

EXTRACT POLICY (Annex A.6)

ADOPTED BY THE NFPA BOARD OF DIRECTORS ON November 14, 2015; AFFIRMED November 13, 2020

EXTRACT GUIDELINE

A. General. Each revision cycle, all Technical Committees shall update extracted text in accordance with this Extract Guideline. In addition to the Extract Guideline, if a Technical Committee desires to update concurrently with standards in cycle, supplemental guidelines shall be utilized.

(1) Scope. This guideline provides guidance to Technical Committees for extracting text from other standards whose Technical Committees have primary jurisdiction for the subject covered. This guideline is intended to apply to extraction among NFPA standards, and standards between NFPA and other organizations working with NFPA to harmonize and/or coordinate standards.

(2) General Guidance. A standard may contain text extracted from another standard provided:

- (a) there is good and sufficient reason for the extracts;
- (b) there is clear indication of the number, title and edition of the standard from which each extract is taken;
- (c) that interpretations or proposed revisions of the extracted text are referred to the Technical Committee responsible for the source standard;
- (d) any editing of the extracted text is confined to making the style consistent with that of the standard containing the extract and then only with the concurrence of the Technical Committee responsible for the source standard; and
- (e) the extracted text is kept current with that of the source standard.

B. Procedures for Updating Extracts.

(1) Updating Extracts from Issued Standards (Required):

Extracted text shall be updated to the current edition of each source standard through First Revisions and balloted in accordance with *the Regulations Governing the Development of NFPA Standards* (Section 4.3.10, and 4.3.11 when applicable).

(2) Supplemental Guidelines: Updating Extracts from Standards in Cycle

A Technical Committee that chooses to additionally update extracted text from a source standard's edition, which has not issued prior to the extracting standard's Public Input Closing Date, shall process a Committee Input (CI) identifying extracts to be updated at its Second Draft Meeting.

During the Second Draft Meeting, Second Revisions shall update extracts for

consideration and balloting from either the source standard's Second Draft or issued edition.

If the source standard is neither issued nor the Second Draft posted prior to the extracting Standard's Second Draft Meeting, the Technical Committee shall either:

- a) Maintain the previous edition extracted source standard text;
- b) Delete the extracted source standard text through Second Revision; or
- c) Direct staff to delay the extracting standard's Second Draft ballot to allow additional revisions updating extracts following posting of the source standard's Second Draft.

Should extracted text be revised in the source standard following the posting of the extracting standard's Second Draft, a TIA shall be processed to update extracts of the source standard's text. Should the extract TIA fail, the subject extracted text shall return to previous edition text.

C. Guidance for the extraction of text from one standard to another

- (1) General.** The intent of extracting text is to make a standard as complete and useful as possible. Care must be taken to not compromise the intent of the criterion being extracted. A section or paragraph being extracted from another standard represents a specific thought, and it is important that the thought in its entirety be extracted. The context of the original extracted material should not be compromised or violated.
- (2) Exception and Caution Statements.** Text should not be extracted without including any exception(s) associated with the extracted text. Likewise, caution statements should also be included. Exception and caution statements are considered essential elements of the requirements of the associated paragraph.
- (3) Notes and Related Appendices.** Notes and appendices are intended as advisory, supplemental information, and thus may or may not be included with extracted text. If the extracted text contains "Notes" in the parent standard, the Technical Committee should carefully review the notes to determine whether to be extracted as well. This same logic applies to related Annex sections. If the Technical Committee chooses not to extract the Note or related Annex section, the Technical Committee must be certain the absence of this supplemental information does not create confusion or misinterpretation.
- (4) Paragraph Numbering.** A Technical Committee must be mindful not to change the relationship of paragraphs by the renumbering of extracted text. For example, if a paragraph with 2 subparagraphs is renumbered as 3 separate and distinct paragraphs, does that change the relationship of paragraph 2 and 3 to the original paragraph 1?

Often subparagraphs refine requirements in the host paragraph and renumbering will change that emphasis, thereby compromising that relationship. For example:

Parent Document	Document Extracting
7.5.1 Paragraph	8.2.3.1 Paragraph
7.5.1.1 Subparagraph	8.2.3.2 Paragraph
7.5.1.2 Subparagraph	8.2.3.3 Paragraph
7.5.2 Paragraph	8.2.3.4 Paragraph

The Technical Committee extracting text should be careful not to merely extract part of a section or paragraph. Doing so can be misleading as the extracted text may then be out of context. The family of paragraphs establishing requirements should be kept intact to ensure both standards are consistent.

(5) References. Where extracted material references another paragraph in the standard from which the material is extracted, the Technical Committee should extract the referenced paragraph as well. Extracting text ensures a standard is complete and as useful as possible. Referring a user to another standard for a referenced paragraph is not user friendly and is to be avoided.

Approved Standards Council: January 1984; Revised November 2003; October 2007, April 2015

Approved Board of Directors: June 1997; Revised November 2007, Revised November 2015;
Affirmed November 2020