NOTICE

INSTRUCTIONS FOR SUBMITTING A PROPOSED CHANGE TO THIS STANDARD UNDER CONTINUOUS MAINTENANCE

This standard is maintained under continuous maintenance procedures for which IES has established a documented program for regular publication of addenda or revisions, including procedures for timely, documented, consensus action on requests for change to any part of the standard. Committee consideration will be given to proposed changes by June 30 if proposed changes are received by the IES Director of Technology no later than December 31. Proposals received after December 31 shall be considered by the Committee no later than June 30 of the following year.

Submittal format
Proposed changes must be submitted to the IES Director of Technology in the announced published format. However, changes may be accepted in an earlier published format, if the differences are immaterial to the proposed change submittal. If the Director of Technology concludes that a current form must be utilized, the proposer may be given up to 20 additional days to resubmit the proposed changes in the current format.

Specific changes in the text or values are required and must be substantiated. Any change proposals that do not meet these requirements will be returned to the proposer. Supplemental background documents to support changes submitted may be included.

Submission to Committee Chair
The Director of Technology shall forward proposed changes received on appropriate forms to the Committee chair for assigning to designated Committee members (responders) to develop responses to submitters of proposed changes.

Review and Clarification
Responders shall review proposals and should contact the proposer if necessary for clarification.

Response Recommendation
Designated responders shall draft a recommended Committee response, including any recommended changes to the standard. The responder's recommended responses shall be submitted to the Committee chair in electronic form usable by Society Staff, including any recommended changes to the standard in response to proposals received. (If a subcommittee is preparing a response see procedure under Exceptions above.)

Options for Committee responses are limited to:
  a) Proposed change accepted for public review without modification
  b) Proposed change accepted for public review with modification
  c) Proposed change accepted for further study
  d) Proposed change rejected

The responder shall provide reasons for any recommendation other than option a) “accepted for public review without modification.”

The designated responder shall not recommend option c) “proposed change accepted for further study” unless the further study can be completed by October 1 of that year and the Committee can then vote for option a), b), or d no later than November 15 of that year.

Editing
The Committee chair or his/her designee shall edit the draft responses and circulate the edited drafts to the Committee for review.
Committee Action
No later than June 30 of the year following the year that the proposal was submitted (e.g., June 2006 for proposals submitted by December 31, 2005), the Committee shall take documented, consensus action on each proposed change to any part of its standard, including proposed changes that Committee members have submitted. If the Committee fails to act by June 30, the proposal shall automatically be sent to the IES Technical Review Council (TRC) or Testing Procedures Committee (TPC) for consideration.

If the initial Committee action is option c) “proposed change accepted for further study;”, the Committee shall conduct a follow up vote with choices limited to options a), b), or d) no later than by November 15 of that year. If the Committee fails to conduct a follow-up vote by November 15, the proposal shall automatically be sent to the IES TRC or TPC for consideration.

The Committee chair or the chair’s designee shall notify the proposer of the action taken by the Committee. The Committee shall follow IES Committee Policies and Procedures for processing recommended changes to the standard.

August 31, 2009
INSTRUCTIONS FOR SUBMITTAL OF PROPOSED CHANGE TO IES STANDARD UNDER CONTINUOUS MAINTENANCE

Proposed changes must be submitted to the Director of Technology in MS Word (preferred). Proposed changes in other formats may be accepted if the differences are immaterial to the proposed change submittal. If it is determined that the current format must be utilized, the proposer may be given up to 20 additional days to resubmit the proposed changes. Submittals may be attached to email (preferred), submitted on diskettes or CD, or submitted in paper by mail or fax.

Specific changes in text or values are required and must be substantiated. Any change proposals that do not meet these requirements will be returned to the submitter. Supplemental background documents to support changes submitted may be included.

If a provision is proposed to be added or deleted, the text of the provision must be submitted in writing. If modification of a provision is proposed, the proposed text must be submitted utilizing the strikeout/underline format. (Strikeout text to be deleted and underline text to be added.) Please do not submit marked-up or highlighted copies of the standard.

1. INFORMATION ON REVIEW AND DISPOSITION OF PROPOSALS

All submittals received by IES are acknowledged and forwarded to the Committee for consideration. The Committee will inform submitters of the disposition of their substantive proposals. Committee consideration will be given to proposed changes according to the following schedule:

Deadline: December 31

Proposal Considered: By June 30

Committee consideration will be given to proposed changes by June 30 if proposed changes are received by the Director of Technology no later than December 31. Proposals received after December 31 shall be considered by the Committee no later than June 30 of the following year.

2. HOW TO ACCESS FORM FOR PROPOSING CHANGE TO AN IES STANDARD UNDER CONTINUOUS MAINTENANCE

The Form for Submittal of Proposed Change to an IES Standard Under Continuous Maintenance (Form) is available from rharrold@ies.org 212-248-5000 Ext 115.

3. ELECTRONIC PREPARATION/SUBMISSION OF FORM FOR PROPOSING CHANGES

An electronic version of each change, which must comply with the instructions in the Notice and the Form, is the preferred form of submittal to IES at the address shown below. The electronic format facilitates both paper-based and computer-based processing. Submittal in paper form is acceptable.
The following instructions apply to change proposals submitted in electronic form:

- Use the appropriate file format for your word processor and save the file in Microsoft Word (preferred)
- Please save each change proposal file with a different name (example, prop001.doc, prop002.doc, etc., for Word files).
- If supplemental background documents to support changes submitted are included, it is preferred that they also be in electronic form as word processed or scanned documents.

Electronic change proposals may be submitted either as files (MS Word preferred) attached to e-mail or on 3.5" floppy disk or CD. IES will accept the following as equivalent to the signature required on the change submittal form to convey non-exclusive copyright:

**Files attached to an email:** Electronic signature on change submittal form (as a picture; *.tif)

**Files on disk:** Electronic signature on change submittal form (as a picture; *.tif) or a letter with submitter's signature accompanying the disk or sent by facsimile (single letter may cover all of submitter's proposed changes).

**Submit e-mail or disks containing change proposal files to:**

Director of Technology  
IES  
120 Wall Street, 17th Floor  
New York, NY 10005-4001

E-mail rharrold@ies.org  
(Alternatively, mail paper versions to IES address or Fax: 212-248-5017.)
FORM FOR SUBMITTAL OF PROPOSED CHANGE TO IES STANDARD

NOTE: Use separate form for each comment. Submittals (MS Word preferred) may be attached to e-mail (preferred), submitted on diskettes or CD, or submitted in paper by mail or fax to IES, Director of Technology, IES, 120 Wall Street, 17th Floor, New York, NY 10005-4001. E-mail: rharroid@ies.org Fax 212-248-5017.

1. Submitter: ____________________________________________________________
   Affiliation: ____________________________________________________________
   Address:  __________________________________________________________________________
   City: __________________________________ State: ________________________________
   Zip: ___________________________ Country: ________________________________
   Telephone: __________________________ Fax: ________________________________
   E-mail:  __________________________________________________________________________

I hereby grant the Illuminating Engineering Society (IES) the non-exclusive royalty rights, including non-exclusive rights in copyright, in my proposals. I understand that I acquire no rights in publication of the standard in which my proposals in this, or other analogous, form is used. I hereby attest that I have the authority and am empowered to grant this copyright release.

Submitter's signature: __________________________________ Date: ______________

2. ____________________________________________________________________________
   Number and year of standard: __________

3. Clause (section), sub-clause or paragraph number; and page number: ________________________________

4. I propose to:  □ Change to read as follows  □ Delete and substitute as follows
   (check one)  □ Add new text as follows  □ Delete without substitution

Use underscores to show material to be added (added) and strike through material to be deleted (deleted). Use additional pages if needed.

5. Proposed change:
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

6. Reason and substantiation:
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

☐ Check if additional pages are attached. Number of additional pages:
☐ Check if attachments or referenced materials cited in this proposal accompany this proposed change.
   Please verify that all attachments and references are relevant, current, and clearly labeled to avoid processing and review delays. Please list your attachments here:
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
FORM FOR RESPONSE TO CHANGE PROPOSAL

Date: __________

IES Standard Title: ____________________________________________________________

Proposal Number: ____________________________________________________________

Responder’s Name: ____________________________________________________________

Address: ____________________________________________________________________

____________________________________________________________________________

Commentor: __________________________________________________________________

Telephone: __________________________ Fax ________________________________

Proposal Number(s): __________________________________________________________

____________________________________________________________________________

Committee Action:


Committee Response:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

cc: Director of Technology, IES, 120 Wall Street, New York, NY 10005-4001
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