OPENING NBIC ACTION ITEMS AND INTERPRETATION REQUESTS
ACCESSING THE NATIONAL BOARD BUSINESS CENTER

- To submit an NBIC action item or interpretation request, a user will first need to sign into the Business Center.
- Creating an Individual Account may be necessary if the is a user’s first time visiting the Business Center.
Upon signing in, locate the NBIC tab.

The NBIC Tab features three options:

- **Request**
  - View items the user has submitted.
  - Submit new Requests.

- **Action Items**
  - Listing of all Action Items for any committees of which the user is a member.

- **Balloting**
  - View and vote on Active and Archived ballots (committee members only).
Request
• View items that have submitted by the user, including item number, item status, and date closed.

• Make a new Request
  • Click the “Make a Request” button to start a new Code revision or addition.
Request
• Select the request type:
  • Interpretation
  • Action Item
  • Addition
  • Change

NBIC Requests

Request for: Select Request Type
  • Interpretation
  • Code Addition/Change

The NBIC Committee meets regularly to consider written requests for interpretations and revisions and/or additions to the code rules.

- Code interpretations: Code interpretations provide clarification of the meaning of existing rules in the code, and are also presented in a question and answer format. Interpretations do not introduce new requirements. In cases where existing code text does not fully convey the meaning that was intended, and revision of the rules is required to support an interpretation, an intent interpretation will be issued and the code will be revised. As a matter of published policy, the National Board does not approve, certify, or endorse any item, construction, property device or activity and, accordingly, inquires requiring such consideration will be returned. Moreover, The National Board does not act as a consultant on specific engineering problems or on the general application or understanding of the code rules.
- Code revisions or additions are considered to accommodate technological developments, address administrative requirements, or to clarify code intent.

Any attachments used to substantiate your request should be emailed to nbicsecretary@nationalboard.org
Request

• When Code Addition/Change is selected, this form will appear.
• Complete all fields in the form, and review the fields for accuracy before submitting.
Request
• When Interpretation is selected, this form will appear.
• Complete all fields in the form, and review the fields for accuracy before submitting.
**Request**

- Action Item

  - Once the form is completed, click the “Submit Request” button to complete the submittal.
Request

• Action Item

• Once submitted, you will see the Request ID number assigned to this item for the NBIC Secretary to review.

• Any attachment for your proposal can be emailed to the NBIC Secretary referencing this ID number (NBICSecretary@nbbi.org)
Request

- Action Item

- Once the submission is reviewed by the NBIC Secretary, it will receive a tracking number (e.g., 23-15) and will be included on the agenda at the next applicable committee meeting.

- The status of the request can be tracked from the Requests page.
QUESTIONS ABOUT THIS PROCESS OR OTHER NBIC PROCEDURES?

• Please contact the NBIC Secretary with any questions regarding this process, or about any other NBIC procedures.
• NBIC Secretary email: NBICSecretary@nbbi.org
• NBIC Secretary Phone: 614-431-3236