

## **Process for Change to an ANSI/IES Standard under Continuous Maintenance**

This standard is maintained under continuous maintenance procedures, for which IES has an established and 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 of any given year for proposed changes received by the IES Director of Standards no later than December 31 of the previous year.

### **Submittal Format**

Proposed changes must be submitted to the IES Director of Standards 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 Standards 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 the Committee Chair**

The Director of Standards shall forward proposed changes received on appropriate forms to the committee chair for assigning to 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 'responders' recommended responses shall be submitted to the committee chair in electronic form usable by Society Staff, including any recommended change to the standard in response to proposals received.

Options for Committee response 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 responders shall provide reasons for any recommendation other than option (a) above.

The designated responders shall not recommend option (c) unless the further study can be completed by October 1 of that year, and providing 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 or her designee shall edit the draft responses and circulate the edited drafts to the committee for review.

# Form for Proposing Change to an ANSI/IES Standard under Continuous Maintenance

NOTE: Use a separate form for each comment. Submit to the Director of Standards, IES, 85 Broad Street, 17<sup>th</sup> Floor, New York, NY 10004. Email: standards@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 are used. I hereby attest that I have the authority and am empowered to grant this copyright release.

Submitter's signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Title of publications and year published \_\_\_\_\_

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

4. My proposal (check one):

- Change to read as follows
- Delete and substitute as follows
- Add new text as follows
- Delete without substitution

Use underscore to show material to be added (added) and strikethrough for material to be deleted (~~deleted~~). Use additional pages if needed.

5. Proposed change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Reason and substantiation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select as applicable:

- Additional pages are attached. Number of additional pages: \_\_\_\_\_
- 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: