



NFPA[®]



AN INTRODUCTION TO THE NFPA STANDARDS DEVELOPMENT PROCESS





Safety Is Everybody's Business

Disasters can occur anywhere, and they often occur when least expected. NFPA® standards provide ways to prevent their occurrence, manage their impact, and protect society. One of the most notable features of NFPA's Standards Development Process is that it is a full, open, consensus-based process. "Full consensus" means that anybody can participate and expect fair and equal treatment because safety is everybody's business.

NFPA's unique standards development process incorporates a balance of interests and ensures that all affected parties have a voice.



A Uniquely Open Process

NFPA® standards trace their origins to the 19th-century development of automatic sprinkler systems. From the beginning, sprinklers performed well as extinguishing devices; however, they were installed in so many different ways that their reliability was uncertain.

In 1895, a small group of concerned citizens representing sprinkler and fire insurance interests gathered in Boston, Massachusetts, to discuss the different approaches of sprinkler design and installations. At the time, nine radically different standards for pipe sizing and sprinkler spacing could be found within 100 miles of the city. This installation nightmare needed resolution. To address the problem, the group created a standard for the uniform installation of sprinklers. This standard, eventually NFPA 13, *Standard for the Installation of Sprinkler Systems*, prompted the creation of NFPA as an organization and was NFPA's first safety document. Today, NFPA develops more than 300 safety standards that deal with a myriad of subjects related to fire, electrical, chemical, building, and life safety.

NFPA standards can be found in use throughout the world. Whether a computer room in the Pentagon, a research station in Antarctica, a power plant in the Middle East, the space shuttle, the hometown drycleaner, or perhaps a historical library in Scotland, NFPA standards are used to provide safety to life and protection of property.

What the NFPA Process Can Do for You

Who Is NFPA?

NFPA grew out of that first meeting on sprinkler standards. The Bylaws of the Association first established in 1896 embody the spirit of the standards development process. Article 2 of these bylaws states in part:

“The purposes of the Association shall be to promote the science and improve the methods of fire protection and prevention, electrical safety and other related safety goals; to obtain and circulate information and promote education and research on these subjects; and to secure the cooperation of its members and the public in establishing proper safeguards against loss of life and property.”

The NFPA mission is today accomplished by advocating consensus standards, research, training, and education for safety-related issues. NFPA Standards are developed by more than 260 Technical Committees comprised exclusively of volunteers and are adopted for use throughout the world. NFPA is a nonprofit membership organization with more than 60,000 members from over 100 nations, all working together to fulfill the Association's mission.

Who Are NFPA Members?

As a membership organization, NFPA consists of members including those who use or enforce standards to members of the public who are interested in safety. Currently, NFPA membership comprises:

- Insurance
- Business and industry
- Trade and professional associations
- Federal, state, and local government
- Health care facilities
- Safety equipment manufacturers and distributors
- Fire service
- Architects and engineers
- Other fields and disciplines

Although membership is encouraged for individuals to take full advantage of all NFPA has to offer, membership is not required to serve on a Technical Committee or to participate in the process.

The Making of an NFPA Standard

The NFPA Board of Directors has general charge of all activities of the NFPA. The Board of Directors issues rules and regulations that govern the development of NFPA Standards and appoints the 13-person Standards Council to oversee the Association's standards development activities, administer the rules and regulations, and to serve as an appeals body.

Members of the Standards Council are thoroughly familiar with the standards development functions of the Association and are selected from a broad range of interests. Appointed by and reporting to the Standards Council are the Technical Committees that serve as the primary consensus bodies responsible for developing and revising NFPA Standards. The Technical Committees act on proposed changes to NFPA Standards that are submitted by any interested party or the responsible Technical Committee.

To conduct work, Committees are designated to projects with a defined scope of activities. Depending upon the scope, a project may develop one standard or a group of related standards; the project may consist of a single Technical Committee or multiple Technical Committees coordinated by a Correlating Committee responsible for oversight of the project to resolve conflicts and ensure consistency.

Standards Development Process Facts:

- *Standards are updated every 3 to 5 years.*
- *Approximately 8,880 volunteers serve on NFPA Technical Committees.*
- *Technical Committees represent a balanced variety of interests.*
- *Approximately 260 Technical Committees are responsible for document development.*

For more than a century, NFPA has kept in step with the needs of the safety community, serving as an authoritative source for information, education, and timely research worldwide.

Rules and Participants

The *Regulations Governing the Development of NFPA Standards* ("Regs") establish the procedures for NFPA standards development. Other applicable NFPA rules include the Bylaws, the *Technical Meeting Convention Rules*, the *Guide for the Conduct of Participants in the NFPA Standards Development Process*, and the *Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council*. NFPA rules and regulations are included in this Directory and are available electronically on NFPA's website at www.nfpa.org/regs.

Participants in NFPA's standards development process include:

- Interested parties/stakeholders
- Technical Committees or Correlating Committees
- NFPA Members
- Standards Council
- NFPA Board of Directors

Starting a New Project

Anyone can submit a request for a project to develop a new NFPA Standard in accordance with the *Regs* by submitting a completed New Project Initiation Form at www.nfpa.org/newprojectidea. A notice is then published in *NFPA News* and on the NFPA website to solicit comments regarding:

- The need for the proposed project
- Information on organizations that may be involved or interested in the subject matter
- Available resource material
- An indication of who is willing to participate in the project if it is approved

Once the solicitation period ends, the Standards Council reviews all information received related to the proposed new project. If the Standards Council determines the proposed project should proceed, the project is assigned to an existing Technical Committee, or the Council establishes a new Technical Committee to begin standards development.

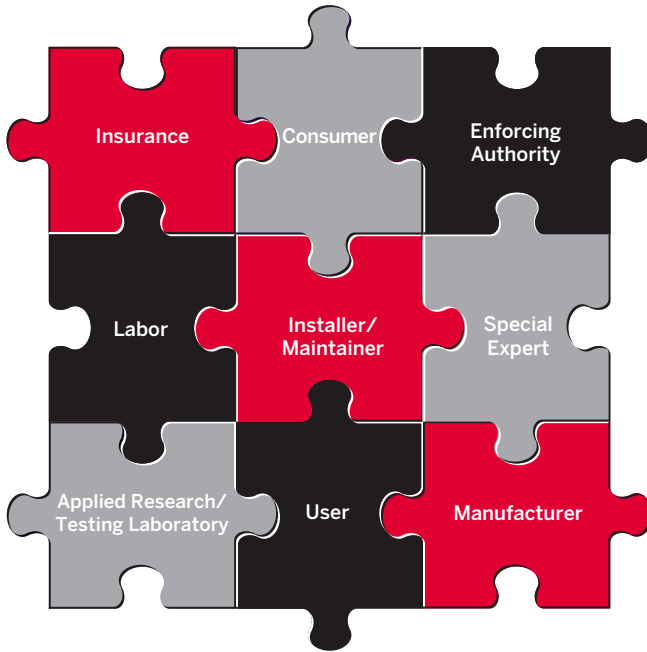
The mission of the nonprofit NFPA is "To help save lives and reduce loss with information, knowledge and passion."



Establishing a Consensus Body

Each Technical Committee serves as the consensus body responsible for developing and updating their respective NFPA Standard(s). Technical Committees are appointed by the Standards Council, represent a balance of interests, and appointment is based upon factors including technical expertise, professional standing, commitment to public safety, and the ability to bring to the point of view of interested people or groups. Each Technical Committee represents a balance of affected interests, with no more than one-third of the Committee being of the same interest category. Currently, NFPA has committee member classifications of:

Classification of Committee Members



The Standards Development Process

The NFPA process encourages public participation in the development of its standards. All NFPA Standards are revised and updated every 3 to 5 years. Typically, a standard's cycle takes approximately 2 years to complete. Each revision cycle proceeds according to a published schedule of the standards development process. The stages of NFPA Standards development include:

1. Public Input
2. Public Comment
3. NFPA Technical Meeting
4. Council Appeals and Issuance of Standard



STEP 1 - Public Input Stage

Public Input. Following the publication of the current edition of an NFPA standard, the development of the next edition begins. A new or revised NFPA standard enters its next revision cycle beginning with the acceptance of Public Input (PI): the public notice asking for anyone interested to submit input on an existing standard or a committee-approved new draft standard. The call for Public Input and related closing dates are published in *NFPA News*, the American National Standards Institute's *Standards Action*, on NFPA's website, and other topic-related publications. Submissions are accepted electronically on NFPA's website at www.nfpa.org/doc#next (example: for NFPA 101, go to www.nfpa.org/101next). Following the closing date for public input, the committee conducts a First Draft Meeting to respond to all public inputs.

First Draft (FD) Meeting. At the First Draft Meeting, the Technical Committee considers all Public Input and provides a response. The Technical Committee may use the input to develop proposed First Revisions to the Standard or may choose to do nothing. Meeting consensus of the committee's decisions are by simple majority. However, the final position of the Technical Committee is established by the ballot that follows.

Committee Ballot on First Revisions. The proposed First Revisions developed at the First Draft Meeting are balloted. Any failed First Revisions appear in the First Draft Report as "Committee Inputs." Text changes must achieve at least two-thirds support majority vote for a revision to be included as a First Revision in the First Draft Report.

First Draft Report Posted. First revisions that pass ballot are compiled and published as the First Draft Report on the document's information page. This report serves as documentation of the Input Stage and is published for review and comment. The First Draft Report consists of the First Revisions, the public's Public Input, Technical Committee Statements, and Ballot Statements and, if applicable, Correlating Committee Statements, notes, and ballot statements.

STEP 2 - Public Comment Stage

Public Comment. Once the First Draft Report is published, there is a Public Comment period during which anyone may submit a Public Comment in the form of suggested text on the First Draft. Any objections or further related changes to the content of the First Draft must be submitted at the Public Comment stage. After the Public Comment closing date, the Technical Committee conducts the Second Draft Meeting.

No Public Comments Received – Consent Document. If no Public Comments are received and the Technical Committee agrees that no Second Draft Meeting is needed, the document is sent directly to the Standards Council for issuance. Such documents are referred to as “Consent Standards.”

Second Draft Meeting. After the Public Comment closing date, if Public Comments are received or the committee has additional proposed revisions, a Second Draft Meeting is held. At the Second Draft Meeting, the Technical Committee reviews the First Draft and may propose additional revisions to the Standard. All Public Comments are considered and the Technical Committee provides an action or response to each. The Technical Committee uses the Public Comments to assist development of proposed Second Revisions to the standard. Parallel to the First Draft, the Technical Committee’s consensus is met with a simple majority vote. The final position of the Technical Committee however, is established by ballot.

Committee Ballot on Second Draft. The proposed Second Revisions developed at the Second Draft Meeting are balloted. Text changes must achieve at least a two-thirds majority vote in support to be included as a Second Revision in the Second Draft Report. Failed Second Revisions appear in the Second Draft Report as “Committee Comments.”

Second Draft Report Posted. Second revisions that pass ballot are compiled and published as the Second Draft Report on the document’s information page. The Second Draft Report serves as documentation of the Comment Stage and is published for public review. The report consists of the Second Revisions, Public Comments with corresponding Committee Actions, Committee Statements, Correlating Notes with respective Committee Statements, Committee Comments, Correlating Revisions, and Ballot Statements. This report also contains a list of Technical Committee and Correlating Committee members at the time of balloting. Once published, the public may review the Second Draft Report to determine whether to submit a Notice of Intent to Make a Motion (NITMAM) for further standards development consideration.

STEP 3 - NFPA Technical Meeting

Following completion of the Public Input and Public Comment stages, there is further opportunity for debate and discussion of issues at the NFPA Technical Meeting (Tech Session) held during the NFPA Conference & Expo® each June.

Notice of Intent to Make a Motion (NITMAM). Before making an authorized motion at an NFPA Technical Meeting, the submitter of the motion must file, in advance of the session and within the published deadline, a NITMAM. A NITMAM may be filed by anyone not satisfied with the work of the Committee who meets the requirement of 4.5.3.5 (c) or 4.5.3.6 of the NFPA Regs. A NITMAM is a proposed amending motion for NFPA Membership consideration and debate at the NFPA Technical Meeting. These motions are attempts to amend the Committee's recommended text published as the Second Draft.

Once filed, the Motions Committee then reviews all notices and certifies those deemed proper in accordance with the Regs. The Motions Committee can also, in consultation with the submitter of the motion, clarify the intent of each motion and combine motions that are dependent upon one another so that they can be made in one single motion at the NFPA Technical Meeting. The Motions Committee report is published in advance of the NFPA Technical Meeting and contains all certified amending motions. Only Certified Amending Motions and proper follow-up motions (motions that became necessary as a result of a previous successful amending motion) are permitted at the NFPA Technical Meeting. Standards receiving no NITMAMs move directly to the Standards Council for issuance (see Step 4).

The detailed rules regarding amending motions and who can make them are set forth in NFPA's Regs and NFPA *Technical Meeting Convention Rules*. Please consult and be familiar with these if you wish to bring an issue before the membership at an NFPA Technical Meeting.

Which NITMAMs Are Certified? The motions allowed by the NFPA Regs are those that propose amendments to the text of a standard based on published Second Revisions, Public Comments, and Committee Comments. Allowable motions include motions to accept Public Comments in whole or in part, to reject a Second Revision (change accepted by the Committee) in whole or part; motions to accept Committee Comments in whole or in part, to reject a Second Revision (change accepted by the Committee) in whole or in part and can include the related portions of First Revisions. In addition, under certain specified instances, motions can be made to return an entire NFPA Standard to the Committee; if successful, the Standard will not be issued and will be returned to the Committee to continue its work.

Action on Motions at the NFPA Technical Meeting. To make a Certified Amending Motion at the NFPA Technical Meeting, the maker of the motion or designated representative must confirm presence prior to the Technical Meeting. The presiding officer for the Technical Meeting opens the floor to motions on the respective Standards Certified Amending Motions as sequenced by the Motions Committee. Debate and voting on each motion proceeds in accordance with NFPA Regs. NFPA membership is not required to make or speak to a motion. Voting, however, is limited to NFPA members who joined at least 180 days prior to the session and who have registered for the Technical Meeting. At the close of debate on each motion, voting proceeds. The motion requires simple majority to carry. Successful amending motions are then balloted by the responsible Technical Committee for final recommendation of text.

STEP 4 - Council Appeals and Issuance of Standard

One of the primary responsibilities of the NFPA Standards Council, as the overseer of the NFPA standards development process, is to act as the issuer of NFPA Standards.

Consent Standards. Some standards receive no public comments and therefore, no NITMAMs are filed. In some cases, NITMAMs are submitted but none are certified by the Motions Committee. In either case, where no NITMAMs are submitted or no NITMAMs are certified, the standard is sent directly to the Standards Council for issuance. Such standards are referred to as “Consent Standards.”

Issuance of Standards and Appeals. When the Standards Council convenes to issue an NFPA Standard, it also hears any appeals related to the standard. Appeals are an important part of ensuring that all NFPA rules have been followed and that due process and fairness have continued throughout the standards development process. The Standards Council considers appeals based upon the written record and by conducting live hearings during which all interested parties can participate. Appeals are decided on the entire record of the process, as well as all submissions and statements presented. After deciding all appeals related to a standard, the Standards Council, if appropriate, proceeds to issue the document as an official NFPA Standard. Subject only to limited review by the NFPA Board of Directors, the decision of the Standards Council is final. The new NFPA Standard becomes effective 20 days after the Standards Council’s action of issuance.

Sequence of Events for the Standards Development Process

Once the current edition is published, an NFPA Standard is opened for Public Input.

Step 1 – Input Stage

- Input accepted from the public or other committees for consideration to develop the First Draft
- Technical Committee holds First Draft Meeting to revise Standard (23 weeks); Technical Committee(s) with Correlating Committee (10 weeks)
- Technical Committee ballots on First Draft (12 weeks); Technical Committee(s) with Correlating Committee (11 weeks)
- Correlating Committee First Draft Meeting (9 weeks)
- Correlating Committee ballots on First Draft (5 weeks)
- First Draft Report posted on the Doc Info Page

Step 2 – Comment Stage

- Public Comments accepted on First Draft (10 weeks) following posting of First Draft Report
- If Standard does not receive Public Comments and the Technical Committee chooses not to hold a Second Draft meeting, the Standard becomes a Consent Standard and is sent directly to the Standards Council for issuance (see Step 4) or
- Technical Committee holds Second Draft Meeting (21 weeks); Technical Committee(s) with Correlating Committee (7 weeks)
- Technical Committee ballots on Second Draft (11 weeks); Technical Committee(s) with Correlating Committee (10 weeks)
- Correlating Committee Second Draft Meeting (9 weeks)
- Correlating Committee ballots on Second Draft (8 weeks)
- Second Draft Report posted on the Doc Info Page

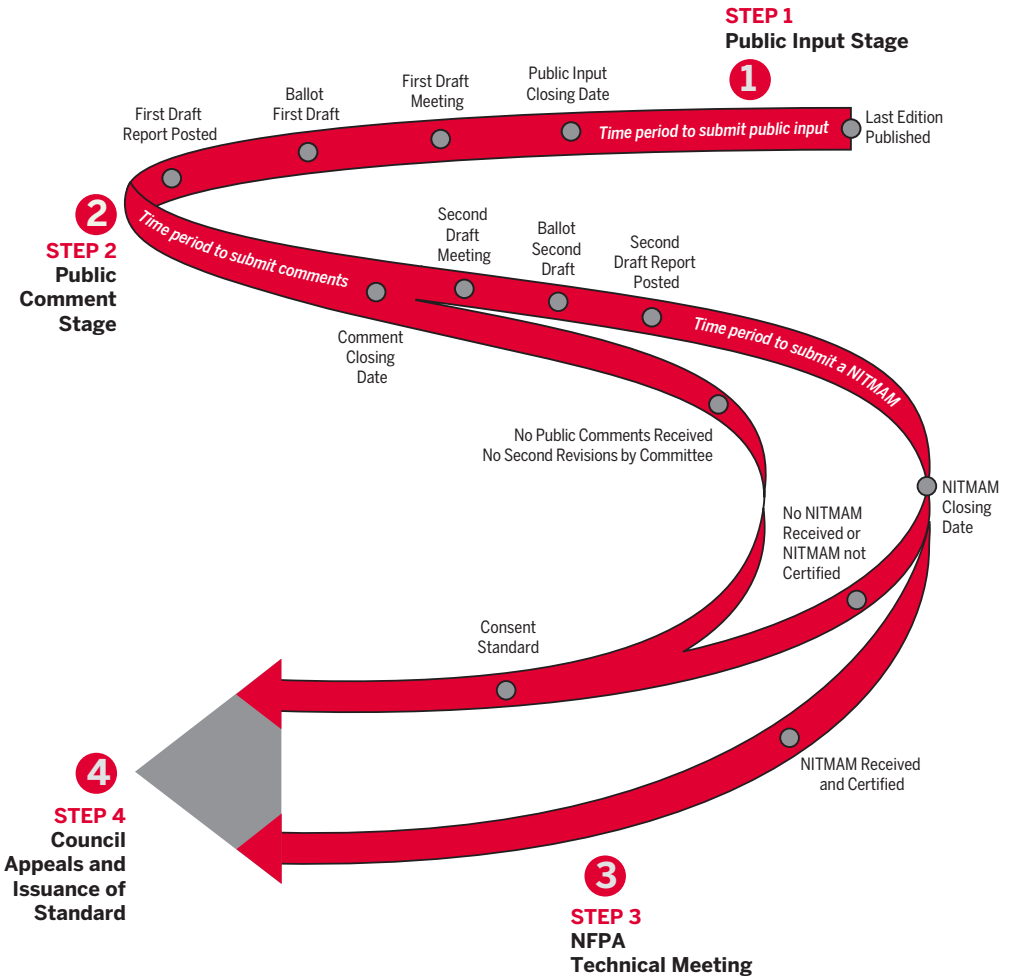
Step 3 – NFPA Technical Meeting

- Notice of Intent to Make a Motion (NITMAM) accepted (5 weeks) following the posting of Second Draft Report
- NITMAMs are reviewed and valid motions are certified by the Motions Committee for presentation at the NFPA Technical Meeting
- NFPA membership meets each June at the NFPA Technical Meeting to act on Standards with “Certified Amending Motions” (certified NITMAMs)
- Committee(s) vote on any successful amendments to the Technical Committee Reports made by the NFPA membership at the NFPA Technical Meeting

Step 4 – Council Appeals and Issuance of Standard

- Notification of intent to file an appeal to the Standards Council on Technical Meeting action must be filed within 20 days of the NFPA Technical Meeting
- Standards Council decides, based on all evidence, whether to issue the standard or to take other action

The Standards Development Process



Notes:

1. Time periods are approximate; refer to published schedules for actual dates.
2. Annual revision cycle documents receiving certified amending motions take approximately 101 weeks to complete.
3. Fall revision cycle documents receiving certified motions take approximately 141 weeks to complete.

Resources

NFPA Offers Resources to Support Its Standards Development Process and Improve Public Safety

NFPA documents are constantly evolving based on public input and the dedicated involvement of highly qualified committee volunteers. NFPA Technical Committees and others work to keep documents current with the latest knowledge and technologies. In addition to the time and resources contributed by thousands of dedicated volunteers, the Association helps facilitate the work of the Technical Committees and otherwise promotes NFPA's public safety mission with these important resources:

Technology Features: One of today's most important communication tools is the NFPA website, which provides direct support for the standards development process including the online submission system for public inputs and public comments. To view document and committee specific information including revision cycle schedules for each NFPA standard, go to the document information pages on our website at: www.nfpa.org/docinfo or direct at: www.nfpa.org/document# (example: www.nfpa.org/101).

Statistical Data: The Research, Data and Analytics Division produces a large range of statistical reports and special studies on various aspects of the nation's fire problems. This valuable information may be requested by Technical Committee Chairs or Staff Liaisons to assist in the standards development process.

Research: The Fire Protection Research Foundation (FPRF) is an important resource for the NFPA standards development process. The FPRF conducts independent research on specific topics of relevance to NFPA's technical committee projects. Research reports are published and utilized by Technical Committees as a resource for pertinent timely information. Occasionally, Technical Committees will actively seek specific research regarding the Technical Committee's document subject matter. The FPRF will determine whether a specific study has previously been conducted, and if it has not, FPRF can facilitate obtaining the needed information from research, testing, consulting, or other sources. To submit a proposed research project idea, use the Project Statement Form that is available on the FPRF website at: www.nfpa.org/Foundation. Technical Committee Staff Liaisons and FPRF staff can assist with this process. All submitted forms are evaluated in accordance with the FPRF Operating Principles for project acceptance and the FPRF Vetting Criteria for project prioritization (also available on the FPRF website). The FPRF is an important resource to help make NFPA codes and standards relevant, timely, credible, and state of the art.

Empowerment Through Education: The NFPA Public Education Division is the source of fire and life safety information. The Public Education Division works to eliminate fire deaths and injuries through community risk reduction efforts and effective public education programs.

The division focuses on three objectives:

- Being the primary source for fire and life safety information
- Continuously improving strategies to train the fire service on how best to reach high-risk populations
- Increasing awareness of and involvement in Fire Prevention Week

Activities within the division include outreach to national and state organizations as well as local fire departments and schools. The division uses multiple web-based platforms to reach different audiences, including nfpa.org, sparky.org, sparkyschoolhouse.org, and firepreventionweek.org. A variety of training sessions is provided at the state and national level comprising technically correct fire safety messaging developed by the Educational Messages Advisory Committee.

High-risk outreach activities designed to engage the elderly, very young, urban and rural poor, and individuals with disabilities are an integral part of NFPA's public education efforts. These activities include outreach to urban communities, older adults, individuals with disabilities and under privileged populations. Public education programs to address NFPA target audiences include the Learn Not to Burn® Preschool Program and Remembering When®: A Fire and Falls Prevention Program.

NFPA is the official sponsor of the annual Fire Prevention Week to increase public awareness of the importance of fire safety education. Fire Prevention week is held throughout the United States and Canada during the week of October 9, in remembrance of the anniversary of the Great Chicago Fire of 1871. For nearly a century, NFPA has established the theme and developed the proclamation signed by the President of the United States each year. NFPA also devotes resources to a campaign of theme-related products and materials to help communities promote local programs related to Fire Prevention Week.

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Literature Archives: The NFPA Research Library and Archives is the primary source of information for Technical Committees providing both current and archival information pertinent to NFPA standards. The library staff assists committee members in tracing changes to standards, providing previous substantiation and supporting documents, and researching the origins of an article or paragraph. The library contains a large fire science collection, boasting a collection of more than 28,000 books, technical reports, videos, journals, and non-NFPA standards. Unique to the collection are proceedings from NFPA and NBFU (the precursor to NFPA) annual meetings; papers presented at NFPA annual meetings; original NFPA and NBFU standards dating back to 1896; older technical committee reports and comments; and copies of NFPA publications.

Annual Conference: NFPA's Conference & Expo, held each June, is the premier educational event for fire, electrical, and life safety. In addition to premier educational sessions, the Conference & Expo hosts NFPA's Annual Meeting and the NFPA Technical Meeting ("Tech Session"). Rounding out the week of activities, the Tech Session provides the venue for proposed text changes to be presented, debated, and voted upon by the NFPA membership. The Annual Conference not only provides educational instruction and standards development activities, it features industry experts addressing today's issues along with hundreds of exhibitors offering products and solutions in the Exposition/Trade Show.

Worldwide Communications: NFPA's public affairs division oversees corporate communications, media relations, and outreach and advocacy campaigns for NFPA. As a go-to source for information about fire, the division works closely with the news media, especially following high-profile fire incidents and other disasters that impact us all.

Community Partnerships: In our role as the leading global advocate for fire and electrical safety, NFPA strives to reach global audiences with up-to-date knowledge and information. To better serve the safety community and our members, NFPA has established regional offices throughout North America and an International Operations Division with field offices serving Latin America, China, and the Middle East/North Africa region. NFPA's headquarters staff, domestic regional staff, and global field offices assist governments and fire safety advocates with the adoption, formal recognition, and use of NFPA codes and standards; identify and coordinate NFPA training opportunities; and facilitate NFPA outreach activities. NFPA publishes a wide range of codes, standards, periodicals, and public education materials in numerous languages, including Spanish, Portuguese, Arabic, and Chinese. All of these efforts combine to fulfill our mission to help save lives and reduce loss with information, knowledge, and passion.

Technical Questions: NFPA's Technical and Engineering Staff serve as the staff liaisons to the NFPA Technical Committees: the volunteer consensus bodies that develop the NFPA standards. Additionally, NFPA staff is available to NFPA members and public sector officials to answer questions about the standards. For more information about submitting your questions, please visit the "Technical Questions" tab on the document information pages.

Higher Learning: The Education and Development Department conducts specialized training seminars and workshops on NFPA standards and other safety-related subjects. These popular sessions are offered to the public, but are often held at the request of a particular audience. Training seminars and workshops are conducted globally, throughout the year, and provide the latest information on the application of NFPA standards, as well as other state-of-the-art safety-related technologies.

Certification: NFPA's Certification Department presently offers 11 recognized certification programs designed to document the minimum competency and professional recognition of those individuals within the specified field of practice. Based upon NFPA standards and technical publications, the certifications NFPA offers are Certified Electrical Safety Worker (CESW), Certified Electrical Safety Compliance Professional (CESCP), Certified Emergency Power Systems Specialist for Facility Managers (CEPSS), Certified Emergency Power Systems Specialist for Health Care Facility Managers (CEPSS-HC), Certified Fire Alarm ITM Specialist (CFAITMS) for Facility Managers, Certified Fire Protection Specialist (CFPS), Certified Fire Inspector I (CFI-I) and II (CFI-II), Certified Fire Plan Examiner (CFPE), Certified Life Safety Specialist – Health Care Facility Manager (CLSS-HC), and Certified Sprinkler ITM Specialist for Facility Managers (CSITMS). NEW NFPA certifications coming in 2018 are Certified Electrical Safety Technician (CEST), Certified Hazard Recognition Specialist (CHRS), Certified Water-Based Systems Designer (CWBSD), and Certified Wildfire Mitigation Specialist (CWMS).

Information regarding each program is available at www.nfpa.org/certification.

The Life Safety Code® and National Electrical Code® are in use in all 50 states and in numerous countries worldwide.

How NFPA Standards Are Used

NFPA standards are widely adopted and used as a basis for safety regulation by government agencies, as well as for private use and guidance by insurance companies, industry, professionals, and others in the areas of fire, electrical, building, and life safety. For example, NFPA aviation documents are referenced by airports throughout the world. As a further example, in the United States scores of NFPA standards have been referenced by the federal government's Occupational Safety and Health Administration, the Veterans Administration, the Department of Health and Human Services, the Department of Defense, and other federal agencies.

NFPA develops "full consensus" standards — standards built on a foundation of maximum participation and substantial agreement by a broad range of interests. This philosophy has led to the production of reasonable, usable standards that promote public safety yet do not stifle design or development. NFPA prides itself in supporting a flexible independent system that relies largely on volunteers who produce timely, high-quality, and consensus-based safety standards. Safety is everybody's business. Everyone deserves to be heard when it comes to safety. That's why, after more than 100 years, the NFPA standards process has evolved into one of the fairest and most effective consensus-based Standards Development Organization the world has ever seen.

Further Information

This pamphlet is intended to give general information on NFPA's standards development process. All participants, however, should refer to the rules and regulations for a full understanding of this process and for the rules that govern participation.

For further information on the NFPA standards development process, please visit the NFPA homepage at www.nfpa.org or consult the current edition of the NFPA Standards Directory. The homepage and the Standards Directory contain the *Regulations Governing the Development of NFPA Standards*, updated schedules for processing documents for the Annual and Fall revision cycles, the *Guide for the Conduct of Participants in the NFPA Standards Development Process*, and other important standards development information.

To obtain general information regarding the standards development process, contact:

NFPA Standards Administration Department
One Batterymarch Park, Quincy, MA 02169-7471 USA
Phone: 617-770-3000 (until 5:00 PM EST)
Fax: 617-770-3500
Email: stds_admin@nfpa.org

Other general information on the NFPA can be obtained by contacting:

NFPA Headquarters
One Batterymarch Park, Quincy, MA 02169-7471 USA
Phone: 617-770-3000 (until 5:00 PM EST) Fax: 617-770-0700
www.nfpa.org

NFPA Customer Contact Center
11 Tracy Drive, Avon, MA 02322
Service/Sales/Membership/Technical Questions
Email: custserv@nfpa.org

U.S. & Canada (both US & Canada and Outside of these locations)
Phone: 800-344-3555 (8:30-5:00 PM EST)
Fax: 800-593-6372

Outside U.S. & Canada
Phone: 508-895-8300
Fax: 508-895-8301

NFPA is an international nonprofit membership organization established in 1896 and dedicated to reducing the worldwide burden of fire and other hazards on the quality of life by providing and advocating consensus standards, research, training, and education.

Publishers of the National Fire Codes®, including the National Electrical Code® and the Life Safety Code®.