



IAPMO Technical Committee Newsletter October 2013

Ladies and Gentlemen:

We are very pleased that you are participating in the development of the *2015 UNIFORM SWIMMING POOL, SPA & HOT TUB and SOLAR ENERGY & HYDRONICS CODES* under the ANSI consensus process. The continued development of the *USPSHTC* and *USEHC* would not be possible without the participation of volunteers like you. Please see the agendas for discussion items for each code meeting.

The TC Meetings will be held in Ontario, CA at IAPMO World Headquarters West Building. We have arranged an IAPMO room block at a reduced rate of \$107.00 per night for TC members who will attend the TC meeting. The cutoff date for reservations within the room block is September 25, 2013. You should call the hotel at (909) 937-0900 to make your reservations and mention the code ISW for the Uniform Swimming Pool, Spa & Hot Tub Code and/or the code IST for the Uniform Solar Energy & Hydronics Code Technical Committee Meetings to receive the reduced rate. This newsletter and other information are also available on the IAPMO website at <http://www.iapmo.org>.

Guests that are not TC members should contact the appropriate staff liaison listed below if they would like to receive the meeting materials. Please note all of the meeting materials will be displayed on a video screen at the front of the room should you not have a copy.

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 *USPSHTC* and *USEHC*. We look forward to seeing you in Ontario.

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Materials You Should Bring to the TC Meeting

October 28, 2013

- ✓ 2012 UNIFORM SWIMMING POOL, SPA & HOT TUB CODE
- ✓ 2013 Uniform Swimming Pool, Spa & Hot Tub Code Monograph
- ✓ Current committee roster
- ✓ IAPMO Regulations Governing Consensus Development
- ✓ This newsletter

October 29, 2013

- ✓ 2012 UNIFORM SOLAR ENERGY CODE
- ✓ 2013 Uniform Solar Energy & Hydronics Code Monograph
- ✓ Current committee roster
- ✓ IAPMO Regulations Governing Consensus Development
- ✓ This newsletter

Meeting Logistics

Location: IAPMO World Headquarters (West Building)
Ridenour Training Room
4755 E. Philadelphia St
Ontario, CA 91761

Office: (909) 472-4100

Fax: (909) 472-4246

Travel Information

IAPMO's Travel Department will arrange your travel as requested. You may contact Gennelle Crouch at (909) 472-4207 or Liz Otto (909) 472-4123. Doubletree Ontario Airport Hotel is located at 222 North Vineyard Avenue, Ontario, CA 91764.

Ontario Airport is approximately 2 miles from the Doubletree Ontario Airport Hotel.

Taxi fare is approximately \$10.00 from Ontario Airport to the Doubletree.



Shipping Packages to IAPMO

Some of you may wish to ship material directly to IAPMO. A few important procedures must be followed to ensure that packages are accounted for and delivered promptly.

We ask 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: IAPMO will not be responsible for mislabeled packages.

<p>Sample Label: Jerry the Engineer, Arrival Date 10/28/13 IAPMO 4755 E. Philadelphia Street Ontario, CA 91761 Tel: 909-472-4100</p> <p>RE: IAPMO SWIMMING POOL or SOLAR ENERGY & HYDRONICS CODES TC MEETINGS October 28 – 29, 2013</p>

TC Meeting Specifics

Regulations Governing Consensus Development of the Uniform Swimming Pool, Spa & Hot Tub Code (USPSHTC) and Uniform Solar Energy & Hydronics Code (USEHC).

All actions at and following the TC meetings will be governed in accordance with the IAPMO Regulations Governing Consensus Development of the *USPSHTC* and *USEHC*. The latest Regulations appear on the IAPMO website and will be available at the TC meetings. All committee actions will be in accordance with the Regulations Governing Consensus Development of the *USPSHTC and USEHC*. 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 publications of the *USPSHTC* and *USEHC*. Consequently, committees must follow the regulations and procedures.



Proposals

There will be only one mailing of proposals (the monograph) that will be arranged by item number. 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.

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.

Committee Actions

The following are the actions permitted by the Regulations Governing Consensus Development 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 and 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, preferably technical in nature, must indicate why the proposal was not acceptable as submitted.

Reject the proposal - The committee rejects the proposal. 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, preferably 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, preferably technical in nature, which 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.
- 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 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 are not permitted.

Attendance at all IAPMO TC meetings is open.

Participation in an IAPMO TC meeting 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, Section 4.3)

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.

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 meetings are scheduled to start at 8:00AM and end at 5:00PM each day. There will be a Continental Breakfast served in the meeting room beginning at 7:00 a.m. Beverages will be served until mid-morning. Lunch will not be hosted.

Please note, that because of the number of proposals received, the meeting may be extended until later in the day.



Preliminary Agenda

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

Swimming Pool, Spa & Hot Tub TC:

Monday – October 28, 2013 - 8:00 a.m. to 5:00 p.m.

1. Call to Order
2. Chairman Comments
3. Self Introductions
4. Review and Approval of Agenda
5. Approval of minutes - Previous Meeting (Ontario, CA; October 28, 2011)
6. Review all code change proposals
7. Other business
8. Next scheduled meeting
9. Adjournment

Solar Energy & Hydronics TC:

Tuesday – October 29, 2013 - 8:00 a.m. to 5:00 p.m.

1. Call to Order
2. Chairman Comments
3. Self Introductions
4. Review and Approval of Agenda
5. Approval of minutes - Previous Meeting (Ontario, CA; October 27, 2011)
6. Review all code change proposals
7. Other business
8. Next scheduled meeting
9. Adjournment

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