



## **IAPMO Technical Committee Newsletter March 2014**

Ladies and Gentlemen:

We are very pleased that you are participating in the processing of proposed public comments to the *2015 UNIFORM PLUMBING CODE (UPC)* and the *2015 UNIFORM MECHANICAL CODE (UMC)* under the ANSI consensus process. The continued development of the *UPC* and *UMC* would not be possible without the participation of volunteers like you. You will note from reviewing the meeting materials that we will be reviewing many comments.

The TC Meetings will be held in Las Vegas, Nevada at Planet Hollywood Resort and Casino. We have arranged an IAPMO Room Block at a base rate of \$119.00 per night for TC members and a limited number for guests wishing to attend the TC meetings. The cutoff date for reservations within the room block is March 27, 2014. You should call the hotel at (866) 317-1829 to make your reservations or go to <https://aws.passkey.com/g/22028419> to reserve online. This newsletter and other information are also available on the IAPMO website at <http://codes.iapmo.org/> Your meeting materials will be sent to you later this month. Should you not receive your copy, please contact Alma Ramos by phone at (909) 230-5528 or by e-mail at [Alma.Ramos@iapmo.org](mailto:Alma.Ramos@iapmo.org).

As previously noted, there will not be printed copies of the monographs at the meeting. Also, all of the meeting materials will be displayed on a video screen at the front room should you not have a copy.

This newsletter contains valuable information about the hotel, TC meeting logistics, and meeting procedures. It can also be used as a handy reference guide during the meetings in Las Vegas. We hope you find it useful.

We believe that the meeting will be more productive if you are comfortable. Therefore, we recommend business casual attire for the meetings.

Thank you again for your continued support of the *UPC* and *UMC*. We look forward to seeing you in Las Vegas.

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## **Materials You Should Bring to the TC Meetings**

### **April 28 - 29, 2014**

- √ *2012 UNIFORM PLUMBING CODE*
- √ Code Change Comments (monograph)
- √ Current committee roster
- √ IAPMO Regulations Governing Committee Projects
- √ This Newsletter

### **April 30 - May 1, 2014**

- √ *2012 UNIFORM MECHANICAL CODE*
- √ Code Change Comments (monograph)
- √ Current committee roster
- √ IAPMO Regulations Governing Committee Projects
- √ This Newsletter

## **Meeting Logistics**

**Location:** Planet Hollywood Resort and Casino  
3667 Las Vegas Boulevard South  
Las Vegas, NV 89109

**Reservations:** (866) 317-1829 or <https://aws.passkey.com/g/22028419>  
**Hotel Phone:** (866) 919-1472  
**Guest Fax:** (702) 785-5510

## **Travel Information**

Las Vegas Airport is approximately 15 minutes from the Planet Hollywood Resort and Casino. Taxi fare is approximately \$20 from the Airport to Planet Hollywood. Shuttle Service is approximately \$8 per person from the Airport to the Planet Hollywood.



## Shipping Packages to the Resort

Some of you may wish to ship materials directly to the resort. Planet Hollywood strives to provide its guests with a convenient and efficient method of receiving packages. A few important procedures must be followed to ensure that guest packages are accounted for and delivered promptly.

*Please note: You may be charged a service fee.*

The hotel asks that when labeling packages, the following details be provided on the label:

- Name of the meeting the package is intended for;
- Date(s) of the meeting;
- Arrival date of the addressee;
- The name of the person the package is intended for.

*Note: The hotel will not be responsible for mislabeled packages*

***Sample Label:***

Ernie the Engineer, Arrival Date 4/28/14  
Planet Hollywood Resort and Casino  
2667 Las Vegas Boulevard South  
Las Vegas, Nevada 89109  
Guest Mobile contact number  
Package \_\_ of \_\_

## TC Meeting Specifics

### Comments

There will be only one mailing of public comments (the monograph) that will be arranged by item number and sequence number. You should bring the monograph with you to the TC meetings, duplicate copies will **not** be available on-site. It is suggested that those of you who must consult with others regarding your comments at the TC meeting do so based on the material sent to you prior to the meeting.



**Regulations and Operating Procedures**

All actions at and following the TC meetings will be governed in accordance with the IAPMO Regulations Governing Committee Projects. The latest Regulations appear on the IAPMO website and will be available at the TC meeting. All committee actions will be in accordance with the Regulations Governing Committee Projects. Failure to comply with these regulations could result in challenges to the codes and standards-making process. A successful challenge on procedural grounds could prevent publication of the *UMC* and/or *UPC*. Consequently, committees must follow the regulations and procedures.

**Processing Comments – Comments Requiring Committee Actions**

All comments must be acted upon. No comment can be returned to the submitter. If a comment does not comply with the IAPMO regulations, the committee may reject the comment. However, any of the standard actions may be taken. Please make sure that the committee action and the committee statement result in a complete action that can be readily understood.

**Committee Actions**

The following are the actions permitted by the Regulations Governing Committee Projects for disposition of comments.

***Accept the comment as submitted*** - The committee accepts the comment exactly as originally submitted and written by the submitter. Only editorial changes such as paragraph and section numbering and correction to spelling, capitalization and hyphenation may be made.

If a comment is accepted without a change of any kind, except for editorial changes, the panel can simply indicate acceptance. The committee should add a committee statement explaining the action if, for example, the committee does not agree with all of the substantiation or supporting data or has a number of different reasons for acceptance than those stated in the substantiation or supporting data. The absence of such a statement could mislead the reader by giving the impression that the committee agreed with all of the substantiation for the comment. If the action is to accept the comment as written, but the committee wishes to indicate a more suitable location in the document, this can be added as part of the committee action, again with a statement by the committee.

**Example**

<b><i>Proposed Action by Submitter of Public Comment</i></b>	<b><i>Committee Actions on Public Comments</i></b>
	Successful action requires simple majority
<i>Requests to accept the code change proposal as submitted by this public comment</i> – The submitter requests the original code change proposal as written and submitted in the ROP be considered as accepted.	<i>Accepting the public comment as submitted</i> – The technical committee accepts the public comment, which will result in <b>accepting the original code change proposal as submitted.</b>
	<i>Accepting the public comment as amended</i> – The technical committee provides specific modifications to the comment and accepts the comment as amended.
	<i>Rejecting the comment</i> – The technical committee rejects the public comment as submitted.



**Accepting the comment as amended by the TC** – Accept the comment with some modification. The committee action must indicate specifically what action was taken to revise the comment. If the details are in the action on another comment, the committee action may simply indicate “Accept as Amended” but reference should be made in the committee statement to the specific comment detailing the action. The committee statement, preferably technical in nature, must indicate why the comment was not acceptable as submitted.

**Example**

<i>Proposed Action by Submitter of Public Comment</i>	<i>Committee Actions on Public Comments</i> Successful action requires simple majority
<i>Requests to accept the code change proposal as modified by this public comment</i> – The submitter requests the code change proposal as shown in the ROP (last action taken by the technical committee) modified with specific modifications as proposed by this public comment.	<i>Accepting the comment as submitted</i> – The technical committee accepts the public comment by accepting the code change proposal as modified by this public comment.
	<i>Accepting the public comment as amended</i> – The technical committee provides specific modifications to the comment and accepts the comment as amended.
	<i>Rejecting the comment</i> – The technical committee rejects the public comment.

**Rejecting the comment** – The committee rejects the comment. If the principle or intent of the comment is acceptable in whole or in part, the comment should not be rejected, it should be revised by the committee and accepted as amended. A complete reason for rejection of the comment, preferably technical in nature, must be supplied in the committee statement.

**Example**

<i>Proposed Action by Submitter of Public Comment</i>	<i>Committee Actions on Public Comments</i> Successful action requires simple majority
<i>Requests to reject the code change proposal by this public comment</i> – The submitter requests the code change proposal as shown in the ROP (last action taken by the technical committee) be rejected by this public comment.	<i>Accepting the comment as submitted</i> – The technical committee accepts the public comment as submitted.
	<i>Rejecting the comment</i> – The technical committee rejects the public comment.

**Holding the comment** – A comment is held until the next revision cycle if it would introduce a concept that has not had public review by being included in the ROP; would require significant change to the text that the TC would need to restudy; or would propose something that could not be properly handled within the time frame for processing the report.

**Committee Statements**

Any comment that is Accepted as Modified or Rejected must include a committee statement, preferably technical in nature, that provides the reasons for the action. Such statement must be sufficiently detailed so as to convey the committee’s exact justification for its action.



References to the requirements of the documents as a reason for rejection should be to the specific sections of the document including the requirements. If there is more than one such section, the reference should include at least one, identified as an example. Reference in the committee statement to another committee action is inappropriate unless the referenced comment contains all the applicable technical justifications for the action.

If the rejection or amendment was for the same reason another comment was rejected or amended, the committee statement may refer to that comment giving the same reason for rejections or changes. Please verify that cross-references to another comment are correct.

The committee statement should not refer to another committee statement, which, in turn, refers to some other committee statement.

There may be situations where the committee will want to refer to two, three, or more committee statements as they are all appropriate.

When the committee develops a committee action for a comment that is accepted as amended, the rationale must indicate why the wording submitted was not accepted. This reason should be technical in nature, unless the committee has simply rewritten the submitter's text, in which case the committee can state that the proposed wording meets the submitter's intent.

### **Easy Procedures for Handling a Motion**

IAPMO TC Meetings are conducted in accordance with *Robert's Rules of Order*. In order for a comment to be discussed, a motion must be made. A simplified procedure for discussion of motions is as follows:

- 1) Member addresses the Chair
- 2) Member receives recognition from the Chair
- 3) Member introduces the motion
- 4) Another member seconds the motion
- 5) Chair states the motion
- 6) Chair calls for discussion
- 7) Chair takes the vote
- 8) Chair announces the result of the vote

It is imperative that you review the comments *BEFORE* the meeting and develop proposed actions and statements. These prepared actions and statements will clarify your position and provide the committee with a starting point. Prepared actions and statements really help expedite the process of the meeting.



## **General Procedures for TC Meetings**

Use of tape recorders or other means capable of producing verbatim transcriptions of any IAPMO TC meeting is not permitted.

Attendance at all IAPMO TC meetings is open.

Participation in IAPMO TC meetings is generally limited to committee members and IAPMO staff. Participation by guests is limited to individuals who have previously requested of the Chair time to address the committee on a particular item, or individuals who wish to speak to public comments that they submitted. (See regulations at Section 3-3.3.3)

The Chair reserves the right to limit the amount of time available for any presentation.

No interviews will be allowed in the meeting room at any time, including breaks.

All attendees are reminded that formal votes of committee members will be secured by letter ballot. Voting in this meeting is used to establish a sense of agreement, but only the results of the formal letter ballot will determine the official position of the committee on any comment.

## **Alternate Members**

If both the principal and alternate member of the TC will be in attendance at the TC meeting, please note that only one of you will be permitted to sit at the main table with the committee. Alternate members will be seated at a table directly behind the main table. If only the alternate member is present at the meeting, she or he will be seated at the main table.

## **Dress Code**

The dress code for these TC meetings is business casual. For the men, jacket and tie are not required.

## **TC Meeting Location and Time**

The Technical Committee Meetings will be held in the Celebrity 2 and 3. Please check the hotel activity board daily for any changes that may have taken place.

The meetings are scheduled to start at 8:00AM to 5:00PM for the UPC and 8:00 am to 5:00 pm for the UMC.

There will be a light breakfast served in the meeting room each day between 7:00AM and 8:00AM. Beverages will be served until mid-morning and a light snack will be available in the afternoon. Lunch will not be hosted.



## **Preliminary Agenda**

The following is an outline of the agendas for the TC meetings. The final agenda will be published at the end of March and confirmed at the TC meeting.

### **Plumbing TC:**

**Monday, April 28 through Tuesday, April 29, 2014 (8:00 am – 5:00 pm, times may vary based on tentative order of discussion)**

1. Call to Order
2. Announcements
3. Self Introductions
4. Review and Approval of Agenda
5. Approval of Minutes from Previous Meeting (Salt Lake City, UT, April 29-May 1, 2013)
6. Review all code change comments
7. Other business
8. Next scheduled meeting
9. Adjournment

### **Mechanical TC:**

**Wednesday, April 30 through May 1, 2014 (8:00 am – 5:00 pm, times may vary based on tentative order of discussion)**

1. Call to Order
2. Announcements
3. Self Introductions
4. Review and Approval of Agenda
5. Approval of Minutes from Previous Meeting (Salt Lake City, UT, May 2-3, 2013)
6. Review all code change comments
7. Other business
8. Next scheduled meeting
9. Adjournment

**\*\*End\*\***