE USE A SEPARATE NITMAM FORM FOR EACH AMENDING MOTION YOU WISH TO MAKE

www.nfpa.org • NFPA Standards Directory 2013

Formal Interpretation Request Form

(This information is requested in Section 6 of the Regulations Governing the Development of NFPA Standards)

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ 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
Fax No. 617-770-3500 or email to TIA Errata Fls@nfpa.org

(for change of address or resignation)

NOTE: If employment changes, committee members must reapply.

Committee Name _____

Name of Member _____

Employer _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Organization Represented _____

Telephone _____ Fax _____ E-Mail _____

NFPA Membership Number _____

Please indicate:

Principal ☐ Alternate ☐ Nonvoting ☐ Resigned ☐ Retired ☐ Deceased ☐

Address Change (indicate above) ☐ **Other** ☐

Explanation (for "Other") _____

Signature _____ **Date** _____

NFPA Fax (617) 770-3500

**Mail to: Secretary, Standards Council • NFPA
1 Batterymarch Park • Quincy, MA 02169-7471**

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			