

# Standards Member Welcome Package



March 2022

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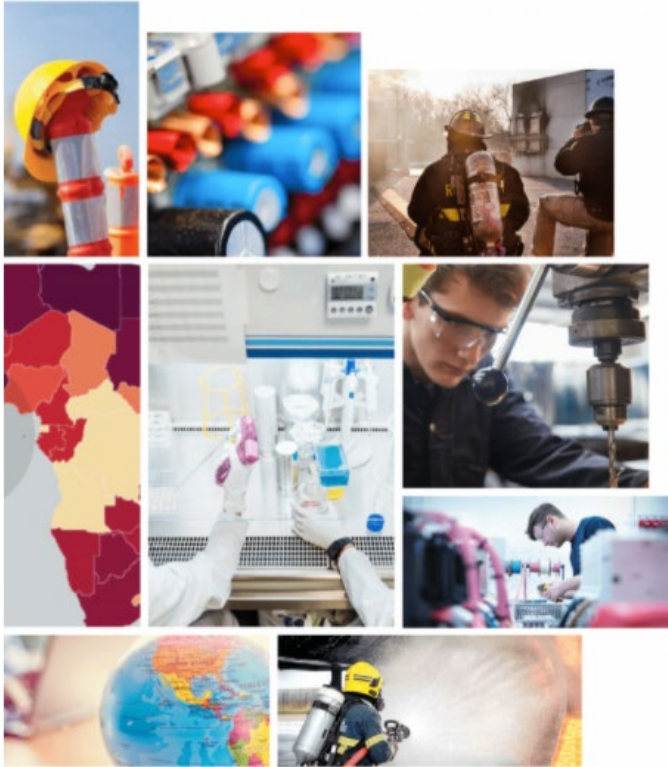


# About Underwriters Laboratories



As a consensus body member, you have the responsibilities of developing and maintaining the documents. This includes submitting proposals, submitting comments, and active engagement in the standards development process. We welcome your participation.

## 1. Introduction to Underwriters Laboratories



### About us

Underwriters Laboratories is a nonprofit organization dedicated to advancing the UL public safety mission through the discovery and application of scientific knowledge.

We conduct rigorous independent research and analyze safety data, convene experts worldwide to address risks, share knowledge through safety education and public outreach initiatives, and develop standards to guide safe commercialization of evolving technologies.

We foster communities of safety, from grassroots initiatives for neighborhoods to summits of world leaders. Our organization employs collaborative and scientific approaches with partners and stakeholders to drive innovation and progress toward improving safety, security, and sustainability, ultimately enhancing societal well-being. To learn more visit [www.ul.org](http://www.ul.org).

### Who is Underwriters Laboratories?

Underwriters Laboratories research is independently conducted with the highest levels of technical rigor and is actively sought out by and accepted in the scientific world.

Our efforts in standards development and active role in the global standards community help elevate minimum thresholds for safety worldwide. Safety and Science, Technology, Engineering, and Mathematics (STEM) education programs empower healthier and safer choices while inspiring the next generation of science leaders. Community and public outreach initiatives disseminate science-driven insights broadly to drive awareness of key safety threats and adoption of safer behaviors.

We leverage our combined capabilities and scientific expertise to collaborate with stakeholders around the world in driving positive change. We are committed to promoting and developing the safety of people, products and locations through standards.



## UL Standards

Underwriters Laboratories contributes to the world's innovation through the development of comprehensive and sustainable safety standards. Since publishing our first Standard in 1903, our library has grown to nearly 1,800 standards and other documents. We accomplish this through engagement with our safety science research colleagues within Underwriters Laboratories as well as the participation of more than 4,000 active members of our standards technical panels (STPs) and technical committees (TCs).



As an accredited standards development organization in the United States and Canada, and an authorized standards developer in Mexico, UL Standards builds partnerships with individuals and organizations from around the world to guide safer products and processes in line with UL's mission of working for a safer world.

## Underwriters Laboratories Standards Accreditations

UL and ULC standards represent the very best in scientific methodology and testing expertise combined with invaluable input from experts and stakeholders — from industry to academia, regulatory to retail, manufacturers to end-users — via a recognized, consensus-based standards development process. This enables regulators, businesses and consumers to feel confident about the products and services they regulate, use and purchase.

In the U.S., UL Standards is accredited by the American National Standards Institute (ANSI). In Canada, ULC Standards and UL Standards are each accredited by the Standards Council of Canada (SCC) as a nationally recognized standards development organization (SDO) to develop National Standards of Canada (NSCs).

On February 4, 2020, Underwriters Laboratories was authorized by the Ministry of Economy in Mexico to operate as a National Standardization Body. Thanks to this authorization, UL has become the first SDO with the ability to develop standards for the member countries of the United States, Canada, Mexico Agreement (USCMA).



## Underwriters Laboratories Global Impact



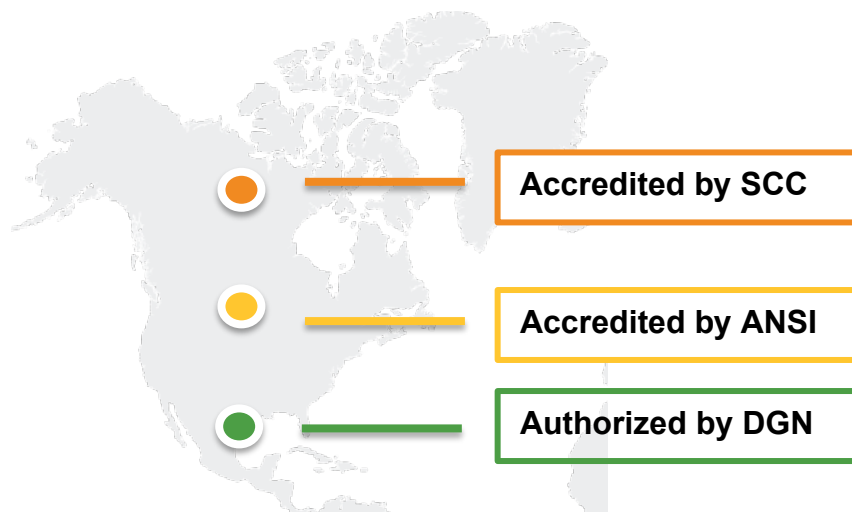
UL and ULC standards address global needs for safety, sustainability, and security. Standards written and developed by a diverse group of stakeholders are more globally relevant and benefit from the broader knowledge base. The improved documents and global reach contribute to fulfillment of UL's mission of working for a safer world.

UL Standards' Memoranda Of Understanding (MOU) Program establishes formalized partnerships with other standards development organizations and other stakeholders outlining joint support and cooperation

guidelines and opportunities. These agreements are predominantly signed with national and regional standards bodies which are in a position to adopt UL and ULC standards as the official national/regional standards. MOUs are also signed with local regulators, industry groups, trade associations, provinces, and organizations which develop standards.

The organization's standards development process is built upon collaboration and convening broad interests. The information sharing that results from formalized partnerships with international stakeholders elevates the reach and application of UL and ULC standards and drives safer products, systems and practices.

To learn more about UL Standards and the Memoranda of Understanding Program, please contact us at [Global.Standards@ul.org](mailto:Global.Standards@ul.org).





## 2. Why Joining an STP/TC Matters

UL's library of more than 1,800 standards and other documents encompass our extensive safety, research, and scientific expertise and uncompromising focus on quality. Standards Technical Panels (also known as Technical Committees in Canada and Mexico) are an important part of the process by which UL develops and maintains its standards for safety, security, and sustainability. STP/TCs provide UL with the means to receive input from those who are interested in the standards development process.

### Benefits & Importance of STP/TC Membership:



- Participation is free and available 24/7 online
- Access to complimentary copies of the latest editions of standards they work on
- Opportunity to influence the content of standards and documents
- Opportunity to gain a valuable network as they connect and engage with a diverse group of leaders in the industry
- Take pride in giving back and contributing to making a safer world

## 3. Standards Development Process

[Click here to watch a video of the UL Standards Development Process](#)

### Roles

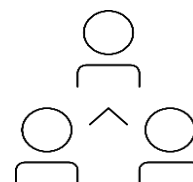


#### Project Manager (PM)

The secretary of the STP/TC and the person who works closely with the STP/TC Chair and STP/TC members to:

- **Process proposals**
- **Publish standards documents**
- **Maintain membership roster**
- **Issue correspondence to STP/TC members.**

The STP/TC Project manager is a non-voting member of the STP/TC.



#### STP/TC Chair

The chair of the STP/TC and the person who is responsible for:

- **Leading the STP/TC**
- **Determining membership**
- **Ensuring that the process is conducted in an efficient, effective, and timely manner.**

The STP/TC Chair is a non-voting member of the STP/TC.

NOTE: Some TC Chairs are external and voting members of the STP/TC.

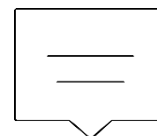


#### Standard Technical Panel (STP)/Technical Committee (TC)

A group of individuals representing a variety of interest categories formed to provide input on new or revised UL and ULC standards. The STP/TC is responsible for:

- **Reviewing and voting upon proposals for standards**
- **The group may also meet to discuss issues related to the standard.**

It serves as the consensus body for specific UL and standards.



#### Stakeholders

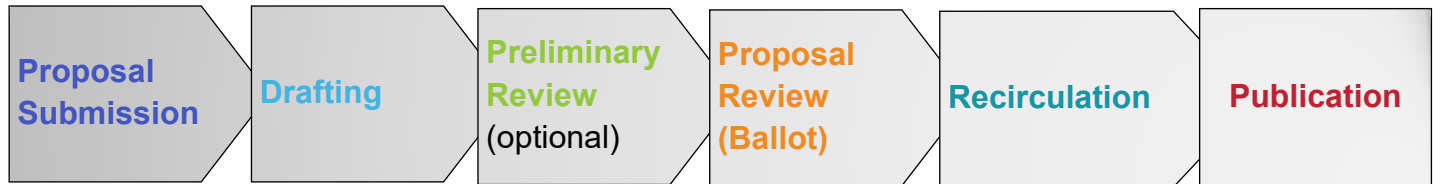
Stakeholders are individuals interested in following and participating in the activity of a particular standard.

Stakeholders are added to the CSDS work areas on the STP/TC and receive the same information that an STP/TC member would for activities. Stakeholders have opportunities to:

- **Provide comments**
- **Attend meetings**
- **Provide input**

However, only STP/TC members are listed on the STP/TC roster and have the ability to vote.

## Process Overview



### Proposal Submission

- Proposal request is submitted
- Submitted by anyone at anytime

### Drafting

- Standards and revisions are developed
- Point of collaboration amongst industry experts

### Preliminary Review

- Optional
- Commenting only by STP/TC
- Gauge level of STP/TC support
- Responses to comments are optional
- Can proceed without changes, proceed with changes, withdraw proposal

### Proposal Review (Ballot)

- STP/TC members vote to approve or reject proposal
- Interested public stakeholders may provide input (comments only)
- Responses to comments submitted must be provided
- Consensus must be achieved
- Changes to the proposal can only be made based on comments submitted during Ballot and Public Review

### Recirculation

- Only if Ballot and Public Review has negative votes or comments
- STP/TC members can reconsider their vote based on responses to comments and changes to the proposal
- Consensus must be maintained/achieved

### Publication

- Publication of Standard with revisions approved by consensus body



# Participating in Standards Development



This section provides information about Underwriters Laboratories' Collaborative Standards Development System (CSDS). This is the platform used to allow our stakeholders to participate in the development of our standards at anytime and anywhere in the world.

## 4. UL Antitrust/Anticompetition and Export Control Rules

It is expected that all STP/TC members and other meeting participants involved in UL and ULC standards-related activities will be sensitive to the legal issues involving trade associations and take all measures necessary to comply with U.S. antitrust laws and similar local competition laws.

<https://ulstandards.ul.com/develop-standards/stps/ul-antitrust-rules/>

## 5. UL Patent Policy

UL has a patent policy in place to address how essential patent information should be addressed. This policy is in adherence with the ANSI's and SCC's patent policies.

<https://ulstandards.ul.com/develop-standards/stps/ul-patent-policy/>

## 6. Using UL's Collaborative Standards Development System (CSDS)

About CSDS - <http://csds.ul.com>

The UL Collaborative Standards Development System (CSDS) facilitates the maintenance of UL's existing standards and the creation of new standards. There are two versions of CSDS operating currently: one for UL Standards and another for ULC Standards.

- For participation in the work of **UL Standards**, CSDS can be accessed at [UL CSDS](#).
- For participation in the work of **ULC Standards**, CSDS can be accessed at [ULC CSDS](#).

**Tip:** If you find yourself in the incorrect version of CSDS, log out first, then go to the correct CSDS and re-login. For further details refer to the FAQ in Part IV.

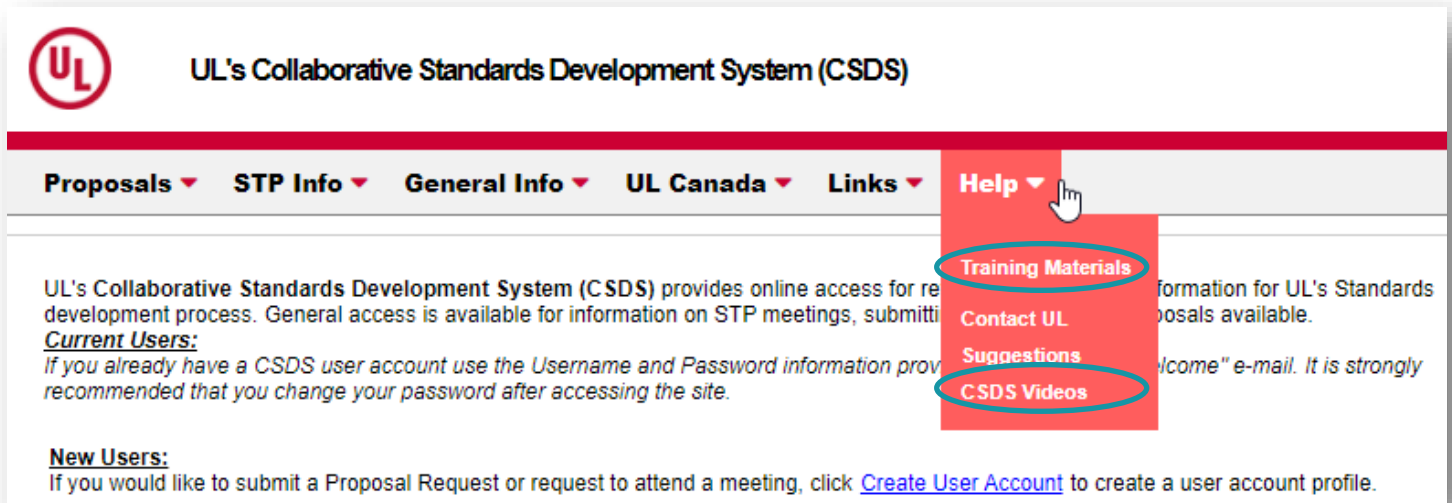
As a participant, the sites are used to:

- View information regarding standards and meetings
- Comment and/or vote on proposals
- Propose changes to a standard via a proposal request.

CSDS is available online 24 hours a day so STP/TC members can participate fully in the standards development process from any location at any time.

## Online Help

Online help is available. Click on the **Help** drop-down menu in the CSDS main menu and then click on **Training Materials/CSDS Videos**.



## Logging Into Your CSDS Account

A CSDS account will be created if the new STP/TC member does not already have an account.

- 1) Go to <http://csds.ul.com> or <http://csds.ul.com/canada>
- 2) Type in your email and password

**Tip:** The username is your email address and new members receive a CSDS welcome email with a link to setup your password. If you have forgotten your password, refer to FAQ to reset it.

The screenshot shows the 'Login' page of the CSDS website. The page has a header with the UL logo and the title 'UL's Collaborative Standards Development System (CSDS)'. Below the header is a navigation bar with links: 'Proposals', 'STP Info', 'General Info', 'UL Canada', 'Links', and 'Help'. The main content area contains text about the CSDS system, including sections for 'Current Users' and 'New Users'. At the bottom of the page is a 'Login' form with fields for 'Username' and 'Password', a 'Forgot Your Password?' link, and a 'LOGIN' button.



## Participating in Standards Development

### 6. Using UL's Collaborative Standards Development System (CSDS)

The screenshot shows the ULC Standards Collaborative Standards Development System (CSDS) login page. At the top, there is a header with the ULC logo and the text "ULC Standards Collaborative Standards Development System (CSDS)". Below the header is a navigation bar with tabs: "Proposals", "Committee Info", "General Info", "Links", and "Help". The main content area contains a welcome message and instructions for current and new users. A "Login" section is highlighted with a red border, containing a login form with fields for "Username" and "Password", a "Forgot Your Password?" link, and a "LOGIN" button. A "News Update" link is also present.

ULC's **Collaborative Standards Development System (CSDS)** provides online access for review and submitting information for ULC's Standards development process. General access is available for information on Committee meetings, submitting proposals, and proposals available.

**Current Users:**  
If you already have a CSDS user account use the Username and Password information provided for you in the "Welcome" e-mail. It is strongly recommended that you change your password after accessing the site.

**New Users:**  
If you would like to submit a Proposal Request or request to attend a meeting, click [Create User Account](#) to create a user account profile.

**Login**

The Username is typically your email address. The password is case sensitive and must be 8-12 characters long. It must contain at least one number, one uppercase letter, and one lowercase letter.

**News Update:** [Using Standards to mitigate the spread of COVID-19](#)

Username

Password

[Forgot Your Password?](#)

**LOGIN**

## CSDS User Home

The **User Home** page provides a general overview of the user's account. This screen is the first to appear after logging in. Use the tabs at the top of the screen to navigate.

The screenshot shows the CSDS User Home page. At the top, there is a breadcrumb trail: "User Home > Work Areas". Below this is a header bar with the text "User Home - Work Areas for JOSHUA D. JOHNSON - Underwriters Laboratories Inc.". Below the header bar is a navigation bar with tabs: "Work Areas", "Meetings", "Proposal Requests", "Calendar", and "My STPs". The "Work Areas" tab is currently selected and highlighted in red.

**User Home > Work Areas**

**User Home - Work Areas for JOSHUA D. JOHNSON - Underwriters Laboratories Inc.**

**Work Areas** Meetings Proposal Requests Calendar My STPs

Each time a Work Area or Meeting Area is opened for the Standards covered by the STP/TC, an email notification is sent containing a link directly to the Work Area or Meeting Area.

### **Ballot Work Area Opened for:**

#### ***CAN/ULC S715.1 Ed. 1 - Standard for Thermal Insulation - Spray Applied Rigid Polyurethane Foam, High Density - Material Specification***

The subject work has been opened for ballot and comment. Please note that all ballots and comments are due by 2021-12-20 and voting is open until 2021-12-20.

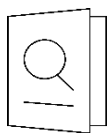
To access the work area, please click the following link and login to your CSDS account

[CAN/ULC S715.1 Ed. 1 - Ballot - Opened 2021-10-20](#)

**Please do not reply to this message.**

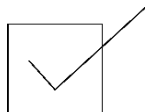
**Direct any specific questions and issues concerning CSDS to the responsible Project Manager.**

## **Types of Work Areas**



### **Preliminary Review**

Allows users to review and comment on preliminary proposals prior to the balloted Proposal Review work area being made available.



### **Proposal Review (Ballot)**

Allows users to review, vote (for STP/TC members only), comment, and post responses to comments on proposals to UL Standards.



### **Recirculation**

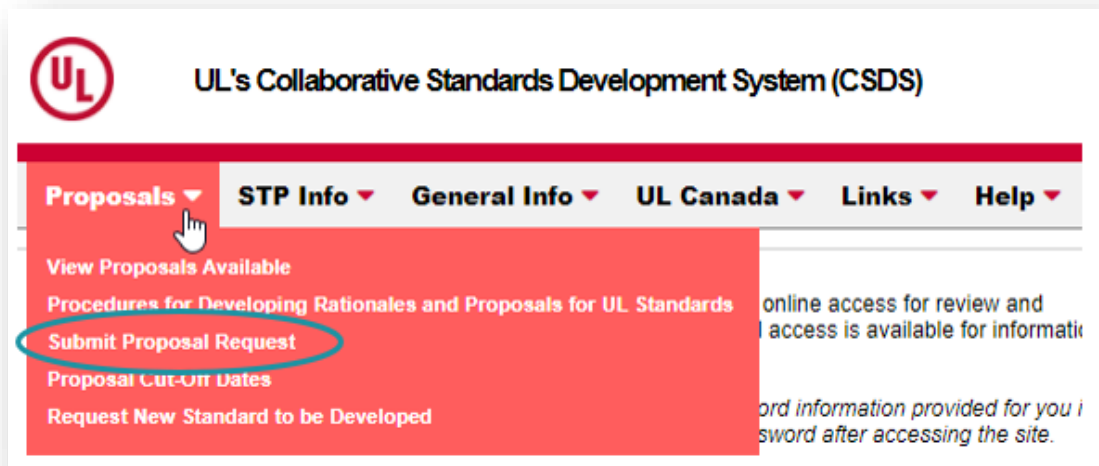
Used to recirculate proposals and/or responses to comments after Proposal Review.

## Submitting Proposals in CSDS


[Click to view guidelines for developing a proposal](#)

**Tip:** It is recommended that the proposal rationale and revised text be composed outside of CSDS. For example, create the text in a MS-Word document and cut and paste the proposal information into the CSDS Proposal Request form. The CSDS program will timeout after a period of inactivity and any proposal text not saved as a draft could be lost.

1. Use the **Proposals** dropdown.
  - Select **Submit Proposal Request**.
  - Complete all the sections of the Proposal Request form that have an asterisk (\*).
  - The proposal request may be saved as a draft if it is not ready to submit. Make sure to click on the **Submit** button when the proposal is ready to send in and an email confirming that the proposal request was submitted will be sent.



2. Fill in the **Subject of Proposal** and **Standard** Information.
  - Enter the **Subject of Proposal**. The subject easily identifies the nature and/or contents of the proposal.
  - The **Requested By** field automatically defaults to your name, as the login user. This cannot be changed.
  - Enter the **Standard**, by selecting the magnifying glass.

Proposal Request	
Standard and Requestor Information	
Subject of Proposal *	<input type="text"/>
Requested by	JOHNSON, JOSHUA D.
Standard *	<input type="text"/> 
Contains Copyrighted Material	<input type="checkbox"/>



3. Enter the **Rationale**.

- This field should contain the intent of the proposal.
- A good rationale includes the reasons for the proposed change (the “why”, such as a statement of the problem and the proposed solution).

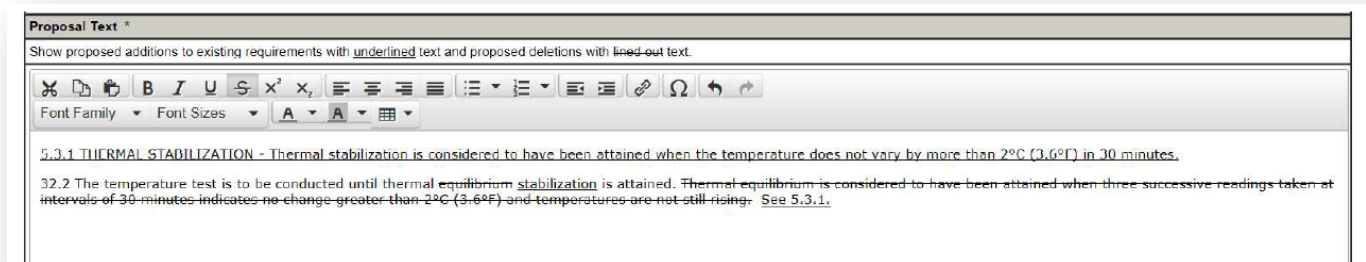


The screenshot shows a web-based form titled "Rationale \*". It features a rich text editor toolbar with icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and undo. Below the toolbar are dropdown menus for "Font Family" and "Font Sizes", followed by color selection buttons. The text area contains the heading "RATIONALE" and the following text: "UL proposes to add a definition for "Thermal Stabilization". The definition would apply to any test that requires thermal stabilization. UL also proposes to revise 32.2."

**Example Rationale Text:** *UL proposes to add a definition for “Thermal Stabilization”. The definition would apply to any test that requires thermal stabilization. UL also proposes to revise 32.2.*

4. Enter the **Proposal Text**.

- This field should contain the exact text of the proposal.
- Include the specific section or paragraph that is being proposed and/or changed.
- Show proposed additions to existing requirements with underlined text and proposed deletions with ~~lined out~~ text.



The screenshot shows a web-based form titled "Proposal Text \*". It features a rich text editor toolbar identical to the one in the Rationale field. Below the toolbar are dropdown menus for "Font Family" and "Font Sizes", followed by color selection buttons. The text area contains the heading "Proposal Text \*" and a sub-header "Show proposed additions to existing requirements with underlined text and proposed deletions with ~~lined out~~ text." Below this, the text reads: "5.3.1 THERMAL STABILIZATION - Thermal stabilization is considered to have been attained when the temperature does not vary by more than 2°C (3.6°F) in 30 minutes. 32.2 The temperature test is to be conducted until thermal ~~equilibrium stabilization~~ is attained. ~~Thermal equilibrium is considered to have been attained when three successive readings taken at intervals of 30 minutes indicates no change greater than 2°C (3.6°F) and temperatures are not still rising. See 5.3.1.~~

**Example Proposal Text:** 5.3.1 THERMAL STABILIZATION - Thermal stabilization is considered to have been attained when the temperature does not vary by more than 2°C (3.6°F) in 30 minutes. 32.2 The temperature test is to be conducted until thermal ~~equilibrium stabilization~~ is attained. ~~Thermal equilibrium is considered to have been attained when three successive readings taken at intervals of 30 minutes indicates no change greater than 2°C (3.6°F) and temperatures are not still rising. See 5.3.1.~~

**5. Attach any **Supporting Documentation** (optional).**

- Attach files here with additional documentation supporting your rationale and proposal.

**Tip:** *Long or complicated proposals can be uploaded here as an alternative to using the Rationale and Proposal text fields.*

Supporting Documentation			
Document Name	Document Description	Size (KB)	Add File
There are no files attached.			

6. Click **Save as Draft** to review or finish the proposal at a later date, Click **Submit** to submit the **Proposal Request** to UL, or Click **Cancel** to terminate the Request.



### Save as Draft

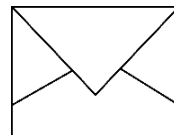
If the proposal is not ready to submit, it may be saved in draft form. Click the **Save as Draft** button at the bottom or top of the Proposal Request Form.

A Proposal Request must have the Standard and Subject of Proposal fields completed in order to be saved as a draft.

The following message will appear at the top of the form: "The Proposal Request was successfully submitted". That means it has been submitted into the CSDS system but is still in Draft form.

The completed form must be submitted within 30 days using the **Submit** button. After 30 days, draft proposals will be automatically deleted if not submitted.

To retrieve a Proposal Request that you have saved as a Draft, from the **User Home** page, select the **Proposal Requests** tab. A list of available UL Standards will appear.



### Submit

Click the **Submit** button to send the Proposal Request to UL or ULC Standards staff for processing. The user submitting the proposal will receive a confirmation email. Once submitted, a Proposal Request may no longer be revised.

**Tip:** *Once submitted, the status of the proposal will change and email notification issued. This status will be indicated on the proposal. When the status is clicked, a box will open explaining in detail the definition of the status.*

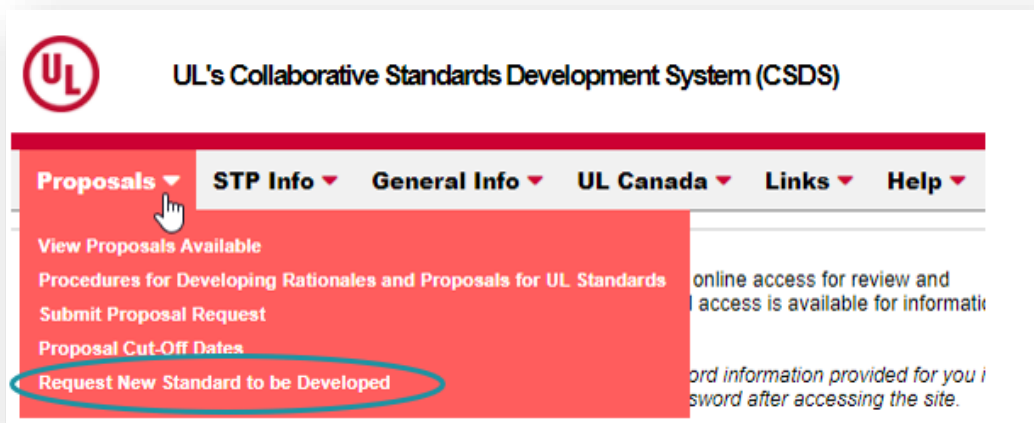


## Proposal Request Status

A proposal request goes through various stages. The terms related to a proposal request are defined in Glossary of Terms and Definitions.

## Submitting a Request for a New Standard

1. Use the **Proposals** dropdown and select **Request New Standard to be Developed**.



2. A web form will open to be filled out and then sent to the appropriate staff member.

### New Standard Request

This form is to be used to propose the development of new UL and ULC Standards. The purpose of this form is to gather key information that is needed for UL/ULC Standards to complete our process for making decisions regarding new standardization activities.

This form is to be filled out by the proponent requesting the development of a new standard.

The completion of this request form is not required if the intent is to revise an existing UL or ULC Standard publication. Proposals to revise an existing standard are required to be submitted through [csds.ul.com](mailto:csds.ul.com). For questions, email [ProposedNewStandards@ul.com](mailto:ProposedNewStandards@ul.com).

Which method would you like to use for completing this form? \*

▼

Next

## Submitting Votes for a Ballot

Only STP/TC members designated as voting members will see this function.

**Tip:** Ballots may be modified as many times as necessary up to the ballot closing date. Click the **Submit** button to record new votes each time.

From the **Work Area** tab on the **User Home** page, click on the **Vote Now** or **View My Ballot** links under the **Vote Due Date - Action** column.

Name	Type	Open Date	Comment Due Date - Action	Comment Submitted	Vote Due Date - Action	Vote Submitted
UL 162 Ed. 8 - Proposal Review - (Ballot) - Opened 2021-07-02 	Proposal Review	2021-07-02	2021-08-31 <a href="#">View Comments</a>		2021-08-31 <a href="#">View Vote Summary</a>	--

Or, click on the **Ballot** tab in the Work Area.



The Ballot information is system generated to show the current user's name, the ballot question, ballot due on, and last modified.

- Click on **Vote Yes to All** to vote in favor of all of the balloted topics.
- Alternatively, choose **Yes**, **No**, or **Abstain** for each topic being balloted.

Click on the **Submit** button. A popup box will confirm that the votes were recorded.

If a no vote was submitted on a topic without posting a comment, a pop-up will appear as a reminder that the vote will not be counted until a comment is posted. A link to **Provide Comment Now** will also appear in the Comment Count column of the ballot.

## Participating in Standards Development

### 6. Using UL's Collaborative Standards Development System (CSDS)

#### UL 999H Ed. 1 - Proposal Review - Griff - Opened 2021-06-25

[Work Area Home](#)
[Add/View Comments](#)
[Ballot](#)
[Vote Summary](#)
[STP Roster](#)
[Effective Date](#)

<b>Ballot For:</b>	Member Producer - System Testing - Producer
<b>Ballot Question(s):</b>	Should the proposal(s) for UL 999H be recognized for ANSI approval?
<b>Ballot Due On:</b>	2021-08-30 (CLOSED)
<b>Last Modified:</b>	2021-07-06

#### Ballot Instructions

"NO" VOTES: In order to receive consideration, objections must be accompanied by supporting reason. Where possible, proposals for a solution to the problem raised should be included. A negative ballot not accompanied by supporting reasons or a negative ballot accompanied by a non-germane reason will be recorded as a "No without comment" and is not required to be circulated. This also applies to negatives with comments not related to the proposal under consideration and negatives with comments on certification issues (Examples of certification issues are issues that relate to UL's conformity assessment services, such as comments on UL's effective dates or Listing or Follow-Up Services). These types of negative votes shall not be factored into the numerical requirements for consensus (in other words, will be treated similar to abstentions in the numerical calculation of consensus).

"YES" Votes with Comments - If comments accompany an affirmative vote, the vote is considered affirmative regardless of the content of the comments.

If the voter intends to submit a "conditional" affirmative, meaning that the vote is affirmative only if the accompanying comment is accepted, then the vote should be submitted as a negative vote by the submitter.

After you Submit your vote(s), a confirmation message will be displayed to indicate that your vote(s) were recorded.

To add comments from this location, click on the topic description (underlined text) under the Topic Summary heading in the table. The proposal will appear. Click on the "Add Comment" button to enter your comment. When you have finished composing your comment, click the submit button.

The number of comments you have posted within each Topic will be indicated under the Comment Count heading.

By clicking on the link under the Comment Count heading, you are able to view all of your comments for that Topic.

**Ballot Question:** Should the proposal(s) for UL 999H be recognized for ANSI approval?


Voting	Topic Summary	Comment Count
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	<a href="#">1. First Edition Standard</a>	0

Voting	Topic Summary	Comment Count
<a href="#">Vote YES To All</a>		
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	<a href="#">1. POLYMERIC MATERIALS</a>	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	<a href="#">2. POWER-SUPPLY CONNECTIONS</a>	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	<a href="#">3. WALL-HUNG APPLIANCES</a>	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	<a href="#">4. DUAL-VOLTAGE APPLIANCES</a>	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	<a href="#">5. DIRECT PLUG-IN APPLIANCES</a>	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	<a href="#">6. WET SHAVERS</a>	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	<a href="#">7. HOT-LATHER DISPENSERS</a>	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	<a href="#">8. DOUBLE-INSULATED APPLIANCES</a>	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	<a href="#">9. ADDITIONAL IMPORTANT SAFEGUARD REQUIREMENTS</a>	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	<a href="#">10. DELETION OF PARAGRAPH 1.7</a>	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	<a href="#">11. INSULATED GROUNDED CONDUCTORS</a>	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	<a href="#">12. REVISION TO PROVIDE FOR TWO SEPARATE MANUALS</a>	0

Checking Ballot Results

The balloting function will open only to STP/TC members at voting phase.

All STP/TC members (regardless of whether they have voting rights), as well as registered users included in the ballot Work Area, can access the **Vote Summary**.




UL's Collaborative Standards Development System (CSDS)

[Suggestions](#) | [User Home](#) | [My Account](#) | [My Notifications](#) | [My Comments](#) | [Logout](#)

Search Type  
Standard Number

Search Text



Jessie Guo - (No Affiliation Listed)

Proposals

STP Info

General Info

UL Canada

Links

Help

Admin

2020-02-21 10:28:44 PM (CDT)

User Home > Work Areas > Vote Summary

UL 4600 Ed. 1 - Recirculation - Opened 2020-02-14

Work Area Home

Add/View Comments

Vote Summary

STP Roster

Effective Date

Standards Technical Panel:


STP 4600


Ballot Due Date:

2020-03-16

Ballot Question:


Should the proposed standard be recognized for ANSI approval?

Select a topic below to view comments on the topic. To view a list of voters and their votes, click on the  to expand the list.

	Topic	Yes	No	No Without Comment	Abstain	Not Returned	Eligible Voters	Consensus
	<a href="#">1. Proposed First Edition of the Standard for Safety for the Evaluation of Autonomous Products, UL 4600</a>	17	3	0	1	9	30	Yes


Quick View

Document




-

Comment Matrix




-

My Work Area Comments



Supporting Documentation



Copyright Notice | Terms and Conditions | Browser Requirements | Privacy Statement | Data Subject Access Request Portal



*If a "No" vote was submitted on a topic, click on the **Provide Comment Now** link in the ballot to open the comment form.*

**Tip:** The Comment Period closes at 11:59 PM U.S. Central Standard or Central Daylight Time on the comment close date.

1. Go to the Work Area and select the Proposal to submit comments.
2. Click the **Add/View Comments** tab.
3. Click the Topic you wish to submit comments.
4. Click the **Add Comment** button.
5. Use the **Comment** field to submit comments on the proposal.
6. Use the **Suggested Changes to the Proposal** field to submit recommended changes to the proposal which address the issues noted in the comment.
7. Upload **Supporting Documentation** (if necessary) by clicking the **Add File** button at the bottom of the comment form.
8. A separate window will open with the Comment Form. Click on **Submit** when finished.

**Comment:** Topic 1. Proposed New Section for Altitude Requirements

Note: Fields marked with an \* are required.

Save As Draft Submit Cancel
























---

**Comment Form**

**Subject \*** Topic 1. Proposed New Section for Altitude Requirements

**Comment \***

**Instructions:** Provide your comment in the space below regarding the above subject and any proposed changes need to be provided in the **Suggested Changes to the Proposal** section.

Font Family Font Sizes A A

**Suggested Changes to the Proposal**

**Instructions:** Show proposed additions to existing requirements with underlined text and proposed deletions with ~~lined out~~

Suggested Changes to the Proposal

Instructions:

Show proposed additions to existing requirements with underlined text and proposed deletions with ~~lined-out~~ text.

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Supporting Documentation

Document Name	Document Description	Size (KB)	Add File
There are no files attached.			

Save As Draft

Submit

Cancel

## Adding an STP/TC Meeting to your calendar

1. Find the announcement email similar to the image below.
2. Click the link highlighted in the image below.
3. Depending on your system, open the downloaded file, edit the calendar pop-up, and 'Save & Close' the calendar event.

Subject      UL 378 Ed. 4 Task Group Meeting - Scheduled For 2021-02-15 Announcement Posted

---

### **CSDS Meeting Announcement**

#### ***UL 378 Ed. 4 - Standard for Draft Equipment***

A meeting of Task Group is scheduled for:

Meeting Date	Start Time	End Time	Room	Time Zone	<a href="#">Download Link</a>
2021-02-15	09:30 AM	10:30 AM		(UTC-12:00) International Date Line West	<a href="#">Add to your calendar</a>

<b><u>Location Details</u></b> UL Fremont 47173 Benicia St. Fremont , California 94538 USA Phone: +1-510-771-1000 Web Address: <a href="http://www.ul.com">http://www.ul.com</a>	Please join my meeting from your computer, tablet or smartphone.  <a href="https://global.gotomeeting.com/join/25182455">https://global.gotomeeting.com/join/25182455</a>  You can also dial in using your phone. (For supported devices, tap a one-touch number below to join instantly.) United States: +1 (571) 317-311  - One-touch: <a href="tel:+1571317311">tel:+1571317311</a> Access Code: 251-824-55  More phone numbers:
---	--

The purpose of the meeting is to discuss the following:  
test

**Important Meeting Information**  
UL plans to issue a detailed agenda no later than 2/14/2021.

## Meeting Announcements and Agendas

A CSDS email announcement will be sent when the STP/TC Meeting Agenda is posted. This will include a link to the STP/TC Meeting Agenda. Once posted, the Meeting Agenda will be accessible from the **Quick View** menu within the Meeting Area.

## Submitting attendance for a meeting

STP/TC Members should log into CSDS and indicate whether they will attend the meeting, or if they would like to send a substitute in their place if they cannot attend.

From the Meetings tab, click on the **Accepted** or **Declined** button to indicate attendance. This will open the Invitee Response form. Fill in the appropriate information and click the **Submit** button.

In the Meeting Area in CSDS, click the **My Attendance** tab to access the Invitee Response form.

The screenshot displays the UL's Collaborative Standards Development System (CSDS) interface. At the top, there is a search bar with 'Search Type' set to 'Standard Number' and a 'Search Text' field. Below this is a navigation menu with links: Proposals, STP Info, General Info, UL Canada, Links, Help, and Admin. The breadcrumb trail shows 'User Home > Meetings > My Attendance'. The main heading is 'STP 999H Meeting Scheduled For 2021-11-02'. Below this, there are tabs: Meeting Area Home, Meeting Details, My Attendance (selected), Attendance Summary, Request a Guest, and STP Roster. The 'My Attendance' tab contains instructions: 'Please click the Edit button and indicate whether you plan to attend the meeting. Click the Update button to record your attendance decision. Any decision regarding funding will be reviewed and responded to prior to approval. Note: Fields marked with an \* are required.' The form is divided into two main sections: 'Invitee Response' and 'Reviewer Information'. The 'Invitee Response' section includes fields for 'Name' (STP PM - System Testing), 'Attending \*' (Not Responded), and 'Special Requests'. The 'Reviewer Information' section includes a 'Comments' field. An 'Edit' button is located at the bottom right of the form. At the very bottom, there is a footer with 'Copyright Notice | Terms and Conditions | Bro' and a link 'Click here to edit your attendance status'.

**To sign up for Meeting Alerts** (only available in UL CSDS)

1. Click the **STP Info** button.
2. Click the **Rosters/Mtg Alert Sign-Up** button.
3. For an STP with an upcoming meeting Work Area open, the entry in the **Meeting Alerts (?)** column will be **Yes**.
4. Click the appropriate **Yes** link, complete the requested content in the pop-up form, and click **Submit**.

UL's Collaborative Standards Development System (CSDS) [Login](#) | [Request Access](#) | [Forgot Your Password](#)

2020-04-28 12:35:40 AM (CDT)

Proposals ▾	STP Info ▾	General Info ▾	UL Canada ▾	Links ▾	Help ▾
STP Rosters	Meetings				
STP Rosters	Rosters / Mtg Alert Sign-Up				
STP Number ▾	ANSI/UL STP Regulations	Standard(s) Covered by STP			Meeting Alerts (?)
0004	Standards Technical Panel (STPs)	4, 1569		<a href="#">View Roster</a>	No
0005	STP Call for Members	5, 5A, 5B, 5C, 209, 884		<a href="#">View Roster</a>	No
0006	STP Code of Ethics	1, 6, 6A, 360, 797, 797A, 1242		<a href="#">View Roster</a>	No
0010	UL.com - Standards	9, 10, 10A, 10B, 10C, 10D, 14B, 14C		<a href="#">View Roster</a>	No
0013	UL.com	13, 444, 1424, 1425, 1651, 1655, 1666, 1690, 2250		<a href="#">View Roster</a>	No
0014	STP Application	14		<a href="#">View Roster</a>	No
0020		20		<a href="#">View Roster</a>	No
0021	DISPOSABLE, FLEXIBLE, AND FLEXIBLE CONNECTORS	21, 536, 569		<a href="#">View Roster</a>	No
0022	AMUSEMENT AND GAMING MACHINES	22		<a href="#">View Roster</a>	No
0025	METERS FOR FLAMMABLE AND COMBUSTIBLE LIQUIDS AND LP-GAS	25, 25A, 25B		<a href="#">View Roster</a>	No
0030	PORTABLE FLAMMABLE LIQUID CONTAINERS	30, 1313, 1314		<a href="#">View Roster</a>	No
0032	SOLID WASTE CONTAINERS	32, 242, 1315		<a href="#">View Roster</a>	No
0038	MANUAL SIGNALING BOXES FOR FIRE ALARM SYSTEMS	38		<a href="#">View Roster</a>	No
0042		42		<a href="#">View Roster</a>	No
0047	STANDPIPE EQUIPMENT	47, 385, 401, 405, 668		<a href="#">View Roster</a>	No



# Resources



This section contains tools to help STP/TC members engage in our standards development process.

## 7. Glossary of Terms and Definitions

### UL Standards Staff

**Project Manager (PM)** – The secretary of the STP/TC and the person who works closely with the STP/TC Chair and STP/TC members to process proposals, publish standards documents, maintain membership roster, and issue correspondence to STP/TC members. The STP/TC Project manager is a non-voting member of the STP/TC.

**STP/TC Chair** – The chair of the STP/TC and the person responsible for leading the STP/TC, determining membership, and ensuring that the process is conducted in an efficient, effective, and timely manner. The STP/TC Chair is a non-voting member of the STP/TC.

NOTE: Some TC Chairs are external and voting members of the STP/TC.

### Standards Development Process

**Collaborative Standards Development System (CSDS)** – The paperless, web-based platform used to submit proposals, comment, and vote on proposals. CSDS is the only means in which to participate in our standards development (submitting proposals, voting and commenting) and is designed to facilitate transparency. Any member of the public can submit a proposal via CSDS.

For UL Standards – [UL CSDS](#)

For ULC Standards – [ULC CSDS](#)

For more information, please visit [Helpful CSDS Videos](#) and [UL Standards YouTube Channel](#).

**Comment** – A position (for or against), opinion, observation, explanation, criticism, or recommendation concerning a proposal, expressed for the record via CSDS.

**Consensus** – The judgment arrived at through the balloting and review of Procedures Governing UL Standards Development Process for Canada and Approved Regulations Governing ANSI/UL Standards.

- **For SCC (Canada):** 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/TC have returned an affirmative ballot.
- **For ANSI (United States):** 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/TC have returned a ballot.

**Legislative Format** – The typeface style used when proposing edits to existing text in a document. Wording to be inserted is shown underlined, while wording proposed for deletion is shown lined-out.

**Proposal Request (PR)** – A suggested revision to a UL or ULC standard or a request to develop a new standard.

**Reaffirmation** – Continuation of approval for an existing CAN/UL, ANSI/UL, or ANSI/CAN/UL, CAN/ULC, ANSI/CAN/UL/ULC Standard without change (except for updated numbering and/or editorial adjustments) for those Standards that have not been revised within a five-year period.

## Proposal Request Statuses

A proposal request goes through various stages. The terms related to a proposal request are defined below:

**Accepted** – A Proposal Request that has been determined to be sufficiently developed (i.e., it contains a rationale and proposal in legislative text and no major issues are identified) and ready to advance to the next stage in the standards development process.

**Advanced to Work Area** – A Work Area has been opened in CSDS to review/ballot the Proposal Request.

**Completed** – The Proposal Request is set to this status when (1) the Proposal Request has been published as part of Revision Pages or a New Edition, (2) the Proposal Request was withdrawn after Preliminary Review by the Proposal Submitter or (3) the Proposal Request failed to achieve consensus after balloting.

**Draft** – A Proposal Request that is able to be edited by the Proposal Submitter, and has not yet been formally submitted. A Proposal Request can be returned as a draft or saved as a draft (a work in progress to be submitted later). If a Proposal Request remains in draft form on the system for 30 days, it will be deleted automatically. Using the Submit function changes the status to New.

**Forwarded** – The Proposal Request has been forwarded to a group other than the STP/TC. This status indicates that a proposal has been forwarded to a group such as a Technical Harmonization Committee, or a Task Group.

**In Process** – The Proposal Request is being prepared to be included in a proposal for the standard for preliminary review, ballot, or discussion at an STP/TC meeting.

**New** – A Proposal Request that has been formally submitted and stored in the Proposal Request Area.

**Noted for Editorial Revision** – This status is selected when a Proposal Request is received for an editorial change that does not require balloting.

**Pending** – A Proposal Request can be pending for various reasons including, but not limited to when the proposal contains copyrighted material or there is a Call for Proposals that will take longer than a month.

**Returned** – The Proposal Request has been reviewed by UL and returned to the Proposal Submitter for one of several reasons. The most likely reason for returning the Proposal Request is that it is not fully developed. Once returned, a new Proposal Request is created with the status **Draft**. The original Proposal Request cannot be acted on.

**Withdrawn** – The user has indicated that the Proposal Request is no longer necessary.

## Groups/Organizations

**American National Standards Institute (ANSI)** – ANSI is 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. ANSI does not develop standards; it accredits US-based standards developing organizations.

**Dirección General de Normas (DGN)** – DGN is an administrative unit of the Ministry of Economy for the Government of Mexico. DGN coordinates the national technical regulation, standardization and conformity assessment system in Mexico. In addition, DGN develops technical regulations and standards on services and product safety based on the provisions of the Federal Law on Metrology and Standardization and its rules to promote the competitiveness of industry and trade at the national and international level.

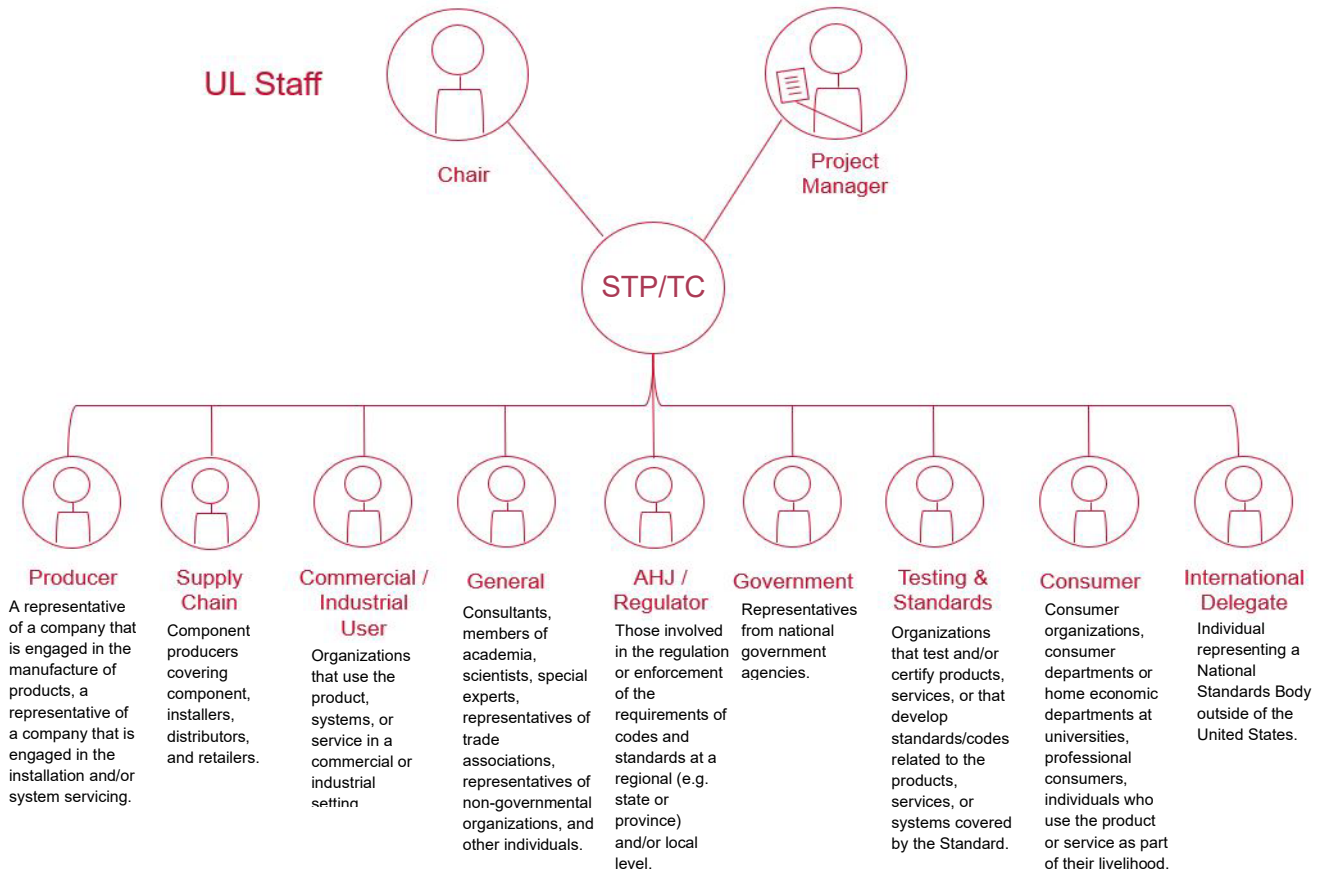
**Standards Development Organization (SDO)** – An organization that facilitates the development of standards and publishes these standards.

**Standards Council of Canada (SCC)** – SCC approves National Standards of Canada, represents Canada in international standards forms, and serves as Canada's best source for standards information. SCC does not develop standards or verify the conformity of products or services to standards, but SCC accredits Canada-based standards developing organizations.

**Stakeholders** – Stakeholders are individuals interested in following and participating in the activity of a particular standard. Stakeholders are added to the CSDS work areas on the STP/TC and receive the same information that an STP/TC member would for activities and have opportunities to provide comments, attend meetings and provide input. However, only STP/TC members are listed on the STP/TC roster and have the ability to vote.

**Standard Technical Panel (STP)/Technical Committee (TC)** – A group of individuals representing a variety of interest categories formed to provide input on new or revised UL and ULC standards. The STP/TC is responsible for providing reviewing and balloting proposals for individual standards. The group may also meet to discuss issues related to the standard. It serves as the consensus body for individual UL and ULC standards. These consensus bodies may be known as a technical committee or similar descriptive name as situations dictate. <https://ulstandards.ul.com/develop-standards/stps/>





**Task Group (TG)** – An ad hoc group appointed by the STP/TC Chair to address a specific topic or issue within a standard.

## Types of documents

**Co-branded** – A standard that is developed by UL and/or ULC Standards or another Standards Development Organization (SDO) with an agreement to publish using the branding of both organizations.

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

**Regionally Harmonized Standard (Binational and Trinational)** – 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 SDOs of two countries are considered “binational” standards, while those published by SDOs of three countries are considered “trinational” standards.

## 8. Links

### Videos

Videos are available on various topics including those listed below:

[Helpful CSDS Videos](#) and [UL Standards YouTube Channel](#)

- What is CSDS?
- Submitting a Proposal Request in CSDS
- Voting & Commenting in CSDS
- Follow a Standard in CSDS
- Accessing UL Standards Documents: For STP/TC Members via CSDS
- STP/TC Membership
- UL's Standards Development Process
- A Peek Inside an STP Meeting
- Free Digital View
- UL Standards Update Alerts

### Links to other information:

#### In the U.S:

[STP Regulations](#)

[STP Charts](#)

[Code of Ethics – UL Standards Participation](#)

#### In Canada:

[UL/ULC Standards Accreditation Manual – Procedures for Standards Development](#)

[ULC Standards Committee Charts](#)

### Links to other organizations:

American National Standards Institute - ANSI

<https://www.ansi.org/>

Dirección General de Normas - DGN

<https://www.gob.mx/se/>

Standards Council of Canada - SCC

<http://www.scc.ca/>

## 9. Contacts

North America [Standards@UL.org](mailto:Standards@UL.org)

International [Global.Standards@ul.org](mailto:Global.Standards@ul.org)

### ASEAN Region, Japan, Korea, New Zealand and Australia

Kolin Low [Kolin.Low@ul.org](mailto:Kolin.Low@ul.org)

### China (North)

Eric Zhang [Eric.S.Zhang@ul.org](mailto:Eric.S.Zhang@ul.org)

### China (South)

Jessie Guo [Jessie.Guo@ul.org](mailto:Jessie.Guo@ul.org)

### India

Manjunath V [Manjunath.V@ul.org](mailto:Manjunath.V@ul.org)

### Latin America and Mexico

Sofia Pacheco [Sofia.Pacheco@ul.org](mailto:Sofia.Pacheco@ul.org)

### Sub-Saharan Africa

Zahi Daher [Zahi.Daher@ul.org](mailto:Zahi.Daher@ul.org)

## IV. FAQ



### Frequently Asked Questions

## 10. CSDS

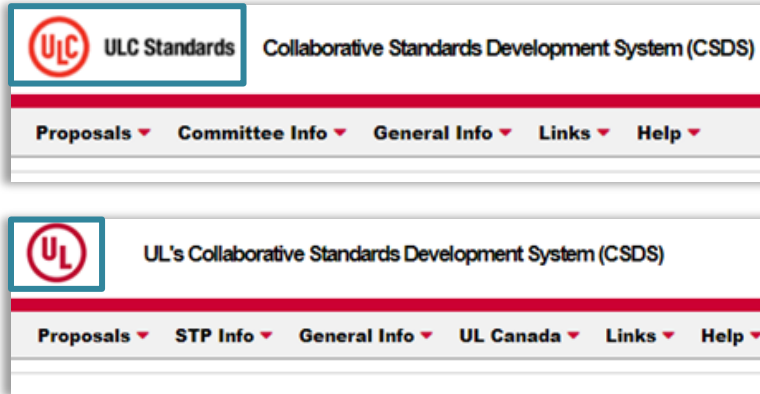
### How do I find the correct CSDS?

If you find yourself in the incorrect CSDS, you would need to first logout of the incorrect CSDS, then go to the correct CSDS and login again. If you try to go directly from one to the other, you will be redirected back to the one where you are already logged in.

You can distinguish the two by looking at the URLs, UL CSDS has “UserGroup=1”, while ULC CSDS has “UserGroup=2” at the end:

- ULC CSDS <https://csds.ul.com/Home/Default.aspx?UserGroup=2>
- UL CSDS <https://csds.ul.com/Home/Default.aspx?UserGroup=1>

Or you can look at the logo at the top left of the page:



Finally, in ULC CSDS there are “committees” whereas in UL CSDS there are “STPs”.

### What if I forgot my password?

If you forget your password, click **Forgot Your Password?** on the CSDS Log-in page. Project Managers do not have access to your password and are not able to reset it or tell you what it was.



**Login**

**News Update:** [Using Standards to mitigate the spread of COVID-19](#)

Thank you for completing our stakeholder survey last November. We value your input and greatly appreciate your participation in the survey and in future activities related to The Modern Standards Program. Based on your input, we are working to improve your experience with UL Standards. Stay tuned for updates!

Username

Password

[Forgot Your Password?](#)

**LOGIN**

## 11. Submitting a New Proposal

### Can I submit proposed text from another standard?

UL policy is to reference other standards to the extent possible. If there is a need for specific text to be proposed in the UL or ULC standard from another standards development organization, please identify where the source of information is from so that intellectual property rights can be obtained.

### Can an STP/TC member submit a proposed change to a UL or ULC standard?

Yes, UL encourages all STP/TC members to submit specific proposed changes to the standard. Fully developed proposals can be submitted by anyone at any time.

### Why is a rationale important?

A strong technical rationale as to why the change is needed helps the other STP/TC members have a better understanding on the proposed change.

### If I have a patent related to my proposal, can I still submit a proposal?

Proposals can be submitted with patents associated with them. This information must be disclosed with the proposal. In addition, the patent holder would have to agree to reasonable and nondiscriminatory terms.

## 12. Ballots and Comments

### Who can see my ballot/comments?

Anyone who has access to CSDS can see how the STP/TC votes and the comments submitted. UL's standards development process is open and transparent.

### When can I see comments?

Comments are visible immediately after they are posted.

### **Can I make my comments anonymous?**

UL's standards development process is transparent and collaborative. Comments cannot be submitted anonymously.

### **Can I change my vote during the ballot period?**

Votes may be changed up until the close of the ballot period.

### **What time does the ballot/comment period actually close?**

The ballot/comment period closes at 11:59PM CST/CDT.

### **Can I vote without attaching comments?**

Votes for a proposal do not require a comment. However, votes against and abstentions require comments to be attached to the vote. Comments submitted with a vote against a proposal should include suggested changes to the language.

### **Am I required to vote?**

Part of the responsibility of being an STP/TC member is voting on standards material. If a member repetitively does not cast a ballot, they may be removed from the STP/TC.

## **13. Digital View**

### **What is Digital View?**

You can view all current editions and revisions of UL-authored UL and ULC Standards for Safety as well as national differences for IEC/ISO standards. (The corresponding IEC/ISO Standard is not available to view on our platform.) The ability to use the Digital View option is free of charge for anyone that registers and accepts the terms and conditions. There is no obligation to purchase the standards viewed.

You cannot print, search or save any documents in Digital View. This feature is a view-only option and does not allow copy/paste, downloading, saving or printing. The document cannot be shared during a meeting with others as this would violate the terms of usage. Individuals must register to view the information from their respective location.

### **Why did UL Standards decide to provide this Digital View?**

Underwriters Laboratories believes that providing Digital View to UL and ULC standards helps external stakeholders and other partners. It enables greater availability to a wide variety of individuals and organizations that may benefit from the information contained in our documents. In addition, providing this information supports UL's mission of working for a safer world and can help raise awareness about public safety.

### **How do I view UL and ULC Standards?**

Digital View is a feature on the UL Standards Sales Site at [ShopULstandards.com](https://shopULstandards.com). Digital View offers an open-access view of the full library of UL Standards' documents to any interested party, anytime, anywhere. Access is complimentary of charge with site registration to [shopULstandards.com](https://shopULstandards.com).

All users must register to view UL and ULC standards content. Your information and user behavior are protected in compliance with applicable privacy regulations. Learn more about accessing standards [here](#).

### **How many individuals from my company can access Digital View?**

You can register as many individuals from your company as necessary. However, each user must register on an individual basis. Shared accounts are not permitted.

### **I tried using Digital View, but I can only see one page at a time. How do I access the whole standard and/or print the standard?**

Digital View is a view-only platform which does not allow for full access or printing the standard. These features are available by purchasing individual standards or by purchasing a subscription via ShopULStandards.com.