

NOTICE

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

This standard is maintained under continuous maintenance procedures by a Standing Standard Project Committee (SSPC) for which the Standards Committee 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. SSPC consideration will be given to proposed changes within 13 months of receipt by the Senior Manager of Standards (SMOS).

Proposed changes must be submitted to the SMOS in the latest published format available from the SMOS. However, the SMOS may accept proposed changes in an earlier published format if the SMOS concludes that the differences are immaterial to the proposed change submittal. If the SMOS 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.

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 ASHRAE Headquarters 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 either a recent version of Microsoft Word (preferred) or another commonly used word-processing program. Please save each change proposal file with a different name (for example, "prop01.doc," "prop02.doc," etc.). 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.

For files submitted attached to an e-mail, ASHRAE will accept an electronic signature (as a picture; *.tif, or *.wpg) on the change submittal form as equivalent to the signature required on the change submittal form to convey non-exclusive copyright.

Submit an e-mail containing the change proposal files to:
change.proposal@ashrae.org

Alternatively, mail paper versions to:
ASHRAE
Senior Manager of Standards
1791 Tullie Circle, NE
Atlanta, GA 30329-2305

Or fax them to:
Attn: Senior Manager of Standards
678-539-2129

The form and instructions for electronic submittal may be obtained from the Standards section of ASHRAE's Home Page, www.ashrae.org, or by contacting a Standards Secretary via phone (404-636-8400), fax (678-539-2129), e-mail (standards.section@ashrae.org), or mail (1791 Tullie Circle, NE, Atlanta, GA 30329-2305).