

IAPMO Standards Development

Application Procedure

1. Complete an IAPMO Standards Development Submittal Form.

For more detailed instructions see **Completing the Submittal Form** below.

2. Prepare a draft of the proposed new document or the proposed revisions.

Prepare the document electronically in Microsoft Word format. For revisions use strikeout type to indicate the language you wish to delete and underlined text to indicate language you wish to add.

For new IGCs, use the *Guidelines for IGCs* and *Sample IGC* for reference as an example of necessary sections and general format.

3. Assemble your supporting documentation.

The SRC requires drawings, brochures, photographs and/ or diagrams showing the product that will be covered by the standard. Product samples are often helpful too.

4. Submit your completed Submittal Form and draft with fees and supporting documentation.

Fees can be paid by credit card, debit card, cashiers check, money order or personal check.

Submit the proposed document electronically in Microsoft Word format. Please send the document by email to "maribel.campos@iapmort.org". **Proposed documents submitted on paper submittals will be returned!** Standards Development Submittal Forms submitted on paper are acceptable.

The timeline for submitting standards development submittals is as follows. The submittal deadline is the third Friday of the month preceding the SRC meeting. SRC meetings are typically scheduled for the Monday before the second Tuesday of each month. Check the IAPMO Standards website or contact the IAPMO Standards Department for the current meeting schedule. SRC meetings begin at 8:30 am with a brief closed session open to committee members and staff only. The public portion of each meeting usually begins by 9:00 am or 9:30 am.

Submittals adopted by the SRC are posted on the IAPMO standards website for

20 day public review. All interested parties are encouraged to submit comments to IAPMO during the 20 day public review period. Please refer to the IAPMO Standards Development Policy for additional information.

5. Schedule an appearance before the Standards Department.

Notify the IAPMO Standards Department of the date of the SRC meeting that you wish to attend. Please provide the names of all proponents that will be present at the meeting.

Open Standards Development Submittals with no communications from the proponent or other activity for four months will be reviewed by the SRC for cancellation. Submittals closed due to inactivity will not receive any refund of fees paid. Any deviation from this policy is at the sole discretion to the IAPMO Standards Department.

6. Completing the Submittal Form.

Here is some additional information that may be helpful as you complete the *Standards Development Submittal Form*.

Proponent Name:	the name of the person completing the Form. All correspondence will be directed to this person.
Representative Name:	the name of the person who will be representing the proponent at the SRC meeting.
Type:	type of IAPMO standard PS = Property Standard TS = Trailer Standard SPS = Swimming Pool Standard IS = Installation Standard IGC = IAPMO Guide Criteria
Action:	new = a brand new document All revisions = involving all changes to existing standard
Standards #:	existing IAPMO Standard number (eg. PS 94-1999) required for all revisions.
Document Title:	existing IAPMO Standard Title for proposed revisions (eg. Prefabricated Septic Tanks) or proposed title of new document
Desired SRC Agenda Month:	indicate which SRC meeting you want your proposal to be on (see <i>SRC 2007 Calendar</i> for meeting dates)
Expedited Service:	for proposals submitted after the third Friday of

the current month for the next month's meeting
circle "YES"

Fees:

see current *Schedule of Fees*

ES fee:

circle the amount (100% of standard fee) below the
standard fee if expedited service is desired