



NATIONAL FIRE PROTECTION ASSOCIATION

The leading information and knowledge resource on fire, electrical and related hazards

AN INTRODUCTION TO THE NFPA STANDARDS DEVELOPMENT PROCESS

2016





Safety Is Everybody's Business

Disasters can occur anywhere, and they often occur when we least expect them. 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 anyone 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, ensuring that all affected parties have a voice.



A Uniquely Open Process

NFPA standards trace their origins to the nineteenth 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 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 installation approaches. 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 had to be resolved. 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 nearly 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 Process can do for you

Who Is NFPA?

Founded in 1896, 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 on safety related issues. NFPA’s *National Fire Codes*® are developed by more than 279 Technical Committees comprised of approximately 8,880 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? Starting a New Project

As a membership organization, NFPA consists of members who use or enforce standards to members of the public who are interested in safety. Currently, NFPA membership is comprised of;

- Insurance (3%)
- Business and industry (5%)
- Trade and professional associations (6%)
- Federal, state, and local government (9%)
- Health care facilities (12%)
- Safety equipment manufacturers and distributors (12%)
- Fire service (20%)
- Architects and engineers (22%)
- Other fields and disciplines (11%)

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.

The Making of an NFPA Code or Standard

The NFPA Board of Directors has general charge of all of the activities of the NFPA. The Board of Directors issues all 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, to administer the rules and regulations, and to serve as the 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 respective Technical Committee.

To conduct their work, Technical 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 with oversight of the project to resolve conflicts and ensure consistency.

Standards Development Process Facts:

- *Standards are updated every three to five years.*
- *Approximately 8,880 volunteers serve on NFPA Technical Committees.*
- *Technical Committees represent a variety of balanced interests.*
- *Approximately 279 different 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 *NFPA Regulations Governing the Development of NFPA Standards* establish the procedure 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*. All rules and regulations are available upon request to NFPA or can be downloaded from NFPA's website at www.nfpa.org/regs.

Participants in NFPA's standards development process are as follows:

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

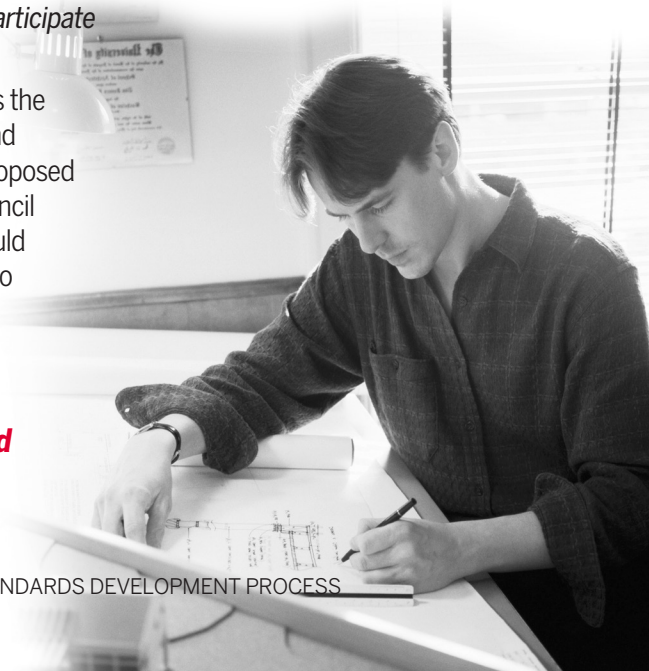
Starting a New Project

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

- *input on need on the proposed project;*
- *information on organizations that may be involved or interested in the subject matter;*
- *available resource material; and*
- *an indication of who is willing to participate in the project if it is approved.*

Once the public comment period ends the Standards Council reviews all input and information received related to the proposed new project and, if the Standards Council determines the proposed project should proceed, it either assigns the project to an existing Technical Committee or establishes a new one.

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



Establishing a Consensus Body

NFPA Technical Committees serve as the principal consensus bodies responsible for developing and updating all NFPA standards. Technical Committees are appointed by the Standards Council and represent a balance of interests. NFPA membership is not required to participate on an NFPA Technical Committee, and appointment is based on factors including technical expertise, professional standing, commitment to public safety, and the ability to bring the point of view of interested people or groups. Each Technical Committee is constituted so as to contain a balance of affected interests, with no more than one-third of the Committee from the same interest category (Technical committee member interest categories are identified below).

Classification of Committee Members



Insurance



Consumer



Enforcing
Authority



Labor



Installer/
Maintainer



Manufacturer



Applied Research/
Testing Laboratory



User



Special
Expert

The Standards Development Process

The NFPA process encourages public participation in the development of its standards. All NFPA standards are revised and updated every three to five years, in revision cycles that begin twice each year. Normally a standard's cycle takes approximately two years to complete. Each revision cycle proceeds according to a published schedule which includes final dates for each stage in the standards development process. The four fundamental steps in the NFPA Standards Development Process are:

1. Public Input;
2. Public Comment;
3. NFPA Technical Meeting (Tech Session); and
4. Standards Council Action (Appeals and Issuance of Standard).



STEP 1 - Public Input Stage

Public Input. Following publication of the current edition of an NFPA standard, the development of the next edition begins. A new or revised NFPA standard enters one of two revision cycles available each year (annual or fall cycle). The revision cycle initiates 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 date is published in *NFPA News*, the American National Standards Institute's *Standards Action*, on NFPA's website, among other publications. Submissions are accepted electronically on NFPA's website at www.nfpa.org/doc# (example: for NFPA 101, go to www.nfpa.org/101). Following the closing date, 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 and provides a response to all the Public Input. The Technical Committee may use the input to develop First Revisions to the standard. The First Draft documents initial meeting consensus of the committee by simple majority. However, the final position of the technical committee must be established by a ballot which follows.

Committee Ballot on First Draft. The First Draft developed at the First Draft Meeting is balloted: to appear in the First Draft, a revision must be approved by at least two-thirds of the Technical Committee. Any failed First Revisions appear in the First Draft Report as "Committee Inputs".

First Draft Report Posted. First revisions which pass ballot are ultimately compiled and published as the First Draft Report on the document's NFPA web 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 Draft, Public Input, Committee Input, Committee and Correlating Committee Statements, Correlating Notes, and Ballot Statements. Once published, the public may review the First Draft Report to determine whether to submit Public Comments on the First Draft.

STEP 2 - Public Comment Stage

Public Comment. Once the First Draft Report becomes available, there is a public comment period during which anyone may submit a Public Comment 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/holds their Second Draft Meeting.

No Public Comments Received-Consent Standards. Where no Public Comments are received and the 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 make additional revisions to the draft Standard. All Public Comments are considered, and the Technical Committee provides an action and response to each Public Comment. The Technical Committee uses the Public Comments to assist development of Second Revisions to the Standard. These actions results in the Second Draft. Similar to the First Draft, the Second Draft documents simple majority of the agreement of the Technical Committee during the meeting to establish a consensus and the final position of the Technical Committee must be established by a ballot.

Committee Ballot on Second Draft. The Second Revisions developed at the Second Draft Meeting are balloted. To appear in the second draft a revision must be approved by at least two-thirds of the Technical Committee to appear in the Second Draft. Any failed Second Revisions appear in the Second Draft Report as “Committee Comments”.

Second Draft Report Posted. Second revisions which pass ballot are ultimately compiled and published as the Second Draft Report on the document’s NFPA website. This Report serves as documentation of the Comment Stage and is published for public review. The report consists of the Second Draft, Public Comments with corresponding Committee Actions, Committee Statements, Committee Comments, Correlating Revisions, and Ballot Statements. Once published, the public may review the Second Draft Report to decide whether to submit a Notice of Intent to Make a Motion (NITMAM) for further consideration.

STEP 3 - NFPA Technical Meeting (Tech Session)

Following completion of the Public Input and Public Comment stages there is, further opportunity for debate and discussion of issues through the NFPA Technical Meeting that takes place at the NFPA Conference & Expo® each June.

Notice of Intent to Make a Motion (NITMAM). A NITMAM may be filed by anyone not satisfied with the work of the Committee and who meets the requirements of 4.5.3.5(c) or 4.5.3.6 of the regulations. A NITMAM is amending motion submitted to be heard by the NFPA Membership for consideration and debate at the NFPA Technical Meeting. These motions are attempts to change the resulting final Standard from the Committee's recommendations published as the Second Draft. The NFPA Technical Meeting provides an opportunity for the NFPA membership to amend the Technical Committee Reports (i.e. the Committee's or Panel's work) on each proposed new or revised Standard.

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. The Motions Committee appointed by the Standards Council reviews all notices and certifies all deemed proper in accordance with the *regs*. The Motions Committee can also, in consultation with the submitters of the motion, clarify the intent of each motion and combine motions that are dependent upon one another so made in one single motion at the NFPA Technical Meeting. A Motions Committee report is published in advance of the NFPA Technical Meeting listing all certified amending motions. Only Certified Amending Motions and proper Follow-Up Motions (motions which have become necessary as a result of previous successful amending motions) are permitted at the NFPA Technical Meeting. Standards receiving no NITMAMs move directly to Standards Council for issuance (see Step 4).

The detailed rules regarding amending motions that can be made and who can make them are set forth in NFPA's Regulations 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 Amending Motions are Certified? The motions allowed by NFPA rules 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 part; motions to accept Committee Comments in whole or in part, to reject a Second Revision (change accepted by the Committee) in whole or 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, Standard will not be issued and will be returned to the Committee to continue its work.

Who Can Make Amending Motions? Those authorized to make motions are also regulated by NFPA rules. In the case of a motion to accept a Public Comment or an Identifiable Part of a Public Comment, the maker of the motion is limited by NFPA rules to the original submitter of the Comment (or his or her duly authorized representative). In all other cases, anyone can make these motions. For a complete explanation, NFPA rules should be consulted.

Action on Motions at the NFPA Technical Meeting. In order to make a Certified Amending Motion at the NFPA Technical Meeting, the maker of the motion or his or her designated representative must sign in before the Technical Meeting begins. The presiding officer for the Technical Meeting opens the floor to motions on the Standard from the list of Certified Amending Motions as sequenced by the Motions Committee. Debate and voting on each motion proceeds in accordance with NFPA rules. The NFPA membership is not required to make or speak to a motion. Voting is limited on motions made to NFPA members who joined at least 180 days prior to the session and are registered for the Technical Meeting. At the close of debate on each motion, voting takes place and the motion requires a simple majority vote to carry. Successful amending motions must then be confirmed by the responsible Technical Committee by ballot.

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 official issuer of all NFPA standards.

Consent Standards. Some standards receive no challenged proposed changes, and therefore, no NITMAMs are filed. In some cases, NITMAMs are submitted but none are certified as proper by the Motions Committee. In either case, where no NITMAMs are submitted or no NITMAMs are certified as proper for a specific standard, the standard is not placed on the agenda for the NFPA Technical Meeting, but rather is sent directly to the Standards Council for issuance. Such standards are “Consent Standards”.

Issuance of Standards. 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 assuring 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 Standard 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 twenty days following the Standards Council’s action of issuance.

Sequence of Events for the Standards Development Process

Once the current edition is published, a 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

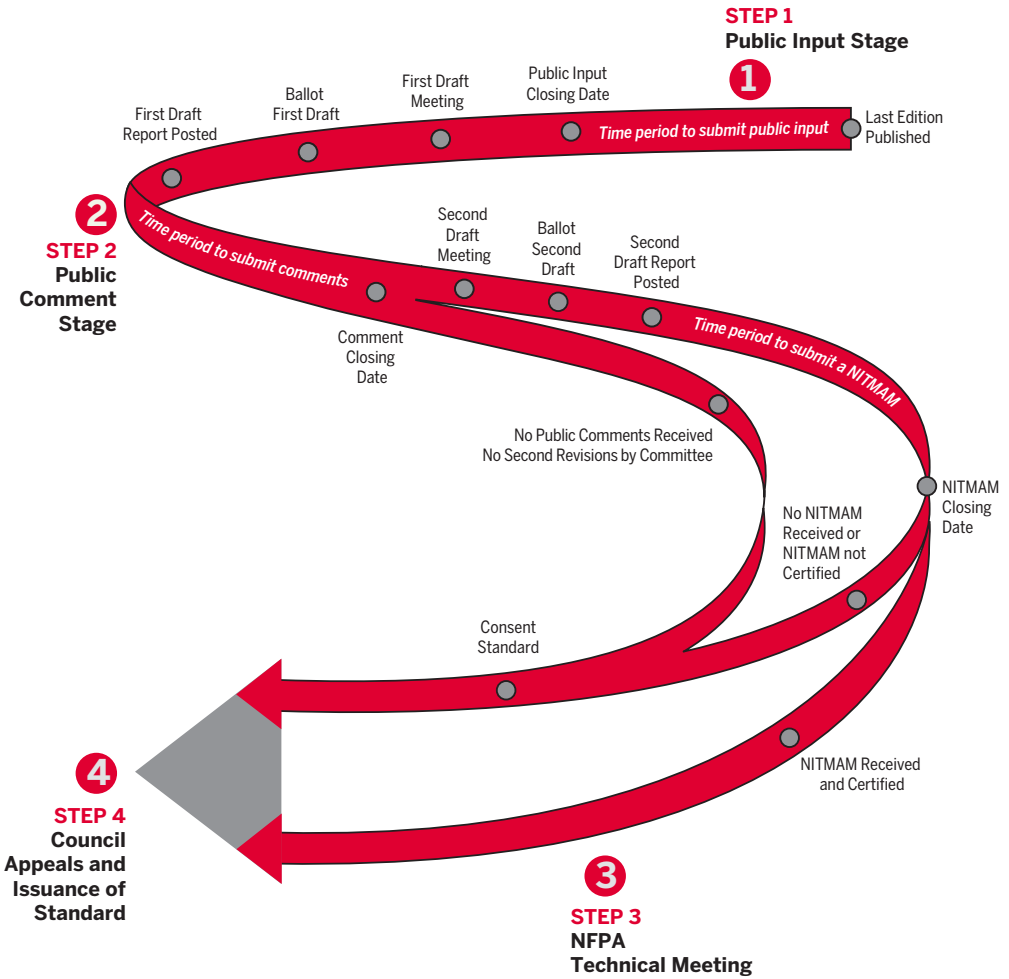
Step 3 – NFPA Technical Meeting

- 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 upon 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 the 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 electronic submission system for public input and public comments. To view document and committee specific information for each NFPA standard, go to the document information pages on our website at: www.nfpa.org/document# (example: www.nfpa.org/101).

Statistical Data: The Fire Analysis and Research Division's One-Stop-Data-Shop (OSDS) produces a large range of annual reports and special studies on various aspects of the nation's fire problems. National estimates of specific fire problems are generally compiled from the NFPA survey with details from the United States Fire Administration's National Fire Incident Reporting System (NFIRS). Various other data resources are also used as appropriate. The data from the OSDS provides valuable information which 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. Some of these projects are completed using the FPRF/NFPA Code Fund, supported each year by a financial contribution from NFPA. Any representative from the Technical Committees can submit project requests to the Code Fund which are reviewed annually.

Empowerment Through Education: The NFPA Public Education Division is the source of fire and other hazard information to reduce residential fire deaths, injury, and property loss. 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 local fire departments and schools through fire safety campaign kits and an annual Scholastic project; networking with state/provincial fire safety educators; providing fire safety information on nfpa.org and fun activities on sparky.org; advancing various training opportunities at the NFPA Conference & Expo; producing the monthly Safety Source e-newsletter; and maintaining technically correct fire safety messaging through the Educational Messages Advisory Committee.

High-risk outreach activities designed to engage the very old, very young, urban and rural poor, and people with disabilities are an integral part of NFPA's public education efforts. These activities include outreach to urban communities, older adults, people with disabilities and under privileged populations. NFPA's public education programs 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 U.S. and Canada during the week of October 9, in remembrance of the anniversary of the Great Chicago Fire. 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.

Literature Archives: The Charles S. Morgan Technical Library is the primary keeper of resources used by Technical Committees to obtain both current and archival information pertinent to NFPA standards. Library staff assist 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 is hosted annually each June and is one of the premier events in promoting and educating on safety. The Conference & Expo includes both the NFPA Annual Meeting and the NFPA Technical Meeting (where NFPA proposed standards are brought to the NFPA membership for debate and voting). The event also features guest speakers, hundreds of educational programs, and the country's largest exposition on fire and life safety products and services.

Worldwide Communications: NFPA Public Affairs Department oversees the corporate communications activities of the Association and coordinates public awareness and media inquiries, especially following highly publicized fire incidents and other disasters as the news media and others look to NFPA for information.

Community Partnerships: To better serve the safety community, other constituents, and our members, NFPA established Regional Offices throughout North America and an International Operations Division with offices in Asia, Europe, and Latin America. The primary objective of these global offices is to assist constituents with the adoption and formal recognition for the use of NFPA standards. NFPA endeavors to reach every audience with necessary safety information and publishes a wide range of handbooks, reference books, textbooks, videos, field guides, and training manuals in multiple languages.

Technical Questions: NFPA's Technical and Engineering Staff serve as the staff liaisons to the NFPA Technical Committees that develop the NFPA standards. Additionally, staff members are available to NFPA members and public sector officials to answer questions about the standards. Each year, the staff handles tens of thousands of inquiries. For more information about submitting your questions, please visit the "Technical Questions" tab on the document information pages.

Higher Learning: The Professional Development Department conducts specialized training seminars and workshops on NFPA standards and other safety-related subjects. These popular sessions are offered to the general public, but are often held at the request of a particular audience. Training seminars and workshops occur regularly throughout the world 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 seven recognized certification programs designed to document the minimum competency and professional recognition of those individuals within the specified field of practice. Based upon NFPA standard, and technical publications, the programs are: Certified Electrical Safety Worker (CESW); Certified Electrical Safety Compliance Professional (CESCP); Certified Fire Protection Specialist; Certified Fire Inspector I (CFI-I) and II (CFI-II); Certified Fire Plan Examiner; and Certified Life Safety Specialist – Health Care Facility Manager (CLSS-HCFM).

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, and 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 actual 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 related information.

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

NFPA Codes & 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

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

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®.