



IAPMO Technical Committee Newsletter January 2024

Ladies and Gentlemen:

We are pleased with your participation in the processing of proposed changes to the *2027 UNIFORM PLUMBING CODE (UPC)* and the *2027 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 the meeting materials that we will be reviewing many proposals.

The Technical Committee Meetings this year will be held in San Diego, California at the Westin Bayview. We have arranged a limited IAPMO Room Block at a base rate of \$299.00 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 5, 2024. You should call the hotel at (619) 239-4500 to make your reservations or click on the following link for the [IAPMO Special Rate](#) to reserve online. This newsletter and other information are also available on the IAPMO website at <https://www.iapmo.org/code-development>. 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 2024 UPC/UMC Monograph no later than April 1, 2024. Please note all proposed referenced standards will be available for the UPC/UMC Technical Committee to review no later than April 1, 2024, on the Kavi site. The meeting materials will be displayed on a video screen at the front of the room should you not have a copy during the meeting sessions.

This newsletter contains valuable information about TC meeting logistics, and meeting procedures. We hope you find it useful.

We believe that the meeting will be 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 San Diego.

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Materials You Should Have for the TC Meetings

Plumbing Technical Committee Meeting

- ✓ 2024 UNIFORM PLUMBING CODE
- ✓ 2024 UPC Monograph
- ✓ Technical Committee Roster
- ✓ 2027 UPC/UMC Timeline
- ✓ IAPMO Regulations Governing Committee Projects
- ✓ Codes and Standards Development Process Document
- ✓ This newsletter

Mechanical Technical Committee Meeting

- ✓ 2024 UNIFORM MECHANICAL CODE
- ✓ 2024 UMC Monograph
- ✓ Technical Committee Roster
- ✓ 2027 UPC/UMC Timeline
- ✓ IAPMO Regulations Governing Committee Projects
- ✓ Codes and Standards Development Process Document
- ✓ This newsletter

Meeting Logistics

Location: The Westin San Diego Bayview
1051 Columbia Street
San Diego, CA 92101

Hotel Phone: (619) 239-4500

Travel Information

If you need any assistance with your travel arrangements, you can contact our Travel Department at travel@iapmo.org.

San Diego Airport is approximately 3 miles from the Westin Bayview Hotel. The Hotel has free shuttle service from 6am-11pm.



TC Meeting Specifics

Proposals

Please download the monograph for your convenience before the webinar meeting as hard copies will **not** be provided. It is suggested that those of you who must consult with others regarding your proposals at the TC meeting, please do so before the webinar meeting.

Regulations and Operating Procedures

All actions at and following the TC meetings will be governed by the [IAPMO 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 *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 Plumbing TC:

Report of the Adult Changing Station Task Group (Chair)

To the Mechanical TC:

Report of the UMC Legionella 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 substantiations 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 a 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 recording devices 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 the Chair time to address the committee on an item or individuals who wish to speak to public comments that they submitted. When a guest addresses the committee, equal opportunity shall be afforded those with opposing views. (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 webinar 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.



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 Emerald 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]

Monday, May 6, 2024	UPC proposals to be heard
Tuesday, May 7, 2024	UPC proposals to be heard
Wednesday, May 8, 2024	UPC proposals to be heard
Thursday, May 9, 2024	UMC proposals to be heard
Friday, May 10, 2024	UMC 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.

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 18, 2023)
7. Report of the Adult Changing Station Task Group (Chair)
8. Review Code Change Proposals
9. Other business
10. Next scheduled meeting
11. Adjournment

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 19, 2023)
7. Report of the UMC Legionella Task Group (Chair)
8. Review Code Change Proposals
9. Other business
10. Next scheduled meeting
11. Adjournment