

# FORM FOR PROPOSALS ON IAPMO UPC/UMC COMMITTEE DOCUMENTS

**NOTE: All Proposals MUST be received by 5:00 PM PST on January 3, 2013.**

For further information on the standards-making process, please contact the Codes and Standards Administration at 909-472-4110.

For technical assistance, please call IAPMO at 909-472-4111 or 909-230-5535.

**FOR OFFICE USE ONLY**

LOG#: \_\_\_\_\_

DATE REC'D: \_\_\_\_\_

## PLEASE USE SEPARATE FORM FOR EACH PROPOSAL

IAPMO's green initiative is to lead the organization paper free by providing the Proposed Monographs, Annual Report on Proposals and Comments in digital Adobe PDF <http://www.iapmo.org/Pages/RequestFormforROPROC.aspx>

Note printed copies of Report on Proposals and Report on Comments will not be available at the hearings. All requested printed copies will be mailed 30 days prior to the hearing date. Please submit by the following dates listed by the code below on the request form.

Date \_\_\_\_\_ Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please Indicate Organization Represented (if any) \_\_\_\_\_

1. **IAPMO Document Title** \_\_\_\_\_ **IAPMO No. & Year** \_\_\_\_\_

**Section/Paragraph** \_\_\_\_\_

2. **Proposal Recommends** (check one):  New Text  Revised Text  Deleted Text

3. **Proposal** (Include proposed new wording, or identification of wording to be deleted): [Note: Proposed text should be in legislative format: i.e., use underscore to denote wording to be inserted (inserted wording) and strike-through to denote wording to be deleted (~~deleted wording~~).] Please note if you are referencing a standard or other publication, please provide two copies.

4. **Statement of Problem and Substantiation for Proposal:** [Note: State the problem that will be resolved by your recommendations: give the specific reason for your proposal including copies of tests, research papers, etc. If more than 200 words, it may be abstracted for publication.]

5.  **This Proposal is original material.** [Note: Original material is considered to be the submitter's own idea based on or as a result of his/her own experience, thought or research and, to the best of his/her knowledge, is not copied from another source.]

**This Proposal is not original material; its source (if known) is as follows:** \_\_\_\_\_

I hereby grant the IAPMO all and full rights in copyright, in this proposal, and I understand that I acquire no rights in any publication of IAPMO in which this proposal in this or another similar or analogous form is used.

Signature (Required): \_\_\_\_\_

PLEASE USE SEPARATE FORM FOR EACH PROPOSAL • IAPMO FAX • (909) 472-4198 or (877) 852-6337  
Mail to: Code Development • IAPMO • 4755 E Philadelphia St • Ontario • CA • 91761-2816  
Email to: [codechange@iapmo.org](mailto:codechange@iapmo.org)

## INSTRUCTIONS FOR SUBMITTING PROPOSALS – PLEASE READ CAREFULLY –

1. Type or print in BLACK ink.
2. Indicate the title of the document and the document year. Also, indicate the specific section or paragraph that the proposed amendment applies to.
3. Check the appropriate box to indicate whether this proposal recommends adding new text, revising existing text, or deleting text.
4. In the space identified as “Proposal,” indicate the exact wording you propose as new or revised text, or the text you propose be deleted.
5. In the space titled, “Statement of Problem and Substantiation for Proposal,” state the problem that will be resolved by your recommendation and give the specific reason for your proposal. Include copies of test results, research papers, fire experience, or other materials that substantiate your recommendation. (See note below, item (f).)
6. Check the appropriate box to indicate whether or not this proposal is original material, and if it is not, indicate the source of the material.
7. Sign the proposal.

If supplementary material (photographs, diagrams, reports, etc.) is included, you may be required to submit sufficient copies for all members and alternates of the technical committee. For publication in the *Report on Proposals*, the technical committee is authorized to abstract the “Statement of Problem and Substantiation for Proposal” if it exceeds 200 words.

NOTE: The IAPMO Regulations Governing Committee Projects in Paragraph 4-3.3 state: Each proposal shall be submitted to the council secretary and shall include: (a) identification of the submitter and his or her affiliation (i.e., technical committee, 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) the proposed text of the proposal, including the wording to be added, revised (and how revised), or deleted; (d) a statement of the problem and substantiation for proposal; (e) the signature of the submitter; and (f) two copies of any document(s) (other than an IAPMO document) being proposed as a reference standard or publication (see 3-3.7).