



THE FOLLOWING WAS INCLUDED IN THE INTRODUCTORY MATERIAL POSTED WITH THE 2015 GROUP A CODE CHANGE PROPOSALS

FLOOR MODIFICATIONS (NEW SUBMITTAL PROCESS)

With the implementation of the new cdpACCESS online system, CP 28 was revised to reflect that floor modifications would be submitted electronically at the Committee Action Hearing (CAH). This 2015 Cycle will be the first cycle to utilize the new submittal process.

The only aspect of the modification process that is changing is the way the modification is submitted and viewed. It is required to be submitted electronically via cdpACCESS. All other aspects of the modification process are unchanged. As in the past, the proponent of the modification must be in attendance at the CAH to present the modification as part of his/her testimony.

Those who are submitting a modification for consideration by the respective Code Development Committee are required to sign a Copyright Release in order to have their modification(s) considered (Section 3.3.5.5 of CP 28). This feature is built into cdpACCESS similar to the way the release is executed for code change and public comment submittals.

The Chair rules the modification in or out of order. Note that this is a procedural ruling to determine if the modification is to be permitted to be considered at the hearing. It is not a technical ruling. The ruling is final, with no challenge allowed.

The modification proponent is required to identify the specific text of the code change proposal that is being revised and the revision itself. In this way, it is very similar to the public comment process and that is the way cdpACCESS was developed to process modifications.

Example:

Original code change proposal.

The original code change proposal requested the following change to Section 305.3 of the IPMC: (Note that the example is fictional.)

**PM10-15
305.13**

Proponent: John West representing self

Revise as follows:

305.3 Interior surfaces. All interior surfaces, including windows and doors, shall be maintained in good and clean condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, ~~decayed wood~~ and other defective surface conditions shall be corrected. Surfaces of porous materials made of or containing organic materials, such as but not limited to wood, textiles, paint, cellulose insulation, and paper, including paper-faced gypsum board, that have visible signs of mold or mildew shall be removed and replaced or remediated in an approved manner.

Exception: Porous materials that do not contain organic materials, such as clean unpainted bricks and concrete.

Proposed modification:

A modification to the code change proposal is proposed:

1. To add “and sanitary” after “clean” in the first sentence.
2. To add “or water permeable” after “porous” in the third sentence.
3. Delete “in an approved manner.” in the last sentence.
4. Delete the proposed new exception.

The cdpACCESS system will provide the text of the original code change proposal in legislative format. Using the cdpACCESS system, the proponent of the modification locates the original change in the system. To delete text, use the “delete” or “backspace” button on the keyboard. To insert new text, the proponent keys in the text in the location desired.

The cdpACCESS system will automatically take the original text and “modify” it. The modification to the original proposal will be shown with ~~cross out~~, underline formatting as it has been done manually in the past.

cdpACCESS will show the modification as follows:

PM10-13
305.13

Modification Proponent: Sam Sumter representing self

Modify the proposal as follows:

305.3 Interior surfaces. All interior surfaces, including windows and doors, shall be maintained in good, ~~and~~ clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster and other defective surface conditions shall be corrected. Surfaces of porous or water permeable materials made of or containing organic materials, such as but not limited to wood, textiles, paint, cellulose insulation, and paper, including paper-faced gypsum board, that have visible signs of mold or mildew shall be removed and replaced or remediated ~~in an approved manner~~.

~~**Exception:** Porous materials that do not contain organic materials, such as clean unpainted bricks and concrete.~~

Among the benefits of using cdpACCESS to submit modifications are:

- Modification proponents will be able to access the system in advance of the hearings to develop their modification (see “Detailed Steps of the Modification Submission Process via cdpACCESS” on the following pages).
- The collaboration features will allow modification proponents to collaborate before submitting.
- The system automatically processes the modification in legislative format such that it is easy to determine how the modification differs from the original proposal.
- 20 hard copies of the modification for distribution to the committee are no longer required.
- You can preview your modification at any time by downloading a pdf via cdpACCESS.

OVERVIEW OF THE MODIFICATION PROCESS (see CP28 Section 5.5.2 on page xxv)

1. **NEW.** Modification submitted electronically via cdpACCESS. As in the past, this submittal is required well in advance of the code change proposal being brought to the floor.

2. The code change proposal is brought to the floor by the Moderator.

IMPORTANT NOTE: ONCE A CODE CHANGE PROPOSAL IS BROUGHT TO THE FLOOR, ALL MODIFICATIONS MUST BE IN THE cdpACCESS SYSTEM. SEE NOTE 1.

3. Modification proponent suggests the modification from the floor at the hearing.

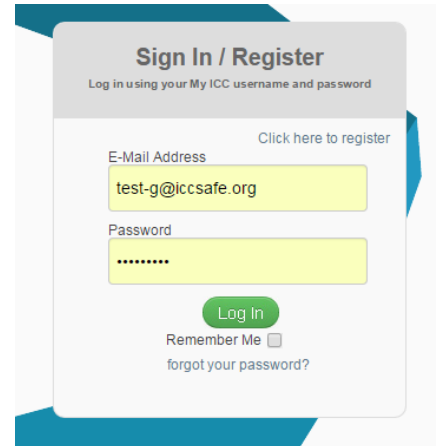
4. **NEW.** Modification posted to cdpACCESS for public viewing (including the hearing room via WiFi) and committee viewing.
5. Modification displayed on the screen in the hearing room.
6. Chair rules the modification in or out of order.
7. If ruled in order, testimony on the modification is initiated.

DETAILED STEPS OF THE MODIFICATION SUBMISSION PROCESS via cdpACCESS

cdpACCESS will be live on April 1ST for the development of floor modifications. In order to submit a floor modification you must have a My ICC account. See below.

Visit <http://cdpaccess.com> and log in with your My ICC email address and password.

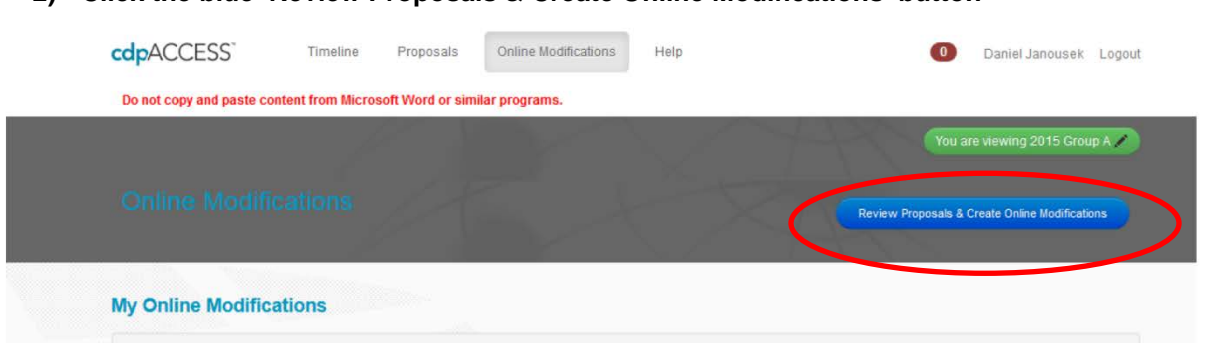
- If you have forgotten your password you can reset it online by clicking the 'forgot your password?' link at the bottom of the sign in box.
- You may also create a new account by clicking on the 'Click here to register' link at the top right of the sign in box. For Governmental Member Voting Representatives, register with the same email address that was used to validate your membership.



The screenshot shows a 'Sign In / Register' form. At the top, it says 'Sign In / Register' and 'Log in using your My ICC username and password'. There are two input fields: 'E-Mail Address' with the value 'test-g@iccsafe.org' and 'Password' with a masked password '.....'. A green 'Log In' button is below the password field. To the right of the email field is a link 'Click here to register'. Below the password field are links for 'Remember Me' (with a checkbox) and 'forgot your password?'.

To create a floor modification

- 1) **Click 'Online Modifications'** at the top of the site to access the system.
- 2) **Click the blue 'Review Proposals & Create Online Modifications' button**



3.) Search for a proposal by Proposal ID (Code change number). Click on the number to review the proposal, or simply click the 'Create Online Modification' button. Click OK to confirm that you will be present at the hearings to present the modification.

cdpACCESS Timeline Proposals Online Modifications Help 0 Daniel Janousek Logout

Do not copy and paste content from Microsoft Word or similar programs.

You are viewing 2014 Group C

Proposal List Proposal List My Proposals

Search [] > [1 2 3 4 5 6 7 ... 20] Show Filters

Proposal Id	Proponent	Status	
GG 1-14	Michael Bolton	Ready for Publication	Create Online Modification
GG 2-14	Lyle Lovitt	Ready for Publication	Create Online Modification
GG 4-14	Ren & Stimny	Ready for Publication	Create Online Modification

4.) To modify a code section already in the proposal: Click on the code section in the left-hand column. The code section content will load in the center column.

To add a code section from an I-Code: Click 'Add Existing'. You will be able to select a Code, a chapter, and a section. Click the check-box next to the appropriate section and then click 'Add Selected Sections to Proposal'. Proceed as if modifying a code section already in the proposal.

To create a new code section that does not exist in an I-Code: Click 'Add New'. You must choose a Code and chapter, then click 'Create New Code Section' to add it to the modification.

Proceed as if modifying a code section already in the proposal.

Section Controls

Add Existing

Add New

Create Proposal

2015 International Existing Building Code

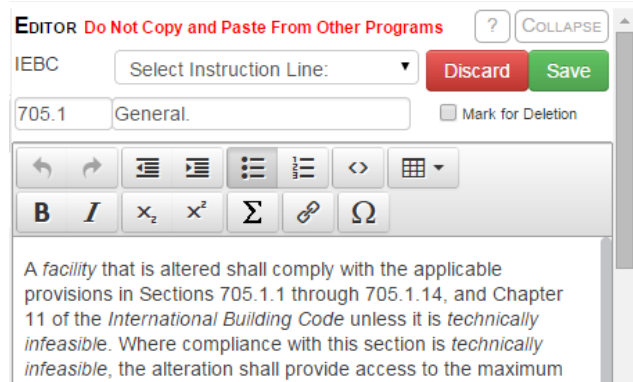
Chapter 11 ADDITIONS (remove)

1105 ACCESSIBILITY (remove)

5.) To modify the content of a selected code section: Make your edits in the center column. You do not need to strike through/underline text you are deleting or adding. All you need to do is to key in the text to insert at the applicable locations and use the 'delete' or 'backspace' key to delete text -- the system will automatically create and preview legislative formatting in the right-hand column.

Make sure to click the green 'Save' button when you have completed your edits.

- You can preview your modification at any time by clicking the Download Link (PDF) at the top of the editing window.



6.) To submit your modification: Click 'Finalize and Submit' in the right-hand column of your screen.

- Email address: you may optionally change your email.

- Employer information: do not use acronyms or shorthand.

- Copyright Form: Includes information about who you represent. This must be digitally signed before submission.

- Click the 'Submit Online Modification to ICC' button.

The image shows a "Proponent Information" form. It includes a warning: "Changing this information will only affect this Online Modification. It will not change your login, M". The form fields include: "Email: djanousek@gmail.com" with a "Change Email" link; a checkbox "Check here if you do not want your email address published with your Online Modification"; "Employer Information:" with a "Click to Enter" link; "Copyright Form" with a link to "Standard Copyright Release Form OR Alternative Copyright Retention Form (Grant of License)"; and a "Submission Checklist" section with instructions: "Items in green are completed.", "Items in red are incomplete.", and "Items in gray require your attention.". At the bottom, there is a bullet point: "Review the Committee Responsibilities document (pdf) to confirm the applicable codes/code:".

More detailed instructions will be posted on cdpACCESS.com on April 1st.

For further help with Online Modifications, please email cdpACCESS@iccsafe.org, or if you are at the hearings please visit the cdpACCESS table outside the hearing rooms.

