THE STANDARD FOR SAFETY

UL'S STANDARDS DEVELOPMENT AND MAINTENANCE PROGRAM

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UL has a comprehensive program associated with the development, maintenance, and distribution of UL standards material. This document defines terminology, explains how UL addresses issues that arise during the standards development process, and highlights key aspects of the overall program to facilitate and promote effective participation.

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PART I – GENERAL INFORMATION ABOUT UL STANDARDS FOR SAFETY

Underwriters Laboratories Inc. (UL) is an independent, not-for-profit organization providing global conformity assessment programs and services. In addition to being a leader in product safety certification and conformity assessment services, UL is a world leader in standards development. Through more than a century of involvement in the standards and conformity assessment community, UL is recognized for its unrivaled technical expertise in the areas in which it develops standards. UL's Standards for Safety are used to evaluate and certify products and systems. These standards are used by manufacturers to help them design products and systems to meet the requirements for certification, by regulatory authorities who review the standard requirements to determine what products and systems are to be used in their jurisdictions, by code development organizations that adopt and reference UL Standards for Safety in their codes, and by certification organizations that apply UL requirements for product evaluations.

1 Glossary

The following terms are used in this document.

***ANSI (American National Standards Institute*)** – A private nonprofit organization that coordinates and administers the U.S. voluntary standards and conformity assessment system. ANSI also coordinates the U.S. participation in the development of international standards.

Appeals Panel – A standing impartial panel that will hear Administrative and Special Circumstances appeals pertaining to the development or revision of an ANSI/UL Standard.

Audited Designator – A standards development organization authorized by ANSI to self-declare recognition of its standards as American National Standards, without submitting the standards to the ANSI Board of Standards Review for approval.

CANENA (Council for Harmonization of Electrotechnical Standards of the Nations of the Americas) – CANENA is a not-for-profit organization that supports international electrotechnical standardization within the Americas. The purpose of CANENA is to facilitate and promote the development of harmonized electrotechnical codes and standards. CANENA is an industry-driven organization.

CSDS (Collaborative Standards Development System) – UL's paperless, web-based standards development system used to submit proposals, comment, and vote on proposals at any time of the day from any computer system with internet access. CSDS is open to anyone interested and is the only tool for participation in UL's standards development process; no hardcopy or e-mail comments are accepted.

Consensus – Consensus is considered achieved if there is approval by at least two-thirds of those members voting who have submitted a vote, excluding abstentions, negatives without comment, and negatives based on material not under consideration and a majority of the STP have returned a ballot.

Co-Published Standard – A standard that is published simultaneously by UL and another Standards Development Organization (SDO).

Harmonization Committee – A task group formed for any type of harmonization, answering to many different names: Harmonization Committee, Harmonization Task Force, Harmonization Working Group, International Harmonization Committee, Technical Harmonization Committee, Technical Harmonization Subcommittee.

International Standard – Typically, a standard developed and published by the International Electrotechnical Commission (IEC) or the International Organization for Standardization (ISO).

Legislative Format – The style used to propose edits to existing text. Wording to be inserted is shown underlined, while wording proposed for deletion is shown lined-out.

Primary Designated Engineer (PDE) – UL's global technical expert for the assigned UL standard who is responsible for driving integrity, global consistency and engineering quality throughout all UL operations in the UL family of companies. The PDE is UL's voting member on the Standards Technical Panel (STP).

Regionally Harmonized Standard – A regionally harmonized standard is developed in consideration of the requirements of a geographical region as opposed to only those requirements of a single country. Standards published by standards development organizations of two countries are considered "binational" standards, while those published by SDOs of three countries are considered "trinational" standards.

SDO (Standards Development Organization) – An organization that facilitates the development of standards and publishes these standards. Examples of SDOs include:

- ANCE (National Association of Standardization and Certification)
- ASTM (ASTM International)
- CSA (Canadian Standards Association)
- ISA (International Society of Automation)
- NFPA (National Fire Protection Association)
- UL (Underwriters Laboratories)
- ULC Standards

STP (Standards Technical Panel) – A Standards Technical Panel (STP) is a balanced group of individuals representing a variety of interest categories formed to review submitted proposals and to meet and discuss UL standards-related issues. An STP serves as the consensus body to review and vote on proposals prior to publication. The interest categories for a UL STP are defined as follows:

- ***Authority Having Jurisdiction (AHJ):*** Those involved in the regulation or enforcement of the requirements of codes and standards at the regional (e.g. state or province) and/or local level. The authority having jurisdiction may be a regional or local department or individual such as a fire chief; fire marshal; chief of a fire prevention bureau, state department of insurance official, labor department, or health department; building official; electrical inspector; or others having statutory authority.

- ***Commercial/Industrial User:*** Organizations that use the product, system, or service covered by the applicable standards under the STP in a commercial or industrial setting. Examples include a restaurant owner/operator serving on an STP for commercial cooking equipment, or a gas station owner/operator serving on an STP for flammable liquid storage tanks. Representatives of organizations that produce products, systems, or services covered by the standard, whose organizations also use the product, systems, or services, are not eligible for STP membership under this category.

- ***Consumer:*** Consumer organizations, consumer departments at universities, home economic departments at universities, professional consumers, individuals who use the product as part of their livelihood and are not eligible for STP membership under another interest category.

- ***General Interest:*** Consultants, academia, scientists, etc that are not covered by the other participation categories, such as professional societies, attorneys, and safety experts and trade associations. Companies that only private-brand label products (made by another manufacturer) covered by the STP. This includes all others not otherwise classified.

- ***Government:*** Representatives from national government agencies. For U.S. representatives these may include CPSC, FDA, EPA, DOT, DOE, DOD, NIST, etc. Also, representatives of regional (e.g. state or province) or local government bodies that do not fall under the category of AHJ.

- ***Producers:*** For standards establishing product requirements, a representative of a company that is engaged in the manufacture of products covered by the standard. For standards establishing requirements for the installation and/or servicing of products or systems, a representative of a company that is engaged in the installation and/or system servicing. A company which contracts out operations (such as fabrication and/or assembly for product manufacturing), but still retains some control of the overall process (including for example, performance of such major functions as research and development, design, ownership of tools and dies, production scheduling, quality control and wholesale distribution for product manufacturing) is also considered to be a producer. A consultant or agent who represents a producer is considered a producer.

- ***Supply Chain:*** Component producers for an STP responsible for standards covering end products, or end-product producers for an STP responsible for standards covering components; and installers, distributors, and retailers. Manufacturers who have no manufacturing facilities for the products covered by the STP, but solely use contract manufacturers to make the products are considered part of the supply chain category. Wholesale or retail purchase-resellers for products made by other companies are also considered as part of the supply chain category.

- ***Testing and Standards Organization:*** Organizations that test and/or certify products, services, or systems covered by the standard, or that develop standards/codes related to the products, services, or systems covered by the standard.

- ***International Delegate:*** An individual representing a National Standards Body outside the United States (e.g. JISC, DIN). This person is designated by the National Standards Body and approved by the STP Chair.

STP Chair – The person responsible for the leadership of the STP, determines membership, and ensures that the process is conducted in an efficient, effective, and timely manner. The STP Chair is a non-voting member of the STP.

STP Project Manager – The person who works closely with the STP Chair and STP members to process proposals, publish standards documents, maintain membership roster, and issue correspondence to STP members. The STP Project Manager is typically a non-voting member of the STP.

U.S. TAG (United States Technical Advisory Group) – A U.S. TAG is a committee accredited by ANSI for participation in ISO technical activities or appointed by the USNC for participation in IEC technical activities, which operates in compliance with the ANSI *Development of ANSI and USNC/IEC Policy and Technical Positions to ISO and IEC*. TAGs are administered by TAG Administrators, who are appointed by ANSI to be responsible for ensuring compliance with TAG procedures.

2 Content/Scope of a UL Standard for Safety

UL standards are typically identified as Standards for Safety and cover reasonably foreseeable risks associated with a product. Limitations applicable to the products covered by the standard are delineated in the Scope section of the standard.

UL standards are intended to:

- Identify requirements for evaluation of products and provide consistency in the application of these requirements.
- Provide guidance for development of products by manufacturers.
- Provide requirements compatible with nationally recognized installation codes so that Authorities Having Jurisdiction (AHJs) may judge their acceptability under installation codes. In addition, UL standards may also be used by AHJs as a basis for judging material or equipment outside the scope of the document by reason of size, rating, one of a kind, or the like.

The factors that impact UL's decision to develop a new standard or maintain existing standards include:

- Request for UL product certification in a new area.
- Request by a regulatory authority, government agency or consumer organization in which a new need is identified.
- Change in nationally recognized codes.
- Reports from the field pertaining to products currently in use.

- New technology not contemplated in current requirements.
- Harmonization with regional or international standards.

Generally, UL's standards shall be recognized as American National Standards where such recognition adds value to UL and its customers.

3 Standards Format and Style

UL makes final decisions on the format, style, and organization of UL standards. The on-line manual entitled *Style Manual for UL Standards for Safety* is intended for use by UL staff and persons or groups external to UL who are authoring draft standards or requirements intended for proposal and publication by UL. A draft standard, other than draft harmonized standards, developed in accordance with this manual facilitates processing by UL. Deviations from the UL style guidelines may result in substantial rework on the part of the author(s) in order to bring the draft into compliance.

4 Language

It is UL's policy to incorporate a mandatory writing style, to the extent possible, in the development and revision of all UL standards. Additionally, UL reserves the right to edit proposals that contain language identified as having the potential for legal problems.

5 Reference to Outside Standards

UL advocates the use of the most current versions of the outside standards it may reference. Any undated reference to a code or standard appearing in the requirements of a standard shall be interpreted as referring to the latest edition of that code or standard**.**

6 Metric Policy

It is UL's policy to incorporate both US Customary Units (inch-pound units) and International System of Units (SI units) within a standard, with the preferred unit of measurement dependent on market needs. A standard incorporating SI units as the preferred unit of measurement should specify measurements in SI units throughout the standard. Similarly, if inch-pound units are the primary units of measurement, then the standard should be written to include inch-pound units throughout the standard. The secondary unit of measurement is shown in parentheses. The on-line manual entitled *UL Metric Policy Manual* provides additional guidance units of measurement.

7 Copyrights

UL's standards-related materials are copyrighted and cannot be reproduced and distributed in any manner without sole permission from UL. UL standards are available for purchase.

All requests for permission to reproduce UL standards or excerpts from standards by electronic means, mechanical photocopying, recording, or otherwise, are to be submitted to UL's copyright contact. The request shall specify where and how the copyrighted material will be used. If approved, appropriate credit must be given to UL.

All proposals submitted to UL as part of the standards development process become the copyright of UL. Any proposals containing previously copyrighted text from other SDOs or from other sources must be accompanied by written permission from the copyright holder allowing UL to use the text.

8 Patent policy

UL adheres to its Patent Policy outlined in UL's *Approved Regulations Governing ANSI/UL Standards Technical Panels*. Additional information on the subject of patents is available from ANSI's Guidelines for Implementation of the ANSI Patent Policy or UL's Patent Policy.

9 Separation of Conformity Assessment Issues from Standards Issues

Issues that arise relative to certification issues are not for inclusion in the standard and are counter to the ISO/IEC Directive to separate conformity assessment schemes from the requirements of product standards. These include how requirements of the standard are implemented and accreditations associated with those performing the conformity assessments. Most UL Standards for Safety, unless clearly denoted as otherwise, are considered to be product standards.

Details regarding the implementation of new or revised requirements, such as effective date information, are related to certification and are not considered in the consensus procedures for the requirements of the standard. Implementation details, such as effective dates, are developed by certification organizations for the product category in parallel with the consensus development activities for the standard. In the case of UL certifications, UL researches and proposes an effective date to the STP and Subscribers for comment, considers input received, and then establishes the effective date. Establishment of the effective date is not part of the STP process.

10 UL's Certification Organization Documents

The following documents are the responsibility of UL's certification organization; they are not formally part of the STP process.

- Certification Requirement Decision – A document that addresses a decision to apply or not to apply a requirement of the standard that results in an impact to existing/future Listed, Recognized or Classified products or that better defines the present practice in the application of the requirement. A Certification Requirement Decision is not part of the STP process until it is submitted as a Proposal Request.

- Outline of Investigation – An Outline of Investigation is a document that contains the construction, performance, and marking criteria used by UL to investigate a

product when the product is not covered by the scope of an existing UL Standard for Safety. Outlines are not consensus documents and do not require review by an STP or other external group.

- Practical Application Guide (PAG) – This document includes information to provide assistance in the application of requirements contained in standards or codes as the requirements pertain to specific products or construction features. The guidelines are based upon sound engineering principles, research, experience, installation and use. PAGs are considered job aides and they are relevant as long as the edition of the standard or code they deal with is in effect. PAGs are not consensus documents.

PART II - STANDARDS DEVELOPMENT AND REVISION

UL develops and maintains standards that may be pursued as American National Standards. When it is determined that a UL standard is a candidate for ANSI designation, UL employs its STP process for consensus standards development, which has been approved by the American National Standards Institute (ANSI). For those standards in which ANSI approval is not desirable or practical but a Standards Technical Panel is in place, UL will employ the essential elements of due process without pursuing ANSI approval. Under special circumstances involving legal or safety concerns, UL may choose to handle a non-ANSI standard without balloting, employing external review and comment steps only, with UL making the final decision on the technical content of the standard. When an STP does not exist, UL uses Standards Subscriber review for feedback on proposals.

11 Key Features of the STP Process

The STP process is based on the essential elements of ANSI's standards development criteria and UL's ANSI accredited procedures entitled *Approved Regulations Governing Standards Technical Panels*. The process incorporates the following concepts:

♦ ***Continuous maintenance and open participation***

- UL is continually open to the input from the various users of UL standards and other interested groups. Input is provided by industry, consumer groups, insurance representatives, and government agencies, as well as by regulatory authorities, trade associations, advisory groups, and testing and standards organizations.

- UL encourages interested parties to actively participate in UL's standards development process by becoming a member of a specific STP or by participating as noted in the Participation section of this document (Part IV) when STP membership is not a viable option. UL strives to achieve balance among the interest categories on the STPs. All participation takes place electronically through CSDS, including submitting proposals, ballots, and comments; no hardcopy or e-mail correspondence is accepted.

- STP meetings are held when the STP Chair decides that there is a need to convene the consensus body because there are proposals to discuss or comments to resolve. Meetings can also be considered if requested by STP

members. Standards Technical Panel (STP) meetings for standards-related issues are open to those materially affected by the proposals being discussed. Permission for non-STP members to attend an STP meeting must be requested via CSDS in advance of the meeting. The Chair reviews all attendance requests. Information regarding all STP meetings is posted on CSDS under STP Info, Meetings.

- In addition, UL solicits comments from its Standards Subscribers and public review participants (through announcements in ANSI *Standards Action* and notices on CSDS).

- Anyone materially affected by a UL standard is encouraged to submit proposals via CSDS. In addition to providing rationale for the proposal, the proposed wording for the requirement is to be shown in legislative format. For more information, see the Participation section of this document (Part IV).

♦ ***STP membership outreach***

- There are no membership dues associated with STPs, and anyone interested in membership is encouraged to complete an STP application. The STP Chair appoints members to the STP based on completed applications and criteria outlined in UL's *Approved Regulations Governing Standards Technical Panels*. UL's goal is that an interest category should not exceed 33.3% of the overall voting membership; therefore, balance issues play a role in determining acceptance to the STP.

- To promote a balance of input to its standards development process, UL has intensive recruitment and outreach programs to encourage a broad diversity of membership on UL's STPs. UL offers process training for new members. Funding is available for Authorities Having Jurisdiction and consumers to attend STP meetings.

- Refer to UL's STP Homepage for STP membership and outreach details.

♦ ***Preliminary review of proposals***

- To promote the advancement of mature/complete proposals, requests to develop or revise a standard are occasionally provided to the STP and Subscribers to UL's Standards Service for comment prior to the ballot stage.

♦ ***Consensus body review and ballot***

- Proposals to develop or revise a standard are balloted to the STP, which serves as the consensus body. Proposals must reach consensus before UL publishes the requirements. Consensus is considered achieved if 1) there is approval by at least two-thirds of those members voting who have submitted a vote, excluding abstentions, negatives without comment, and negatives based on material not under consideration and 2) a majority of the STP have returned a ballot.

- ANSI/UL Standards and proposed revisions are balloted for a minimum of 30 days.

◆ ***Public review***

- UL provides public notice of, and the opportunity to comment on, all proposals. UL notifies the public of its intent to develop a new standard, revise a standard or publish approved requirements through notices on CSDS and in ANSI *Standards Action*.

- Public review periods are typically 45 days and are done in parallel with the consensus body review and ballot phase. A 30-day review is used if the material can be directly included in ANSI *Standards Action*.

◆ ***Comment resolution and circulation of substantive changes***

- All comments received on proposals, other than those accompanying abstentions, are given due consideration. Comments received during the consensus process can be handled one of three ways: (1) discussed at an STP meeting with the disposition recorded by the STP Project Manager, (2) assigned to a task group, or (3) response drafted by the original submitter of the proposal.

- The disposition of comments is shared with participants, and substantive revisions to proposals resulting from the comments, along with continuing objections, are circulated via CSDS to the STP and Subscribers (including public review participants) to give STP members the opportunity to change their vote. All comments are made available via CSDS.

- A minimum two-week circulation is provided for proposed resolution of comments with no substantive changes. A four-week circulation is provided for proposed resolution of comments that result in proposal revision.

- Consensus is verified during this phase.

♦ ***Opportunity for appeal***

- STP members and other participants with continuing objections have the right to appeal the STP approval of proposals prior to UL publishing the revisions.

- Continuing objectors may appeal the decision of the STP on the basis of an administrative concern or special circumstances, such as a safety issue or conflict with a national installation code. Technical decisions approved by the STP are not subject to appeal.

- All valid appeals will be heard through a standing Appeals Panel. Refer to Register an Appeal for details on the process.

◆ ***Final actions***

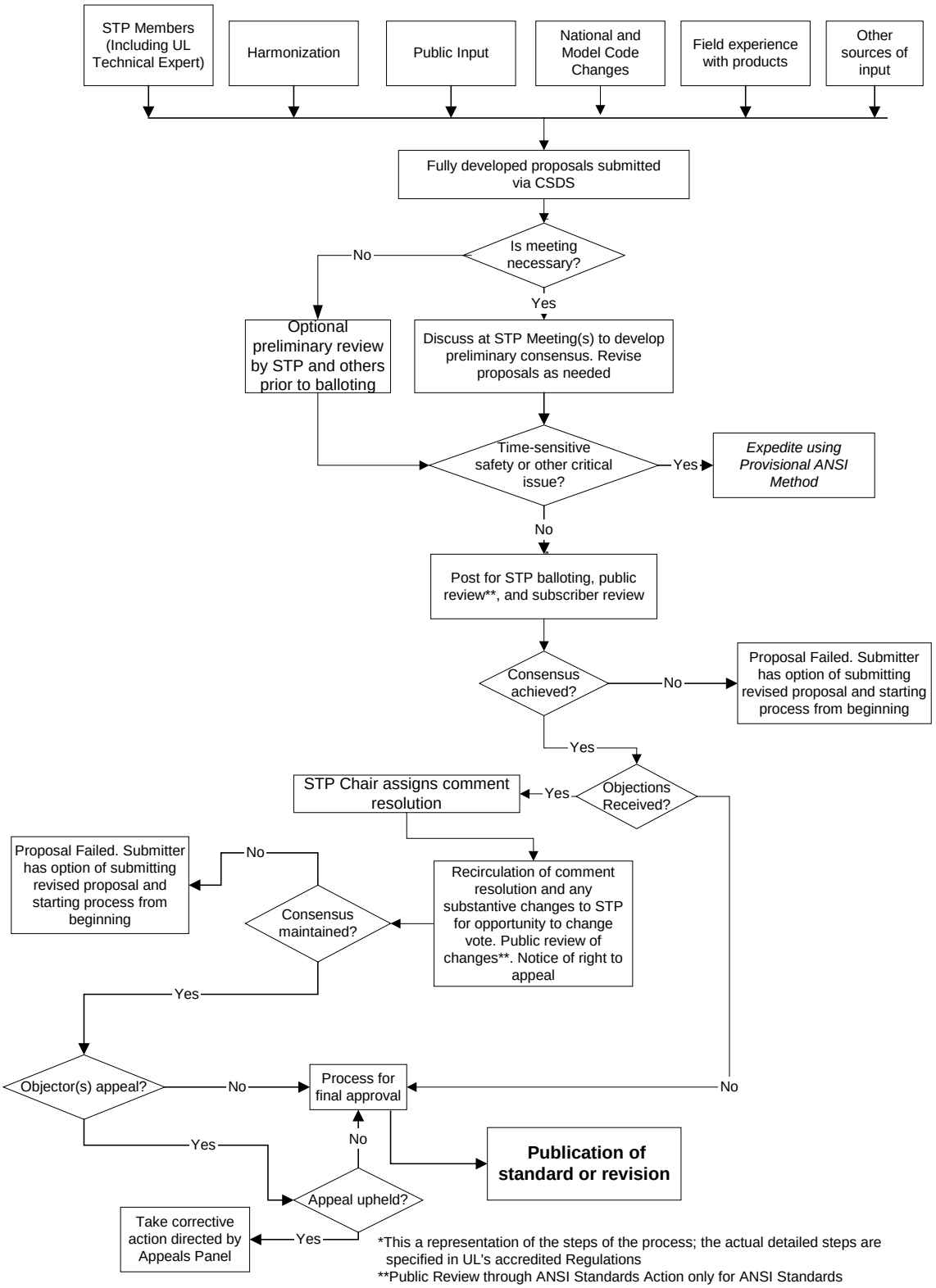
- UL posts final resolution of proposal dispositions on CSDS and provides public notice when proposals have completed the consensus process.

- UL has been awarded the right to be an ANSI Audited Designator. As such, UL does not need to submit its standards to the ANSI Board of Standards Review for approval; UL can self-declare and move approved materials directly to publication as American National Standards (ANS).

- Final publication of proposals completing the consensus process are published as a first edition standard, as revision pages to the current edition, or in the form of a subsequent new edition of the standard.

A detailed view of the STP Process for ANSI/UL Standards is illustrated in Figure 1.

Figure 1
STP PROCESS*



12 Participants in the STP Process

Code of Ethics

- UL has a Code of Ethics Policy to provide guidance on the conduct and participation of its STP members in the standards development process.

Roles

♦ ***UL Staff***

- The STP Chair is appointed by the Vice President of Standards and is a non-voting member of the STP. This person is responsible for the leadership of the STP and ensures that the process is conducted in an efficient, effective, and timely manner.

- UL has one vote on the STP, which is in the interest category of Testing and Standards Organizations. This person is usually UL's Primary Designated Engineer (PDE) and is responsible for UL's technical input for the involved standard(s).

- The STP Project Manager is typically a non-voting member of the STP. This person works closely with the STP Chair and STP members with active assignments to process proposals, publish standards documents, and issue correspondence to STP members. In addition, this person is responsible for setting up STP meetings, developing agendas and reports and maintaining rosters and voting records of the STP.

- UL's Active STPs site provides contact information for these UL staff roles.

♦ **STP Members**

- The role of an STP member is to fully participate in the consensus process by commenting and voting on proposals, helping to resolve comments, and submitting new proposals. Continued membership is contingent on active participation; however, meeting attendance is encouraged but not required. STP Members may also participate on task groups.

♦ **Task Groups**

- The STP Chair may appoint a task group to focus on a particular issue and develop proposals for consideration by the STP. Members of a task group are not required to hold membership on an STP. If held, task group meetings are not required to be open. Task groups are not required to have a balance of interest categories.

13 Provisional ANSI Method

For situations that demand immediate attention due to imminent safety concerns, where action is required before the full consensus process runs its course, a provisional standard procedure may be used. This is an abbreviated consensus process and is considered to be an exception rather than the normal process. A provisional requirement must go through the full consensus process within two years of approval or it will be withdrawn. Refer to *Approved Regulations Governing Standards Technical Panels* for more details.

14 Maintaining non ANSI/UL Standards

While it is not desirable or practical for all UL standards to be ANSI approved, UL strives to minimize the number of variations on its standards development process. The development and revision process for standards that are not pursued as American National Standards is based on the essential elements of UL's STP process with the following modifications:

- In some instances an STP is formed to cover a non-ANSI standard, in which case the STP will still vote and adhere to due process for any proposed revisions to the standards if the STP is reasonably balanced (generally, no single interest category exceeds 50 percent of the STP membership).

- When an STP is not formed to cover a non-ANSI standard, UL will solicit input from Subscribers to UL's Standards Service and any interested participant through the on-line collaboration for the standards activity. No voting will take place.

- There is no posting in ANSI *Standards Action* relative to proposals for non-ANSI standards.

- The appeals procedures do not apply to non-ANSI standards with no assigned STP.

PART III - HARMONIZATION

When UL receives a request for harmonization, UL must determine if there is adequate STP, industry, and UL support. Harmonization is an industry-driven exercise, meaning that for the majority of UL's harmonization efforts, an industry or trade association representative leads the effort, and another serves as secretary for the effort. Generally, the UL PDE participates in the technical development of a harmonized standard, but does not lead the development. UL participates in both Regional and International Harmonization efforts and has co-publication agreements with several SDOs.

15 International Harmonization

Typically, international harmonization implies the adoption of an IEC or ISO standard, with a minimum of national differences. International harmonization could also mean the propagation of a UL standard, as a proposed IEC or ISO standard, where none existed previously.

The process for developing and publishing an IEC- or ISO-based UL standard consists of the following basic steps:

- Identification of an IEC/ISO standard of interest.
- Determining STP, industry, and internal support for the harmonization effort.
- Securing the rights to the IEC/ISO standard in the U.S. (Note: This particular step can be problematic, as the U.S. TAG administrator must release these rights to UL before UL can publish the text from the IEC standard as an ANSI/UL Standard. This permission is not automatic.)
- Identifying those national differences that must be retained. Types of national differences are explained in the National Difference page of the applicable standard.
- Proposing the IEC/ISO standard and the national differences as the UL standard, and continuing with UL's normal standards development process.

Many of these steps can be conducted with the help of a harmonization committee or task group.

16 CANENA Harmonization

In 1992, representatives from relevant trade associations, industries, and SDOs of the U.S. (UL), Mexico (ANCE), and Canada (CSA), formed CANENA. CANENA is not a standards developer, but rather serves as a mechanism for promoting the development of harmonized standards. Harmonized standards developed under the auspices of CANENA are routed through the standards development process of the involved SDOs: UL, ANCE, and/or CSA.

UL worked closely with the other SDOs involved in CANENA to develop and publish *Procedures for Harmonizing ANCE/CSA/UL Standards*, which documents the harmonization process. The procedures summarize the process for developing a standard under the auspices of CANENA. UL and the other SDOs have also developed a comparison document that provides a step-by-step look at each SDO process.

17 Harmonization With Other Standards Development Organizations

In addition to its work with CSA and ANCE, UL currently has co-publication agreements with ULC, ISA, and CSA America.

18 Relationship of Harmonization Committee and STP

When UL co-publishes a standard with another SDO, UL and the other SDOs commit to maintaining a co-published standard. This commitment is identified in each co-published standard, with a “Commitment for Amendments” statement, usually located after the title page.

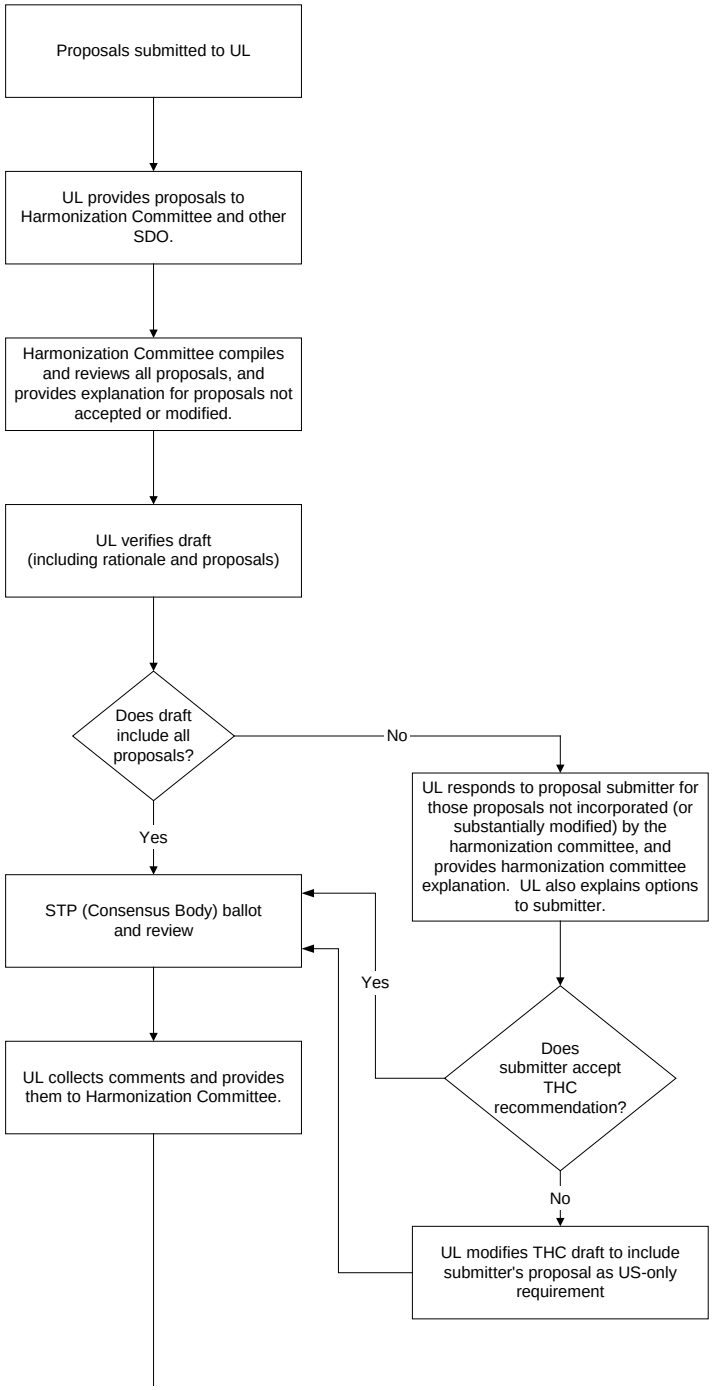
It is critical that the harmonization committee continues to exist in order to assist with the revision process. The role of the harmonization committee is similar to its role during initial development: to act as a task group, coordinate proposals, assist with reviewing comments, and make recommendations to the SDOs to accept, reject, or modify the submitted proposal.

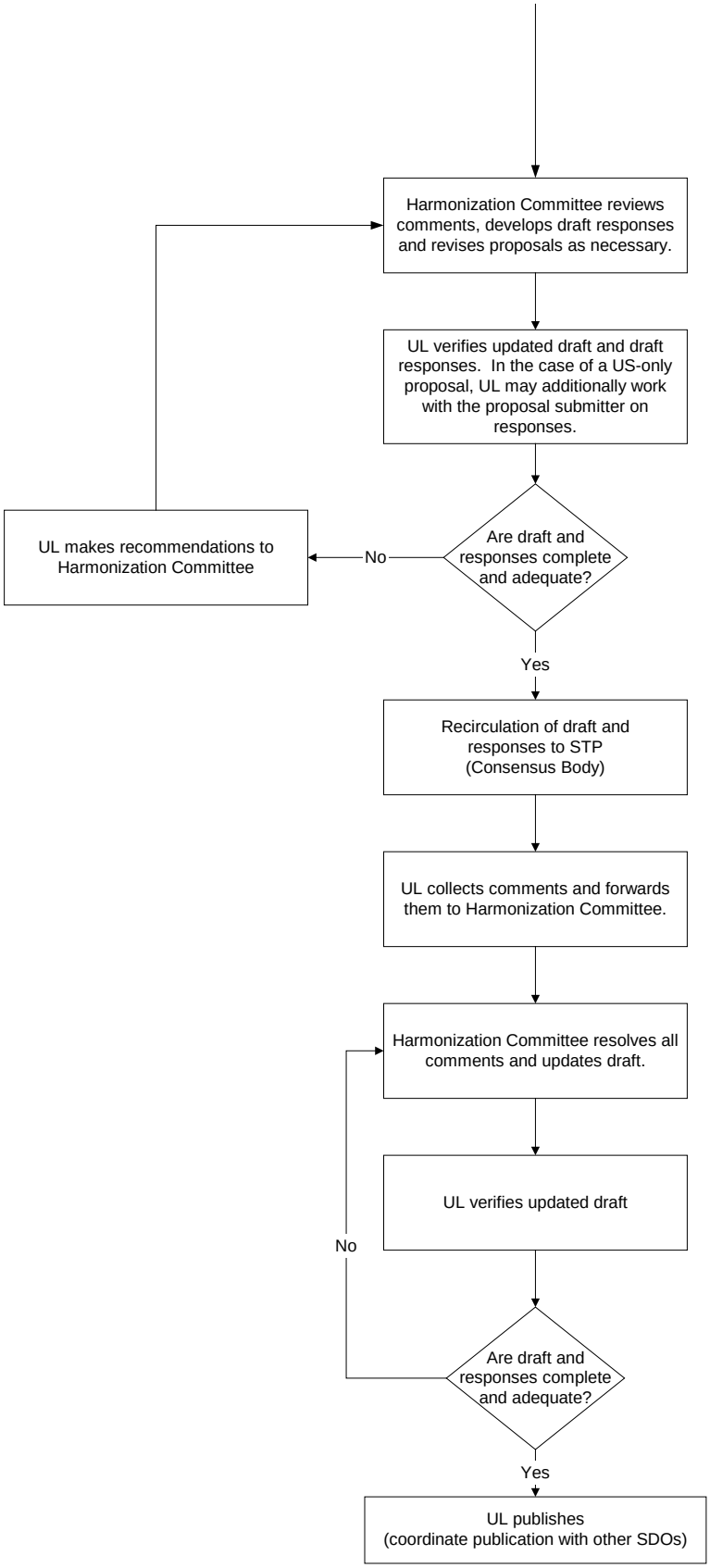
The proposals, recommendations, or proposed comment dispositions provided by the harmonization committee are balloted through the UL STP, which continues to act as the consensus body. Other involved SDOs simultaneously process the proposals or proposed comment dispositions through their own standards development process. The standard is revised upon the completion of all involved SDO standards-development processes.

In some instances, the harmonization committee may have disbanded following publication of the standard. In these cases, UL will likely contact the sponsoring trade association, or the former harmonization committee chair, to request that a harmonization committee be re-established, in order to help coordinate the revisions. Alternatively, UL may work directly with the other SDOs to coordinate revision activity.

Figure 2 illustrates a sample relationship between the Harmonization Committee and the STP.

Figure 2
Relationship Between Harmonization Committee (Task Group) and UL STP (Consensus Body)




Harmonization Committee reviews comments, develops draft responses and revises proposals as necessary.
UL verifies updated draft and draft responses. In the case of a US-only proposal, UL may additionally work with the proposal submitter on responses.
Are draft and responses complete and adequate?
No
UL makes recommendations to Harmonization Committee
Yes
Recirculation of draft and responses to STP (Consensus Body)
UL collects comments and forwards them to Harmonization Committee.
Harmonization Committee resolves all comments and updates draft.
UL verifies updated draft
Are draft and responses complete and adequate?
No
Yes
UL publishes (coordinate publication with other SDOs)

PART IV – PARTICATION IN AND DISTRIBUTION OF UL STANDARDS MATERIALS

19 Ways to Participate in UL's Standards Development and Maintenance

While STP membership is typically the most active form of participation in UL's standards development program, there are several other ways to stay involved.

- Make proposals for revising the current standards. When submitting a proposal, please use our "Submit Proposal Request" form, which can be found under "Proposals" on CSDS. First time users will be prompted to create a user account when they select the "Submit Proposal Request" function.

- Comment on proposals that are being considered by the STP. To receive proposals, subscribe to the specific standards of interest. UL standards and associated proposals are distributed via Comm-2000. Standards, proposals, and subscriptions are available for purchase from this site.

- Sign up for UL's free "What's New e-Notification" Service. This is an electronic notification that is sent out twice a month, and includes a list (including the scope) of all the standards documents published for that time period. Subscribers to this service may review the publication of relevant documents, and purchase any that are of interest.

- Request to attend meetings of the Standards Technical Panel. Notices of upcoming STP meetings are posted on CSDS under STP Info, Meetings.

- Monitor *ANSI Standards Action* newsletter. Proposals for UL standards will be listed under the Call for Comment on Standards Proposals section.

- Volunteer to participate in a task group.

20 Distribution of UL Standards Materials

Throughout the course of standards development and maintenance, UL makes its standards material accessible in a number of ways to its STP members, Subscribers to UL's Standards Service, and certification customers.

- During the proposal inception and collaboration stages, UL employs its Collaborative Standards Development System (CSDS). CSDS is an on-line, user-friendly, internet-based system that allows anyone involved in the standards development process 24/7 access to proposals, comments, votes and other information related to the development and acceptance of UL Standards for Safety. Proposal documents contained in CSDS are also distributed externally to Subscribers to UL's Standards Service and STP Members in PDF and HTML formats.

- Once final actions are taken on proposed changes, new editions or revisions to existing editions of UL standards are published and distributed externally to

Subscribers to UL's Standards Service and STP Members in PDF and HTML formats.

- UL certification customers can access UL and ULC Standards via the Standards Certification Customer Library. Other features include establishing a customized standards library with e-mail notifications of all updates, including revisions and proposals, as well as requesting access to CSDS Work Areas. Customer service is available at 1-888-UL33503 (1-888-853-3503).

21 Sales of UL Standards Materials

For anyone not part of the distributions noted above, individual proposals being processed through CSDS and published UL standards are also available for purchase from Comm-2000.

PART V – CONTACTS AND REFERENCES

For more information about:	Please contact:
CSDS http://csds.ul.com	Michael Palm
	MaryJo Lira
Harmonization http://ulstandards.ul.com/about/harmonizing-standards/	Sonya Bird
Standards copyright, distribution, publication, and technology UL copyright and purchasing information	Richard Olesen
Standards Patent Policy http://ulstandards.ul.com/develop-standards/stps/ul-patent-policy/	Randi Myers
Standards Technical Panel Membership http://ulstandards.ul.com/develop-standards/participation/membership-criteria/	Mitchell Gold