Using NFPA’s Electronic Submission System to Submit NITMAMs

Submitting a NITMAM

To submit a Notice of Intent to Make a Motion (NITMAM), first locate the relevant text within the Second Draft Report. Next, click the link for the Public Comment, Committee Comment, Second Revision, or Second Correlating Revision upon which you intend to make a Motion.

When the Comment or Revision opens, click the Submit a NITMAM button, which will open the NITMAM form. Select a type of Motion and include appropriate identification information and any comments or clarifications you wish to include. When you have completed the information, click the Next> button to review your Motion. You can click <Prev to return to the NITMAM form to make additional changes. When you are satisfied with your Motion, click the Next> button to continue the NITMAM Process.

The Attach Additional Information screen gives you the option to upload additional documentation that supports your NITMAM. 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 the NITMAM process.

Completing 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. You may adjust your Company relationship with regard to a specific NITMAM, but if you need to make a permanent change to your Company affiliation, please update your profile at www.nfpa.org. In the Affiliation box, include the name of any organization on behalf of whom you are officially submitting this NITMAM. When you are finished verifying your information, click the Next> button at the bottom of the screen to continue the NITMAM process.

Completing Signature

Your NITMAM cannot be submitted until you legally confirm that by checking the Signature authorization box it acts as an electronic signature. You must check the Signature authorization box in order to submit NITMAMs.

Reviewing Your NITMAMs

To review your NITMAMs or other submissions, click on the "My Public Input/Comments/NITMAMs" link near the top of the left navigation panel.