

*From:* <csds@ul.com>  
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*Subject:* Call for Proposals for UL 1640

To: Members of UL's Standards Technical Panel for Portable Power-Distribution Equipment and Devices, STP 1640

Subscribers to the Standard for Portable Power-Distribution Equipment, UL 1640

The purpose of this message is to solicit proposals for the Standard for Portable Power-Distribution Equipment, UL 1640. While UL accepts proposals for UL 1640 at any time, we will periodically contact stakeholders, as we are doing so now, to solicit their proposals and input relative to the content of the standard.

Are there requirements in UL 1640 that should be updated, or emerging technologies or applications that should be addressed through changes to the standard? If so, we would encourage you to submit formal proposals to revise the appropriate requirements by **February 25, 2016**. For your convenience, we've provided instructions below with regard to submitting proposals to UL and accessing UL 1640.

We encourage your active participation in the process in order to maintain UL 1640 as an effective safety standard.

Please don't hesitate to contact us if you have any questions regarding this request for proposals, how to submit proposals through UL's Collaborative Standards Development System (CSDS), or any aspect of UL's standards development process.

Sincerely

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#### **HOW TO SUBMIT STANDARD REVISION PROPOSALS TO UL:**

Any proposed revisions should be submitted through the "Submit a Proposal Request" function of CSDS. To submit a proposal through CSDS:

1. Go to <http://csds.ul.com>
2. If you already have a CSDS account, log into CSDS and then select "Submit Proposal Request" under the "Proposals" pull-down menu.

If you do not already have a CSDS account, select "Submit Proposal Request" under the "Proposals" pull-down menu or select the "Submit a Proposal Request" entry on the right side of the screen. This will redirect you to the login screen where you will see additional text for **New Users**. Click on the blue "Create User Account" link on the login page and complete the required fields in order to create your new user account.

3. You will be directed to a new Proposal Request form. Note that there is an option to view a sample proposal request from this screen.
4. Fill out the form. Please note that you can attach a file (or files) containing the rationale, supporting rationale material, and/or the proposal, if that is more convenient.
5. Select the submit button.

In developing a proposal request, we recommend paying attention to the following:

1. Provide a detailed rationale that explains the need for your proposed revision. If possible, consider including supporting information (e.g., data) in support of your proposal. Attachments may be posted during the proposal submittal process. Note copyright issues addressed in Item 4 below.
2. Proposals must show all of the specific changes in legislative format. Text being added to the standard should be shown in an underlined format. Deleted text should be shown in a ~~strikethrough~~ format.
3. Make sure your proposed revisions reflect the most recent published version of the standard you are seeking to revise. Revision proposals that are generated using earlier versions of the standard may not be legislatively accurate. Such proposals may be returned to the submitter for correction and resubmission.
4. Do not reproduce copyright protected material in your rationale, or in your proposal, or as attached supporting documentation without written permission from the copyright holder. You will need to provide UL with written permission, from the copyright holder, for UL to disseminate the information as part of the standards development process. If the copyright protected material is being proposed for incorporation into UL's Standard, UL will need corresponding permission from the copyright holder. One example of copyright protected material is language from standards published by other standards development organizations.
5. Do not include language in the proposal text that includes certification language. Generally, terms such as Listed, Follow-Up Service, Labeled, etc. are to be avoided.
6. Avoid the use of commercial terms and conditions. For more detail, refer to Clause 3.2 in "[ANSI's Essential Requirements: Due Process Requirement for American National Standards](#)"
7. Do not incorporate advisory material. UL standards are written with mandatory language. Statements that are advisory in nature (e.g., the control panel "should"... ) may not be permissible.
8. If the proposal will involve the use of patented items or methods, please refer to Section 8.1 of the Approved Regulations Governing ANSI/UL Standards Technical Panels for requirements applying to patents. A copy of the regulations is available at:  
<http://ulstandards.ul.com/develop-standards/stps/stp-regulations/>

## **HOW STP MEMBERS CAN ACCESS UL STANDARDS**

STP members are provided with complimentary subscriptions to the UL Standards (and associated bulletins) that are assigned to the STP(s) on which the members serve. STP members can access the associated standards and bulletins through UL's Web Delivery Standards Subscription Service Website. If the member has subscribed to standards in addition to those associated with their STP membership(s), these additional standards are accessible using the same system.

When a new document is published, you will receive an email from the following address with a direct link to the newly issued document:

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If your email system incorporates spam filtering, you'll want to adjust the settings to ensure that email from this address (and from csds@us.ul.com) is allowed to pass through.

To access your Standards Subscription library you must log in to your account at the following link:

<http://www.comm-2000.net/ulweb/logon.asp>

If you forgot or don't know your password, please use the following link to have your password emailed to you:

<http://www.comm-2000.net/ulweb/password.asp>

Please note that your user name is typically your first name followed by your last name (e.g., "john doe"). If you have forgotten your user name, send an email to the following address:

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You should also note that UL's Web Delivery allows a maximum of 3 downloads of the same document, so you'll want to save downloaded documents in a location that you'll be able to readily access in the future.

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If you have any questions regarding your UL Web Delivery Standards Subscription Service, in general, please email your question to the following address:

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For all other inquiries regarding STP activities or UL's standards development process, please contact the responsible the STP Project Manager, Derrick Martin or the STP Chair, Brad Schmidt.

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