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## Sequence of Events for the Standards Development Process

Once the current edition is published, a Standard is opened for Public Input.

### Step 1 – Input Stage

- Input accepted from the public or other committees for consideration to develop the First Draft
- Technical Committee holds First Draft Meeting to revise Standard (23 weeks); Technical Committee(s) with Correlating Committee (10 weeks)
- Technical Committee ballots on First Draft (12 weeks); Technical Committee(s) with Correlating Committee (11 weeks)
- Correlating Committee First Draft Meeting (9 weeks)
- Correlating Committee ballots on First Draft (5 weeks)
- First Draft Report posted on the document information page

### Step 2 – Comment Stage

- Public Comments accepted on First Draft (10 weeks) following posting of First Draft Report
- If Standard does not receive Public Comments and the Technical Committee chooses not to hold a Second Draft meeting, the Standard becomes a Consent Standard and is sent directly to the Standards Council for issuance (see Step 4) or
- Technical Committee holds Second Draft Meeting (21 weeks); Technical Committee(s) with Correlating Committee (7 weeks)
- Technical Committee ballots on Second Draft (11 weeks); Technical Committee(s) with Correlating Committee (10 weeks)
- Correlating Committee Second Draft Meeting (9 weeks)
- Correlating Committee ballots on Second Draft (8 weeks)
- Second Draft Report posted on the document information page

### Step 3 – NFPA Technical Meeting

- Notice of Intent to Make a Motion (NITMAM) accepted (5 weeks) following the posting of Second Draft Report
- NITMAMs are reviewed and valid motions are certified by the Motions Committee for presentation at the NFPA Technical Meeting
- NFPA membership meets each June at the NFPA Technical Meeting to act on Standards with “Certified Amending Motions” (certified NITMAMs)
- Committee(s) vote on any successful amendments to the Technical Committee Reports made by the NFPA membership at the NFPA Technical Meeting

### Step 4 – Council Appeals and Issuance of Standard

- Notification of intent to file an appeal to the Standards Council on Technical Meeting action must be filed within 20 days of the NFPA Technical Meeting
- Standards Council decides, based on all evidence, whether to issue the standard or to take other action

#### Notes:

1. Time periods are approximate; refer to published schedules for actual dates.
2. Annual revision cycle documents with certified amending motions take approximately 101 weeks to complete.
3. Fall revision cycle documents receiving certified amending motions take approximately 141 weeks to complete.

## Committee Membership Classifications<sup>1,2,3,4</sup>

The following classifications apply to Committee members and represent their principal interest in the activity of the Committee.

1. M *Manufacturer*: A representative of a maker or marketer of a product, assembly, or system, or portion thereof, that is affected by the standard.
2. U *User*: A representative of an entity that is subject to the provisions of the standard or that voluntarily uses the standard.
3. IM *Installer/Maintainer*: A representative of an entity that is in the business of installing or maintaining a product, assembly, or system affected by the standard.
4. L *Labor*: A labor representative or employee concerned with safety in the workplace.
5. RT *Applied Research/Testing Laboratory*: A representative of an independent testing laboratory or independent applied research organization that promulgates and/or enforces standards.
6. E *Enforcing Authority*: A representative of an agency or an organization that promulgates and/or enforces standards.
7. I *Insurance*: A representative of an insurance company, broker, agent, bureau, or inspection agency.
8. C *Consumer*: A person who is or represents the ultimate purchaser of a product, system, or service affected by the standard, but who is not included in (2).
9. SE *Special Expert*: A person not representing (1) through (8) and who has special expertise in the scope of the standard or portion thereof.

NOTE 1: “Standard” connotes code, standard, recommended practice, or guide.

NOTE 2: A representative includes an employee.

NOTE 3: While these classifications will be used by the Standards Council to achieve a balance for Technical Committees, the Standards Council may determine that new classifications of member or unique interests need representation in order to foster the best possible Committee deliberations on any project. In this connection, the Standards Council may make such appointments as it deems appropriate in the public interest, such as the classification of “Utilities” in the National Electrical Code Committee.

NOTE 4: Representatives of subsidiaries of any group are generally considered to have the same classification as the parent organization.

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Soon after the current edition is published, a Standard is open for Public Input.

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OR

- a. Go directly to your specific document information page by typing the convenient shortcut link of [www.nfpa.org/document#](http://www.nfpa.org/document#) (Example: NFPA 921 would be [www.nfpa.org/921](http://www.nfpa.org/921)). Sign in at the upper right side of the page.

To begin your Public Input, select the link “The next edition of this standard is now open for Public Input” located on the About tab, Current & Prior Editions tab, and the Next Edition tab. Alternatively, the Next Edition tab includes a link to Submit Public Input online.

At this point, the NFPA Standards Development Site will open showing details for the document you have selected. This “Document Home” page site includes an explanatory introduction, information on the current document phase and closing date, a left-hand navigation panel that includes useful links, a document Table of Contents, and icons at the top you can click for Help when using the site. The Help icons and navigation panel will be visible except when you are actually in the process of creating a Public Input.

Once the First Draft Report becomes available there is a Public Comment period during which anyone may submit a Public Comment on the First Draft. Any objections or further related changes to the content of the First Draft must be submitted at the Comment stage.

To submit a Public Comment you may access the online submission system utilizing the same steps as previously explained for the submission of Public Input.

For further information on submitting public input and public comments, go to: <http://www.nfpa.org/publicinput>.

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## Information on the NFPA Standards Development Process

**I. Applicable Regulations.** The primary rules governing the processing of NFPA standards (codes, standards, recommended practices, and guides) are the NFPA *Regulations Governing the Development of NFPA Standards (Regs)*. Other applicable rules include NFPA *Bylaws*, NFPA *Technical Meeting Convention Rules*, NFPA *Guide for the Conduct of Participants in the NFPA Standards Development Process*, and the NFPA *Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council*. Most of these rules and regulations are contained in the *NFPA Standards Directory*. For copies of the *Directory*, contact Codes and Standards Administration at NFPA Headquarters; all these documents are also available on the NFPA website at “www.nfpa.org.”

The following is general information on the NFPA process. All participants, however, should refer to the actual rules and regulations for a full understanding of this process and for the criteria that govern participation.

**II. Technical Committee Report.** The Technical Committee Report is defined as “the Report of the responsible Committee(s), in accordance with the Regulations, in preparation of a new or revised NFPA Standard.” The Technical Committee Report is in two parts and consists of the First Draft Report and the Second Draft Report. (See *Regs* at Section 1.4.)

**III. Step 1: First Draft Report.** The First Draft Report is defined as “Part one of the Technical Committee Report, which documents the Input Stage.” The First Draft Report consists of the First Draft, Public Input, Committee Input, Committee and Correlating Committee Statements, Correlating Notes, and Ballot Statements. (See *Regs* at 4.2.5.2 and Section 4.3.) Any objection to an action in the First Draft Report must be raised through the filing of an appropriate Committee form for consideration in the Second Draft Report or the objection will be considered resolved. [See *Regs* at 4.3.1(b).]

**IV. Step 2: Second Draft Report.** The Second Draft Report is defined as “Part two of the Technical Committee Report, which documents the Comment Stage.” The Second Draft Report consists of the Second Draft, Public Comments with corresponding Committee Actions and Committee Statements, Correlating Notes and their respective Committee Statements, Committee Comments, Correlating Revisions, and Ballot Statements. (See *Regs* at 4.2.5.2 and Section 4.4.) The First Draft Report and the Second Draft Report together constitute the Technical Committee Report. Any outstanding objection following the Second Draft Report must be raised through an appropriate Amending Motion at the NFPA Technical Meeting or the objection will be considered resolved. [See *Regs* at 4.4.1(b).]

**V. Step 3a: Action at NFPA Technical Meeting.** Following the publication of the Second Draft Report, there is a period during which those wishing to make proper Amending Motions on the Technical Committee Reports must signal their intention by submitting a Notice of Intent to Make a Motion (NITMAM). (See *Regs* at 4.5.2.) Standards that receive notice of proper Amending Motions (Certified Amending Motions) will be presented for action at the annual June NFPA Technical Meeting. At the meeting, the NFPA membership can consider and act on these Certified Amending Motions as well as Follow-up Amending Motions, that is, motions that become necessary as a result of a previous successful Amending Motion (See 4.5.3.2 through 4.5.3.6 and Table 1, Columns 1-3 of *Regs* for a summary of the available Amending Motions and who may make them.) Any outstanding objection following action at an NFPA Technical Meeting (and any further Technical Committee consideration following successful Amending Motions, see *Regs* at 4.5.3.7 through 4.6.5.3) must be raised through an appeal to the Standards Council or it will be considered to be resolved.

**VI. Step 3b: Documents Forwarded Directly to the Council.** Where no NITMAM is received and certified in accordance with the Technical Meeting Convention Rules, the standard is forwarded directly to the Standards Council for action on issuance. Objections are deemed to be resolved for these documents. (See *Regs* at 4.5.2.5.)

**VII. Step 4a: Council Appeals.** Anyone can appeal to the Standards Council concerning procedural or substantive matters related to the development, content, or issuance of any document of the NFPA or on matters within the purview of the authority of the Council, as established by the Bylaws and as determined by the Board of Directors. Such appeals must be in written form and filed with the Secretary of the Standards Council (see *Regs* at Section 1.6). Time constraints for filing an appeal must be in accordance with 1.6.2 of the *Regs*. Objections are deemed to be resolved if not pursued at this level.

**VIII. Step 4b: Document Issuance.** The Standards Council is the issuer of all documents (see Article 8 of *Bylaws*). The Council acts on the issuance of a document presented for action at an NFPA Technical Meeting within 75 days from the date of the recommendation from the NFPA Technical Meeting, unless this period is extended by the Council (see *Regs* at 4.7.2). For documents forwarded directly to the Standards Council, the Council acts on the issuance of the document at its next scheduled meeting, or at such other meeting as the Council may determine (see *Regs* at 4.5.2.5 and 4.7.4).

**IX. Petitions to the Board of Directors.** The Standards Council has been delegated the responsibility for the administration of the codes and standards development process and the issuance of documents. However, where extraordinary circumstances requiring the intervention of the Board of Directors exist, the Board of Directors may take any action necessary to fulfill its obligations to preserve the integrity of the codes and standards development process and to protect the interests of the NFPA. The rules for petitioning the Board of Directors can be found in the *Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council* and in Section 1.7 of the *Regs*.

**X. For More Information.** The program for the NFPA Technical Meeting (as well as the NFPA website as information becomes available) should be consulted for the date on which each report scheduled for consideration at the meeting will be presented. To view the First Draft Report and Second Draft Report as well as information on NFPA rules and for up-to-date information on schedules and deadlines for processing NFPA documents, check the NFPA website (www.nfpa.org/docinfo) or contact NFPA Codes & Standards Administration at (617) 984-7246.



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**2017 Edition****NFPA 96 TECHNICAL CHANGES**

This table provides an overview of major code changes from the 2014 edition to the 2017 edition of NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*. Purely editorial and formatting changes are not included. For more information about the reason(s) for each change, visit [www.nfpa.org/96](http://www.nfpa.org/96). The first revision (FR) and second revision (SR) numbers are given in the third column of this table for reference to the official documentation of the technical committee's actions.

Section Number	Comments	FR/SR Number
3.3.33.1	Removed term <i>fixed baffle hood</i> and its definition from the standard.	FR-44
3.3.52, 3.3.53	Added new definitions for the terms <i>water-wash fire-extinguishing system</i> and <i>water-wash system</i> , which are used in the standard.	FR-5
A.4.1.1.1	Revised language to provide a clearer explanation of ANSI/UL 197 and ANSI/UL 710B for appliances with limited grease emissions.	FR-12
A.4.2.1	Added new language to provide clarification for measurements for clearance requirements.	FR-8
4.1.5	Revised language to emphasize the responsibility for assuring that compliance with the standard is that of the owner.	FR-6
4.1.9	Revised language to eliminate redundancy. Subsections 1.3.2 and 1.3.5 allow the AHJ to determine equivalency.	FR-7
4.3.3.2	Added new language to address listed single-wall factory-built grease duct systems that are available in the industry.	FR-41
6.1.2	Revised language to require grease removal devices to be clearly marked to allow inspecting authorities and end users to easily identify that the employed grease removal devices comply with the requirements of the standard.	FR-9
6.2.5	Revised language to give users an option to have a clear indication of the required orientation of the grease removal devices.	FR-1
7.1.4.3.1	Modified language to clarify grease duct drains are not listed. If the drains are provided with a listed grease duct, they are components of that grease duct.	FR-15
8.2.3.2	Revised language to clarify the requirements for the activation of exhaust fans when the fire-extinguishing system is activated.	FR-56
8.2.3.3	Modified language to provide clear guidance for the AHJ.	FR-18
9.3.1.1	Revised language to clarify that other devices installed in a duct are required to have a fire-extinguishing system.	FR-20
9.3.7	Added new requirement for the installation of carbon monoxide detectors.	FR-19
10.1.3	Revised language to clarify that other devices installed in a duct are required to have a fire-extinguishing system.	FR-21, SR-7
10.2.2	Revised language to specify that Class K-type extinguishers need a placard.	SR-15
10.2.3.2	Revised language to eliminate the date since the effective date has passed. Now, all existing fire-extinguishing systems need to comply.	SR-8
10.2.8	Modified section to eliminate redundancy and to use new terminology for clarification.	FR-42
10.3.1.1	Modified 10.3.1.2 to require independent fire protection systems for multiple hoods on a single duct. Revised 10.3.1.3 to comply with new 10.1.3.	FR-45, SR-9

Section Number	Comments	FR/SR Number
10.4.5	Moved new language regarding solid fuel from NFPA 17A to NFPA 96 to improve correlation between the two standards.	FR-23
10.5.1, 10.5.2, 10.5.3, 10.5.4, 10.5.5, and 10.5.6	Revised language to improve correlation between NFPA 17A and NFPA 96 and to clarify that the requirements are applicable to all types of extinguishing systems.	FR-46, SR-10
10.5.3	Added new requirement to specify when employees of commercial cooking operations need to be trained to use portable fire extinguishers.	FR-26, SR-10
10.7.1	Revised language to clarify intent of requirement with regard to additional sprinklers and hood systems.	FR-28
10.9.4	Added new language to clarify that carbon dioxide-type extinguishers are not permitted.	FR-29
11.1.4	Revised language to emphasize employees of commercial cooking operations are required to be provided with portable fire extinguisher training at regular intervals.	FR-48
11.2.9	Added new language to permit inspection and maintenance records to be stored and accessed electronically.	FR-31
11.6.1	Revised section to include language originally in the annex to establish a requirement for a measurement system for cleanliness.	FR-34
11.6.16	Added new requirement to specify when metal containers that are used to collect grease drippings need to be inspected or emptied.	FR-36
A.11.7.2	Added new annex language to describe the hazard created by not complying with 11.7.2.	FR-22
Annex B	Added new annex chapter, which was developed to provide the minimum fire safety requirements for mobile and temporary cooking operations.	SR-12

## Chapter 1

Chapter 1 of NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, covers the administration requirements relating to the design, installation, operation, inspection, and maintenance of all public and private cooking operations. This chapter provides the requirements for administering the provisions of this document. The requirements in Chapter 1 are essential for establishing a framework for enforcing the standard, where adopted by the authority having jurisdiction (AHJ). These provisions are necessary to achieve uniformity in enforcement between jurisdictions by avoiding conflicts and overlaps. This chapter lays the ground rules by which the provisions of this standard are enforced.

### 1.1.1

As with all NFPA codes and standards, NFPA 96 requirements are intended to provide a minimum level of safety that must be achieved. There are designs and approaches that go above and beyond what is required by this standard that can provide higher levels of protection, but it might be impractical to provide such a level of protection in all instances.

Guidance on the design, installation, and operation of commercial cooking equipment, ventilation components, and extinguishing systems is developed by the manufacturer of the particular equipment and should be strictly adhered to. The manufacturer might have specific maintenance and inspection requirements above and beyond the requirements of this standard. Not following these additional requirements specific to that equipment can potentially void the warranty or decrease the overall safety of the equipment, or both.

### 1.1.2

NFPA 96 applies to public and private commercial cooking operations. Private commercial cooking operations are kitchens located in nursing homes, college dormitories, and any other