



How to Submit a New Standard

Deadline-February 11, 2019

This informational page explains the necessary steps for proposing new standards for inclusion in the Group B 2019 Code Change Monograph. In accordance with ICC's Code Development Procedures Council Policy 28, proponents must provide the ICC with two copies of each proposed new standard on or before **FEBRUARY 11, 2019**. Failure to provide a standards copy by the deadline will result in the code change being ruled as incomplete and the code change will not be processed.

A. In order to comply with CP 28, please

- ✓ **SUBMIT** an authorized copy of the proposed standard to the ICC by uploading the standard via cdpACCESS®, emailing the standard separately to refstandards@iccsafe.org or mailing two hard copies of the standard to the ICC Central Regional Office in Country Club Hills, IL.
- ✓ **EMAIL** the required new standard copy for ICC internal use to the ICC Secretariat of the applicable committee at refstandards@iccsafe.org. *Note: This copy will not be posted without the written permission to post from the standards promulgator.*
- ✓ **MAIL** the required new standard copy for ICC internal use (paper, CD or Flash Drive) to:
Attn: Codes and Standards Department, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478

B. Further, it is requested that copies be provided to committee members that rule on code change proposals at the Committee Action Hearings. In addition to new standards, copies of referenced standards proposed for inclusion in code text already in the Codes should be provided to the respective committee as well. Typically a code committee is comprised of 15 members. To provide a standard copy to each committee member, please

- ✓ **SEND** standards copies to the applicable code committee members via U.S mail using the committee address roster. Committee mailing address roster requests can be sent to refstandards@iccsafe.org. *Note: It is the sole responsibility of the proponent to distribute the standards directly to committee members.*
- ✓ **PROVIDE** an authorized standards copy accompanied by written permission from the standards promulgator indicating that their standard can be posted to a password-protected intranet site solely created for ICC Internal use and code committee member viewing purposes. Written permission documentation should be sent to refstandards@iccsafe.org or uploaded in cdpACCESS® via the Attachment tab.

Note 1: It is strongly recommended that the standard files you send to ICC, for posting to ICC's password-protected intranet site, be PDF-formatted documents that are unlocked with no required passwords.

Note 2: ASTM standards can be requested for posting by contacting Steve Mawn at smawn@astm.org. As a courtesy, a special ASTM website is available to Code Committee members for the viewing of proposed ASTM standards. To ensure accurate posting of proposed ASTM standards, please provide Mr. Mawn with the complete standard title and specific year/version that you would like posted to the ASTM site. It is the sole responsibility of the proponent to contact ASTM to ensure the posting of ASTM standards. Any and all questions regarding ASTM standards should be directed to Mr. Mawn.

Remember the deadline is **February 11, 2019**. If you have further questions, feel free to contact the Codes and Standards Department at 1-888-422-7233, ext. 4345 or at refstandards@iccsafe.org.