

BHMA STANDARD CHANGE PROPOSAL FORM INSTRUCTIONS

See page 2 for submittal form

Rev A. October 17, 2018

1. Please send all proposals via email to BHMA standards staff.
2. **Proposal Formatting:**
 - Show the proposal using strikeout, underline format. The only formatting needed is BOLD, STRIKEOUT AND UNDERLINING. Please do not provide additional formatting such as tabs, columns, etc.,
 - At the beginning of each section, one of the following instruction lines are also needed:
 - Add new text as follows
 - Delete and substitute as follows
 - Delete without substitution
 - **Important: Please turn off or remove track changes, automatic numbering and any other advanced word formatting tools prior to submittal as these formatting tools cause processing difficulties.**
3. For multiple proposals within a standard use sections 1, 2 & 3 of the form for EACH proposal and submit together in one word document.
4. Graphic materials (Graphs, maps, drawings, charts, photographs, etc.) should be submitted as separate electronic files in TIF or .JPG format (300 DPI Minimum resolution; 600 DPI or more preferred) even if they are also be embedded in your Word submittal.
5. Tables should be submitted as separate excel files even if they are embedded in your Word submittal
6. **Reason / Supporting Information:**
 - Please state the purpose of the proposed change (e.g., clarify the standard; revise outdated material; substitute new or revised material; add new requirements; delete current requirements, new reference standards etc.)



BHMA STANDARDS CHANGE PROPOSAL FORM
(See instructions on page 1)

Standard:

Name:

Date:

Company:

Graphics/ Tables sent separately (Yes –No- N/A):

1. Sections/Tables/Figures Proposed for Revision (e.g. Section 1.2 or 1.2.2.):

2. Revise as follows:

Include one of the following:

- Add new text as follows
- Delete and substitute as follows
- Delete without substitution

3. Reason/ Supporting Information: