



IAPMO Technical Committee Newsletter March 2013

Ladies and Gentlemen:

We are very pleased that you are participating in the processing of proposed changes 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 proposals.

The TC Meetings will be held in Salt Lake City, Utah at the Sheraton Salt Lake City Hotel. We have arranged an IAPMO Room Block at a base rate of \$135.00 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 30, 2013. You should call the hotel at (800) 325-3535 to make your reservations or go to <https://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=1210114943&key=DF6C7> to reserve online. This newsletter and other information are also available on the IAPMO website at <http://www.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.

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 of the 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 Salt Lake City. 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 Salt Lake City.

Matt Sigler
Staff Liaison, Plumbing TC
Phone 909-230-5535
Matt.Sigler@iapmo.org

Hugo Aguilar
Staff Liaison, Mechanical TC
Phone 909-472-4111
Hugo.Aguilar@iapmo.org

Materials You Should Bring to the TC Meetings

April 29 - May 1, 2013

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

May 2 - 4, 2013

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

Meeting Logistics

Location: Sheraton Salt Lake City Hotel
150 West 500 South
Salt Lake City, UT 84101

Reservations: (800) 325-3535

Hotel Phone: (801) 401-2000

Guest Fax: (801) 531-0705

Travel Information

Worldview travel, IAPMO's official travel agency, will arrange your travel as requested. Please contact Worldview travel @ 714 619-8840 ask for Odie or Teri.

Salt Lake City Airport is approximately 6 miles from the Sheraton Salt Lake City Hotel.

Taxi fare is approximately \$ 15.00 from the Airport to the Sheraton. Shuttle Service is complimentary to and from the airport to the Sheraton daily between 5am – 11pm; must call for pickup.

Shipping Packages to the Hotel

Some of you may wish to ship material directly to the hotel. The Sheraton 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 4/28/13
Sheraton Salt Lake City Hotel
150 West 500 South
Salt Lake City, UT 84101
Tel: 801-401-2000
RE: IAPMO TC MEETINGS
April 29 – May 4, 2013

TC Meeting Specifics

Proposals

There will be only one mailing of proposals (the monograph) that will be arranged by item 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 proposals 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 *UPC* and/or *UMC*. Consequently, committees must follow the regulations and procedures.

Processing Proposals – Proposals Requiring Committee Actions

All proposals must be acted upon. No proposal can be returned to the submitter. If a proposal does not comply with the IAPMO regulations, the committee may reject the proposal. 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.

Task Groups and Committee Reports

The following Task Groups and Committees will be reporting back to the TCs as previously requested by the TC Chair.

To the Plumbing TC:

Report of Standard Task Group (Chair)
Report of Code Review Task Group (Chair)
Report of Storm Drainage System Sizing
Task Group (Chair)
Report of Technical Correlating Committee (Chair)

To the Mechanical TC:

Report of Standard Task Group (Chair)
Report of Code Review Task Group (Chair)
Report of Technical Correlating Committee (Chair)

Committee Actions

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

Accept the proposal as submitted - The committee accepts the proposal exactly as written. Only editorial changes such as paragraph and section numbering, correction to spelling, capitalization and hyphenation may be made. If a proposal 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 proposal. If the action is to accept the proposal 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.

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

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

Committee Statements

Any proposal that is Accepted as Amended or Rejected must include a committee statement, 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 proposal contains all the applicable technical justifications for the action.

If the rejection or amendment was for the same reason another proposal was rejected or amended, the committee statement may refer to that proposal giving the same reason for rejections or changes. Please verify that cross-references to another proposal 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 proposal 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 proposal 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 and reason statement
- 4) Another member seconds the motion
- 5) Chair states the motion and reason statement
- 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 proposal *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 proposal.

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 Canyon's Bryce Room. The meetings are scheduled to start at 7:00AM and end at 7:00PM each day. There will be a Continental Breakfast served in the meeting room each day between 6:00AM and 7:00AM. 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. Because of the volume of Task Group and Committee Reports and the number of changes it is not possible at this time to issue a final agenda based on a timeline.

Plumbing TC:

Monday, April 29 through Wednesday, May 1 (7:00 am – 7:00 pm, times may vary based on tentative order of discussion)

1. Call to Order
2. Chairman Comments
3. Announcements
4. Self Introductions
5. Review and Approval of Agenda
6. Approval of Minutes from Previous Meeting (Via Teleconference on May 10, 2012)
7. Report of Standard Task Group (Chair)
8. Report of Code Review Task Group (Chair)
9. Report of Storm Drainage System Sizing Task Group (Chair)
10. Report of Technical Correlating Committee (Chair)
11. Review Code Change Proposals
12. Other business
13. Next scheduled meeting
14. Adjournment

Mechanical TC:

Thursday, May 2 through Saturday, May 4 (7:00 am – 7:00 pm, times may vary based on tentative order of discussion)

1. Call to Order
2. Chairman Comments
3. Announcements
4. Self Introductions
5. Review and Approval of Agenda
6. Approval of Minutes from Previous Meeting (Via Teleconference on May 11, 2012)
7. Report of Standard Task Group (Chair)
8. Report of Code Review Task Group (Chair)
9. Report of Technical Correlating Committee (Chair)
10. Review Code Change Proposals
11. Other business
12. Next scheduled meeting
13. Adjournment