



IAPMO Technical Committee Newsletter March 2018

Ladies and Gentlemen:

We are pleased with your participation in the processing of proposed changes to the *2021 UNIFORM PLUMBING CODE (UPC)* and the *2021 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 Technical Committee Meetings this year will be held in Ontario, California at the Doubletree Hotel. We have arranged a limited IAPMO Room Block at a base rate of \$159.00 per night for TC members and a limited number of guests wishing to attend the TC meetings. The cutoff date for reservations within the room block is April 14, 2018. You should call the hotel at (909) 937-0900 to make your reservations or go to https://secure3.hilton.com/en_US/dt/reservation/book.htm?execution=e1s1 to reserve online. This newsletter and other information are also available on the IAPMO website at <http://codes.iapmo.org/>. Should you have any questions, please contact Alma Ramos at (909) 230-5528 or by email at alma.ramos@iapmo.org.

Staff liaisons will email a link for the 2018 UPC/UMC Monograph no later than April 13, 2018. Please note all proposed referenced standards will be available for review no later than April 13, 2018, on the Kavi site. Also, all 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. 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 Ontario.

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Materials You Should Bring to the TC Meetings

Mechanical Technical Committee Meeting

- ✓ 2018 UNIFORM MECHANICAL CODE
- ✓ 2018 UMC Monograph
- ✓ Technical Committee Roster
- ✓ 2021 UPC/UMC Timeline
- ✓ IAPMO Regulations Governing Committee Projects
- ✓ Codes and Standards Development Process Document
- ✓ This newsletter

Plumbing Technical Committee Meeting

- ✓ 2018 UNIFORM MECHANICAL CODE
- ✓ 2018 UMC Monograph
- ✓ Technical Committee Roster
- ✓ 2021 UPC/UMC Timeline
- ✓ IAPMO Regulations Governing Committee Projects
- ✓ Codes and Standards Development Process Document
- ✓ This newsletter

Meeting Logistics

Location: Doubletree by Hilton Hotel (Doubletree Ballroom)
222 North Vineyard Avenue
Ontario, CA 91764

Hotel Phone: (909) 937-0900

Travel Information

If you need any assistance with your travel arrangements, you can contact Liz Otto at (909) 472-4123 or Mary Moran at (909) 472-4100 ext. 6055.

Ontario Airport is approximately 2 miles from the Doubletree Hotel. The airport provides free shuttle service to the hotel.

Shipping Packages to the Hotel

Some of you may wish to ship material directly to the hotel. The Doubletree 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 are 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 5/14/18
Doubletree Hotel
222 North Vineyard Avenue
Ontario, CA 91764
Tel: 909-937-0900
RE: IAPMO TC MEETINGS
May 15-18, 2018

TC Meeting Specifics

Proposals

Please download the monograph for your convenience before the meeting as hard 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, please do so before the meeting. Internet access is provided for technical committee members during the hearings to review proposed referenced standards on the KAVI website.

Regulations and Operating Procedures

All actions at and following the TC meetings will be governed by the IAPMO Regulations Governing Committee Projects. The latest Regulations appear on the IAPMO website at <http://codes.iapmo.org/>. 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 *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 Group will be reporting back to the TCs as previously requested by the TC Chair.

To the Mechanical TC:

Report of Factory-Made Duct Task Group (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 committee can simply indicate acceptance. The committee should add a committee statement explaining the action if, for example, the committee does not agree with all the substantiation or supporting data or has some 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 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 to 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 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 limited to committee members and IAPMO staff. Participation by guests is limited to individuals who have previously requested to the Chair time to address the committee on an 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 attend 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

There will be a Continental Breakfast served in the meeting room each day between 7:00 AM and 8:00 AM. Beverages will be served until mid-morning and a light snack will be available in the afternoon. Lunch will not be hosted. The Technical Committee Meetings will be held in the Doubletree Ballroom. The meetings are scheduled to start at 8:00 AM and end at 5:00 PM each day.

Tentative Schedule [times may vary based on tentative order of discussion]

Tuesday, May 15, 2018	UMC proposals to be heard
Wednesday, May 16, 2018	UMC proposals to be heard
Thursday, May 17, 2018	UPC proposals to be heard
Friday, May 18, 2018	UPC proposals to be heard

Preliminary Agenda

The following is an outline of the agendas for the TC meetings. Because of the 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.



Mechanical TC:

1. Call to Order
2. Chairman Comments
3. Announcements
4. Self-Introductions
5. Review and Approval of Agenda
6. Approval of Minutes of Previous Meeting (Via Teleconference on April 9, 2018)
7. Report of Factory-Made Duct Task Group (Chair)
8. Review Code Change Proposals
9. Other business
10. Next scheduled meeting
11. Adjournment

Plumbing TC:

1. Call to Order
2. Chairman Comments
3. Announcements
4. Self-Introductions
5. Review and Approval of Agenda
6. Approval of Minutes of Previous Meeting (Via Teleconference on April 10, 2018)
7. Review Code Change Proposals
8. Other business
9. Next scheduled meeting
10. Adjournment