Using NFPA’s Electronic Submission System for Public Input (e-PI) or Public Comment (e-PC)

1. Decide what action you’d like to take (Click one of these tasks to jump to complete instructions):
   - Propose changes to text (or comment on changes) in an existing numbered section or larger block of text
   - Add new text to the document (or comment on new text added)
   - Change a word or phrase used throughout the entire document (or comment on a global change)

2. Complete your Public Input or Comment:
   - Upload additional or supporting files for proposed changes
   - Complete the Statement of Problem and Substantiation for Public Input/Comment (required)
   - Relate your proposed change to previously submitted Public Input/Comment(s) (required)
   - Complete Submitter Information Verification
   - Complete Copyright Assignment and Signature (required for original material)
   - Complete Alternative Copyright Assignment and Signature (required for non-original material)
   - Submit your Public Input/Comment or save it for later completion

3. Review and change your Public Input/Comment
4. Using My Public Input/Comments/NITMAMs
5. Using the text editor tools

1. Decide what action you’d like to take

Propose changes to text (or comment on changes) in an existing numbered section or larger block of text

First, locate and select the text you wish to change by using the expandable Table of Contents for the document on the left-hand side of the screen. Click on the + symbol to the left of a Chapter Number and Title to expand the list of sections within that chapter. If a section contains sub-sections, another + symbol will allow you to expand to a deeper level. The text of the selected section will appear on the main screen.
On this main screen, select the check-box to the left of the appropriate sub-section, section, or chapter you wish to revise. Click the Revise Existing Sections(s) or Revise First Draft Section(s), for the Public Input/Public Comment, button at the bottom of the screen. The Text Editor will open, making your selected text available for editing.

The Text Editor allows you to modify the text using some common editing tools. When you have made your changes, click the Next button to review your changes; click Prev to make additional changes. Use the Compare button to see the original and modified text side-by-side. Please note that your proposed changes may not appear exactly as you typed them. If this occurs, you may provide the Technical Committee with an attached Word version of your changes to ensure clarity and accuracy.

When you are satisfied with your changes, click the Next button to continue (see 2. Complete Your Public Input/Comment).

If you need to include files like graphics, tables, or other complex text that are part of your Public Input/Comment, you can attach them later in the submissions process.
Add new text to the document (or comment on new text added)

First select the location where your new text should appear using the expandable Table of Contents as described above (in Propose Changes to Text). You have reached the appropriate location when the main screen displays the existing section or sub-section that you want to immediately precede your new text.

Select the check-box to the left of the appropriate sub-section, section, or chapter you wish the new text to follow, then click the Add New Section button at the bottom of the screen. The Text Editor will open for you to create your new text-- or you can paste in text you have created elsewhere. If you need to include files, such as graphics, tables, or other complex text as part of your Public Input/Comment, you can attach them later in the submissions process.

When you are satisfied with your new text, click the Next> button to continue (see 2. Complete your Public Input/Comment).

Change a word or phrase used throughout the entire document (or comment on a global change)

To make a change throughout the document, use the Global change option, located at the bottom of the Table of Contents, to summarize your instructions for the change (e.g., “Change ‘red’ to ‘blue’ throughout”). Click the Global Input/Comment: Create New or View Existing button below the Table of Contents to open the Create Global Input screen. Click the Create Global Input/Comment button to open the Text Editor and type your instructions or paste in text you have created elsewhere.

When you are satisfied with your additions, click the Next> button at the bottom of the screen to continue (see 2. Complete your Public Input/Comment).

2. Complete your Public Input or Comment

Upload additional or supporting files for proposed changes

The Upload Additional Proposed Changes screen gives you the option to upload text or graphics files that are part of your proposed change. For example, it may be easiest to include complex tables or lengthy additions by uploading them as Word or Excel files, or you might want to add graphic files to support your submission. If you click the Upload File button, click Browse to locate the file you want to include. Click the Upload button, add a brief description or instructions related to your attachment, then click OK. You can repeat the process if you want to upload more than one file. When you are finished, click the Next> button at the bottom of the screen to continue.
Complete the Statement of Problem and Substantiation for Public Input/Comment

As part of the submission process, you must state the problem that would be resolved by your proposed change and provide substantiation for the Technical Committee. Substantiation is **required** for Public Input/Comment submission. NFPA is unable to accept copyrighted material that has been reproduced electronically or by duplication; such materials are to be submitted in hard copy to NFPA’s delivery address. Please list any materials you are sending to NFPA, then click the **Next** button at the bottom of the screen to continue.

Relate a change to a previously submitted Public Input/Comment

If you are proposing multiple changes that are dependent upon one another, you can indicate this relationship on the **Related Public Inputs/Comments for This Document** screen. After selecting the Public Input/Comment from the drop-down list, click the **Add Link** button, add a brief description of the relationship to an existing input/comment, and then click **Done**. When you are finished adding relationships, click the **Next** button at the bottom of the screen to continue.

*Note that you can only link Public Inputs/Comments within a single document in the same revision cycle.*

At the Public Comment stage, you **must** link to a Public Input (PI), First Revision (FR), Committee Input (CI), Correlating Revision (CR) and Correlating Note (CN): each are located in the First Draft Report.
To do so, click on the **Add Related Item** button. In the pop up window, select the item type from the listed radio buttons. Next, enter only the number of the Public Input (PI), First Revision (FR), Committee Input (CI), Correlating Revision (CR) or Correlating Note (CN) you located previously in the First Draft Report.

When you are finished adding the required link, click the **Next>** button at the bottom of the screen to continue.

**Complete Submitter Information Verification**

Your Name and User ID (usually your email address) will be displayed for your review, along with any Company you included as part of your NFPA registration. In the Affiliation box, include the name of any organization on behalf of which you are officially submitting this Public Input/Comment. When you are finished verifying your information, click the **Next>** button at the bottom of the screen to continue.

*You may adjust your Company relationship with regard to a specific Public Input/Comment, but if you need to make a permanent change to your Company affiliation, please update your information on the My Profile page at [www.nfpa.org](http://www.nfpa.org).*
Complete Copyright Assignment and Signature

Before your Public Input/Comment can be submitted: You must legally confirm that the content you have provided is “original” (your own work).
You must assign copyright to NFPA by checking the Signature authorization box—which serves as your legal signature.
Submissions that are not original must be attributed to a specific source. Therefore, if you are not the author of some or all of your content, click the click here link in the Special Note section to use the Alternative Copyright Assignment and Signature.

Complete Alternative Copyright Assignment and Signature

If you are not the author of some or all of your Public Input/Comment, you must include as much information as available regarding the source so NFPA can determine how to contact the copyright owner. If you decide not to use materials you did not create solely, you can use the back link in the Copyright Assignment section. This will return you to the standard Copyright Assignment and Signature screen where you assign copyright to NFPA for materials you authored and check the Signature authorization box as a legal signature.
Submitting your Public Input/Comment or save it for later completion

Once the Signature authorization box has been checked, click the Submit button at the bottom of the screen to send your completed Public Input/Comment to NFPA. You may opt to Save your Public Input/Comment at any point during the process so you can complete it at your convenience for later submission to NFPA. Unsubmitted Public Inputs/Comments are tinted and labeled in red as UNSUBMITTED to ensure that they are not overlooked.

A Public Input/Comment that has been saved but not submitted will not be considered by the Technical Committee; submitters are responsible for ensuring that any saved Public Inputs/Comments have been completed and submitted before the closing date for submissions.

3. Review and Change your Public Input/Comment

Each of your specific Public Inputs/Comments will show above the section where added. The Public Input/Comment box includes buttons you can use to View, Edit, or Delete your Public Inputs/Comments. The Global Input/Comment: Create New or View Existing button at the end of the Table of Contents will show you all your Global Inputs.

4. Using My Public Input/Comments

See all your Public Inputs/Comments at once by clicking on the My Public Input/Comments/NITMAMs link above the Table of Contents. This gives you the option to see different views of your inputs/comments. Select a view to see only submissions related to the current document, choose a different document for which you have made submissions, or see all your Public Inputs/Comments to any documents.

5. Using the Text Editor Tools

The Text Editor is similar to most email and word processing software editing tools. Basic actions like changing the font to bold or italic will be familiar to most users.

Please use the simplest formatting options that will allow you to make your changes clear. Final formatting will be added when Public Inputs/Comments for all users are reviewed and assembled for balloting. Complex text, tables, figures, or equations should be attached as additional or supporting files.
Notes on Public Comment (e-PC)

General: When making a comment on proposed changes, the steps are essentially the same as for Public Input, but keep the following in mind:

In accordance with NFPA regulations, Public Comments should be limited to revisions/inputs/notes addressed at the First Draft stage. To complete your Public Comment submission, you must relate your comment to a First Revision (FR), Public Input (PI), Correlating Revision (CR), Committee Input (CI), or Correlating Note (CN) from the First Draft stage. NFPA does not allow new material for Committee review and action at the Second Draft stage which is not related to a First Revision (FR), Public Input (PI), Correlating Revision (CR), Committee Input (CI), or Correlating Note (CN) from the First Draft Report.

a. Commenting on added text: With the text displayed, locate the First Revision (FR), Public Input (PI), Correlating Revision (CR), Committee Input (CI), or Correlating Note (CN) reference number associated with the text you wish to comment on. These numbers are generally located above the section number revised in the First Draft Report; however, revisions that span several sections, or the entire chapter, may require you to scroll upward to find the applicable revision/input/note number. Record the reference number, including the two-letter code for the type of revision/input/note (FR, PI, CR, CI, and CN) for later use. This information is necessary to complete and submit your Public Comment, as all comments must refer to a PI, an FR, a CI, a CR, or a CN from the First Draft Report. The Technical Committee will identify any Public Comment that introduces new material or that has not had adequate review. A Public Comment that introduces new material or that needs additional review will be held until the next revision cycle for further action.

b. Substantiation for comments: All statements of problem for proposed changes should include an ‘actionable’ suggestion, such as adding, modifying, or deleting text. General comments such as “I don’t think the proposed change adequately addresses XXXX” cannot be acted upon by the Technical Committee.

c. Relating comments to existing text/actions: Relating your Public Comment to another comment you submitted previously is optional. Relating your Public Comment to a revision/input/note made at First Draft stage is required. Before you can submit your Public Comment, you must link it to a First Revision (FR), Public Input (PI), Correlating Revision (CR), Committee Input (CI), or Correlating Note (CN) from the First Draft stage. To do so, click on the Add Related Item button. In the pop-up window, select the item type from the First Draft report that your comment relates to. Next, enter only the number of the revision/input/note you recorded previously when you looked at the First Draft Report into the text box and click the Add Related Item button. You comment is now linked to the First Draft Report.