



UL Collaborative Standards Development System (UL CSDS)

Quick Reference Guide – General

UL CSDS Basics

This guide covers basic CSDS information, creating a CSDS account, submitting proposal requests, and general details on the Meeting and Work Areas.

What is UL CSDS?

- The UL [Collaborative Standards Development System \(CSDS\)](http://csds.ul.com) was created to facilitate the maintenance of UL's existing standards and the creation of new ones. CSDS can be accessed at <http://csds.ul.com>.
- As a participant you may use this site to view information regarding UL standards and meetings, to comment and/or vote on proposals, or to propose changes to a standard via a proposal request.

How do you participate in UL CSDS?

- To fully participate using UL's CSDS system you need a user account.
- You can participate by submitting Proposal Requests, viewing Meeting Topics, submit meeting attendance requests, and commenting on proposals in areas you have access to view.

Is there Online Help Available?

- Yes. Click on the **Help** pull-down menu in the CSDS main menu and then click on **CSDS Help** to access a page-specific online version of the Help.



UL's STP Process

- In addition, before you log into CSDS, there is a **Learn More About the STP Process** link under the **Not a CSDS user? Here are items you have access to and how to become a CSDS user** heading on the right side of the CSDS Home Page. This link provides information on UL's Consensus process.

Not a CSDS user? Here are items you can access and how to become a CSDS user.

- [Use CSDS and Participate in the UL Standards Development process](#). Don't have an account to access CSDS? Learn how to participate in the UL Standards development process.

 - [View a list of Proposals for Comment](#). A complete list of the proposals available for comment. Not a CSDS user? Purchase any of these proposals for access to the work area to submit comments.

 - [View Upcoming STP Meetings](#). A complete list of the upcoming STP Meetings.

 - [Submit a Proposal Request](#) Login and use the proposal request form. If you do not have a CSDS username and password, create an account so you can submit a proposal request to UL for review.
[Procedures for Developing Rationales and Proposals for UL Standards](#) Before you start drafting, refer to this checklist designed to facilitate proposal acceptance and processing.

 - [Request a New Standard to be Developed](#) . Submit a request for a new standard to be developed.

 - [Learn More About the STP Process](#). See our help available.
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Creating User Account and Log In

How do I create a User Account?

1. From the [CSDS Homepage](#), select **Proposals**, then **Submit Proposal Request**.
2. Under **New Users**, click **Create User Account** to display the User Registration page.

Current Users:

If you already have a CSDS user account use the Username and Password information provided for you in the "Welcome" e-mail. It is strongly recommended that you change your password after accessing the site.

New Users:

If you would like to submit a Proposal Request or request to attend a meeting, click [Create User Account](#) to create a user account profile.

3. Fill in all required fields.

Please enter the following information to create your user account.

Note: Fields marked with an * are required.

User Registration	
User Information	
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Organization	<input type="text"/>
Phone Number	<input type="text"/>
Username	
Username will be your e-mail address. Example: joeuser@CSDS.com	
Username *	<input type="text"/>
Confirm Username *	<input type="text"/>
Password	
Your password is case sensitive and must be 6-12 numbers and/or letters, and must contain at least one number and at least one letter.	
Password *	<input type="text"/>
Confirm Password *	<input type="text"/>
Language	
The CSDS is able to support multiple language in order to enhance your user experience. Please select your default language preference below:	
Language *	<input type="text" value="English"/> <input type="button" value="v"/>

4. Click **Save** or **Cancel**.

How Do I Login?

1. Go to <http://csds.ul.com>
2. Enter your **Username**, which is your email address, and **Password**.

Login

The Username is typically your email address. The password is case sensitive and must be 6-12 numbers and/or letters.

Username

Password

[Forgot Your Password?](#)

NOTE: Please make sure that all pop-up blocker and Spyware software is disabled first.

Tip: If you are already a user, your username and password were provided in your UL CSDS Welcome email or one you set-up during a previous login. The first time you log into the system, you will be prompted to change the password. Please select a password consisting of 6 – 12 alphanumeric characters. The password is case-sensitive.

Proposal Requests

How do I submit a proposed change to a UL Standard?

1. Select the **Submit Proposal Request** function from the **Proposals** pull-down menu and fill in the required fields in the form that appears.



UL's Collaborative Standards Development System (CSDS)

View Proposals Available
Procedures for Developing Rationales and Proposals for UL Standards
Submit Proposal Request
Proposal Cut-Off Dates
Request New Standard to be Developed

Tip: Log into CSDS first. If you do not have a user account, you will be prompted to create one.

2. Fill in the **Subject of Proposal** and **Standard** Information.

- Enter the **Subject of Proposal**. This subject should be text, which easily identifies the nature and/or contents of the proposal you are submitting. This field allows 600 characters.
- The **Requested By** field automatically defaults to your name, as the login user. This cannot be changed. By clicking on your name, you may view a summary, known as your **User Profile**.
- Enter the **Standard**, by selecting the magnifying glass.

Proposal Request	
Standard and Requestor Information	
Subject of Proposal *	<input type="text"/>
Requested by	JOHNSON, JOSHUA D.
Standard *	<input type="text"/>
Contains Copyrighted Material	<input type="checkbox"/>

Tip: Fields marked with an (*) are required.

3. Enter the **Rationale**. This field should contain the reason for your proposal.

A good rationale includes the reasons for the proposed change (the “Why”, such as a statement of the problem and the proposed solution).

Rationale *

Font Family Font Sizes A A

RATIONALE

UL proposes to add a definition for "Thermal Stabilization". The definition would apply to any test that requires thermal stabilization. UL also proposes to revise 32.2.

4. Enter the **Proposal Text**. This field should contain the exact text of your proposal. Include the specific section or paragraph that you are proposing to change. Use strikeouts and underlines to show changes to your proposals.

Proposal Text *

Show proposed additions to existing requirements with underlined text and proposed deletions with ~~lined-out~~ text.

Font Family Font Sizes A A

5.3.1 THERMAL STABILIZATION - Thermal stabilization is considered to have been attained when the temperature does not vary by more than 2°C (3.6°F) in 30 minutes.

32.2 The temperature test is to be conducted until thermal equilibrium stabilization is attained. ~~Thermal equilibrium is considered to have been attained when three successive readings taken at intervals of 30 minutes indicates no change greater than 2°C (3.6°F) and temperatures are not still rising. See 5.3.1.~~

Tip: You may copy and paste from another word processing source, such as Microsoft Word, however, the formatting may not copy. If a table is copied and pasted, the format may not be maintained. However, if you attach a file using the supporting document feature, all formatting should be maintained.

- Select an **Impact**. This allows the Proposal Submitter to select how their proposed change(s) could impact the standard.

Impact
<p>We are exploring ways to provide more information to the STP. Please mark the information below regarding your proposal. The marked item(s) will be provided with your rationale when your proposal is posted in CSDS.</p> <p>It is the proposal submitters opinion that this proposal affects the following topics/sections of the Standard (check all that apply):</p> <p><input type="checkbox"/> A new test requirement</p> <p><input type="checkbox"/> Test requirement revision or clarification</p> <p><input type="checkbox"/> New construction requirement</p> <p><input type="checkbox"/> Construction requirement revision or clarification</p> <p><input type="checkbox"/> Marking requirement</p> <p><input type="checkbox"/> Instruction requirement</p> <p><input type="checkbox"/> Other</p>

- Attach any **Supporting Documentation**. This allows you to attach files to use as support for or in conjunction with your Proposal Request. This is optional.

Supporting Documentation			
Document Name	Document Description	Size (KB)	Add File
There are no files attached.			

- Click **Save as Draft** to review or finish the proposal at a later date, Click **Submit** to submit the Proposal Request to UL, or Click **Cancel** to terminate the Request.

Supporting Documentation			
Document Name	Document Description	Size (KB)	Add File
There are no files attached.			
			<input type="button" value="Save as Draft"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Tip: It is recommended that you compose your proposal rationale and revised text outside of CSDS, for example, in Word, and then cut and past the proposal information into the CSDS Proposal Request form. The CSDS program will timeout after a period of inactivity and any proposal text not saved as a draft could be lost.

Do I have to use UL CSDS to submit a proposal?

- Yes. You must use UL CSDS to submit any proposed change to a UL standard.

How long are draft Proposal Requests held in the system?

- A draft will be deleted only if it is inactive in the system for 30 days.

Do I see all Requests for Proposals submitted to UL?

- No, you only see those Proposal Requests that you submit.
- If you are a subscriber to a standard, then you will see other individual's proposals when they are put into a Proposal Review Work Area, at which time you will be able to comment.

What are the Proposal Request status terms?

Accepted – A Proposal Request that has been determined to be sufficiently developed, (i.e. it contains a rationale and proposal in legislative text and no major issues are identified) for UL to commit resources to advance the proposal to the next stage in the Standards development process.

Advanced to Work Area – A Work Area has been opened in CSDS to review/ballot the Proposal Request.

Completed – The Proposal Request is set to this status when (1) the Proposal Request has been published as part of Revision Pages or a New Edition, (2) the Proposal Request was withdrawn after Preliminary Review by the Proposal Submitter or (3) the Proposal Request failed to achieve consensus after balloting.

Draft – A Proposal Request that is able to be edited by the Proposal Submitter, and has not yet been formally submitted. A Proposal Request can be returned as a draft or saved as a draft (a work in progress to be submitted later). If a Proposal Request remains in draft form on the system for 30 days, it will be deleted automatically. Using the Submit function changes the status to New.

Forwarded – The Proposal Request has been forwarded to a group other than the STP. This status indicates that a proposal has been forwarded to a group such as a Technical Harmonization Committee, or a Task Group, for discussion or further review.

In Process – Beginning the in-depth review of the Proposal Request and the preparation to include the Proposal Request in a proposal for the standard for preliminary review, ballot, or discussion at an STP meeting.

New – A Proposal Request that has been formally submitted and stored in the Proposal Request Area.

Noted for Editorial Revision – This status is selected when a Proposal Request is received for an editorial change that does not require balloting.

Pending – A Proposal Request can be pending for various reasons including, but not limited to when the proposal contains copyrighted material or there is a Call for Proposals that will take longer than 1 month.

Returned – The Proposal Request has been reviewed by UL and returned to the Proposal Submitter for one of several reasons. The most likely reason for returning the Proposal Request is that it is not fully developed. Once returned, a new Proposal Request is created with the status **Draft**. The original Proposal Request cannot be acted on.

Withdrawn – The Proposal Submitter has indicated that the Proposal Request is no longer necessary.

Meeting Areas

Where will I find a STP Meeting Agenda?

- If you are an STP Member or a Standards Subscriber covered by this STP, you will get a CSDS email announcement when the STP Meeting Agenda is posted and this will have a link to the STP Meeting Agenda.
- Once posted, the Meeting Agenda will be able to be viewed from the **Quick View** menu within the Meeting Area.
- If you are not an STP Member or a Standards Subscriber covered by this STP, you are able to view the agenda by selecting **Meetings** from the **STP Info** pull-down menu, selecting the meeting you are interested in attending, and clicking on **View Meeting Agenda** in the popup window.

How do I Request to Attend an STP Meeting?

- From the **STP Info** menu, select **Meetings**. This will display the **Meetings Available** list. Click on a meeting from the list of available meetings to view the **Public Announcement**.

Meetings Available		
Select an STP meeting from the list below to view Meeting Announcement.		
STP Number	Meeting Subject	Meeting Dates
STP 0096	STP 96	2015-08-11, 2015-08-12
STP 0110	STP 110, Sustainability of Mobile Phones	2015-09-09, 2015-09-10
STP 0588	STP 588 Meeting	2015-08-12
STP 1201	Orientation Meeting of the Joint Technical Committ...	2015-08-06
STP 1446	STP 1446 Meeting Scheduled For 2015-09-15, 2015-09...	2015-09-15, 2015-09-16

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- Click **Submit Request**. This will direct you to the Public Request to Attend table. You will then be asked to login to the system, if you have not already done so.

STP Meeting Announcement			
Meeting Information			
STP Name	STP 0096	Attend?	Submit Request
City	Mississauga		
State	Ontario		
Project Manager	GOLD, MITCHELL		
Email Address	mitchell.gold@ul.com		
Phone	1847-664-2850		
Meeting Date(s)	2015-08-11, 2015-08-12		
Meeting Agenda	View Meeting Agenda		
Close this window			

- Fill in required fields. Enter **Reason for Attending** meeting. Click the **Update** button to submit the request or the **Cancel** button to cancel the request. Your request will be reviewed and an email will be sent to you if you are accepted to this meeting.

Tip: Fields marked with (*) are required. Name will default to current user.

Public Request to Attend	
Participant Information	
Name	JOHNSON, JOSHUA D.
Reason for Attending *	<input type="text"/>
Special Requests	<input type="text"/>
Meeting Information	If accepted to the meeting you will receive an e-mail with more information and a link to the meeting area to obtain additional information regarding the meeting's agenda.

How do I let the Meeting Owner know I will be attending a Meeting that I was invited to?

- All individuals invited to the meeting should log into CSDS and indicate whether or not they will attend the meeting, their preferred name for the name badge, and if they would like to send a Substitute in their place if they cannot attend the meeting.
- From your Meetings tab you can click on the **Accepted** or **Declined** button to indicate your attendance. This will open the **Invitee Response** form. Fill in the appropriate information and click the **Submit** button.

Work Areas **Meetings** Proposal Requests Calendar

Select One: All My Meetings All My STP Meetings All My Archived Meetings All Open Meetings All Archived Meetings Hide Filter

Select All That Apply: Attendance Due Attendance Submitted Filter

Subject	Attending?	Meeting Date(s)	Attendance Summary	Meeting Agenda	Meeting Report
STP 0758 Meeting Scheduled For 2008-10-01, 2008-10-02 STP	<input type="radio"/> Accepted <input type="radio"/> Declined <input checked="" type="radio"/> Not Responded	2008-10-01 2008-10-02	8 Accepted 7 Declined 12 Not Responded	2008-08-20	

UL's Collaborative Standards Development System (CSDS)

Search Type: Standard Number | Search Text:

Proposals ▾ STP Info ▾ General Info ▾ UL Canada ▾ Links ▾ Help ▾ Admin ▾

User Home > Meetings > My Attendance

STP 1446 Meeting Scheduled For 2015-09-15, 2015-09-16

Meeting Area Home | Location and Time | **My Attendance** | Attendance Summary | Request a Guest | STP Roster

Please review and submit your attendance response for the meeting. Any decision regarding funding will be reviewed and responded to prior to approval.
 Note: Fields marked with an * are required.

Invitee Response

Invitee Information

Name: [ROSS S. WILSON - Underwriters Laboratories Inc.](#)

Attending *: Yes ▾

Name Badge*:

Special Requests:

Reviewer Information

Please review the meeting attendance and add any necessary comments.

Comments:

- If you are already in the Meeting Area in CSDS, click on the **My Attendance** tab to access the **Invitee Response** form.

Work Areas

What are the Work Area Types?

- **Preliminary Review** – This work area allows users to review and comment on preliminary proposals prior to the balloted Proposal Review work area being made available.
- **Proposal Review** - This work area allows users to review, vote (if an STP Member), comment, and post responses to comments on proposals to UL Standards.
- **Re-circulation** - This work area is used to re-circulate proposals and/or responses to comments.


Submit a Comment in 4 Steps

1. From the Work Area Home Screen, select the **Add/View Comments** tab.
2. Select from the available topics shown on the left.
3. Click on the **Add Comment** box above the Proposal.
4. Enter your comment in the appropriate box and click **Submit**.

Detailed Instructions for Commenting on Proposals

1. From the User Home screen, select the **Work Areas** tab to view your available Work Areas.
2. Select the Work Area by clicking on the name of the desired Work Area. Selecting the desired Work Area will take you to the Work Area Home and display the **Summary of Topics** for the document posted.

UL 2034 Ed. 3 - Proposal Review - Opened 2015-06-12

Work Area Home	Add/View Comments	Ballot	Vote Summary	STP Roster	Effective Date
Standard:	Standard for Single and Multiple Station Carbon Monoxide Alarms				
Work Area Status:	OPEN				
Comments Due:	2015-08-11				
Comment Notifications:	<input checked="" type="checkbox"/>				
Ballots Due:	2015-08-11				
Summary of Topics					
1. Proposed New Section for Altitude Requirements					
2. Test Sequence and Relative Humidity Requirements					
3. Revisions to the Drop Test					
4. New Requirements for Battery Trouble Silence					
If you have questions or need assistance, please contact the UL Standards Project Manager, Joshua Johnson at 919-549-1053  or Joshua.Johnson@ul.com . Other UL staff is available to assist you - please click Here for a list of staff who can answer your questions about CSDS.					
Please note that proposed requirements are of a tentative and early nature and are for review and comment only. Current requirements are to be used to judge a product until these requirements are published in final form.					
Repeatability and Reproducibility - Gage R&R (NOTE: The following is for informational purposes only)					
The proposal under review may include a reference to whether an assessment of repeatability and reproducibility (R&R) was conducted for a proposed new or revised test requirement. If applicable, associated data and/or other related information may also be included as part of the proposal. The following is intended to provide a brief explanation of the basic concepts associated with Gage R&R.					
Gage R&R is a methodology for measuring variability, expressed in terms of repeatability and reproducibility (of results). Repeatability refers to the closeness of the results of successive tests of the same sample, conducted using the same test procedure, the same tester, the same measurement instruments, under the same conditions, at the same location. Reproducibility refers to the closeness of the results where the same (type) sample is tested using the same test procedure, the same (type) measurement instruments, under the same conditions, but conducted by different testers, at different locations. In an effort to drive consistency, UL has begun to incorporate Gage R&R concepts into the standards development process for UL proposals.					

3. View each topic within the **Summary of Topics** by moving your mouse over the desired topic. Once highlighted, click on the topic you wish to open.
4. To add a comment, select the **Add Comment** button.
5. Selecting **Add Comment** will open an additional screen, which will allow you to submit your comment.
 - Enter in the **Comment** field the comment which you wish to make on the proposal.
 - Enter in the **Suggested Changes to the Proposal** field changes that you suggest be made to the proposal to address the concerns raised by your comment. This box is formatted to allow you the tools to submit the text of your comment in the properly formatted style.
 - Upload **Supporting Documentation** if necessary by clicking the **Add File** button near the bottom of the comment form.
 - At the bottom and top of the comment form are buttons to **Submit** (to complete submittal of your comment), **Save As Draft** (to save your comment for future editing), or **Close** (to cancel the submission of the comment).

Top of Comment Form:

Comment: Topic 1. Proposed New Section for Altitude Requirements

Note: Fields marked with an * are required.

Save As Draft Submit Cancel

Comment Form

Subject * Topic 1. Proposed New Section for Altitude Requirements

Comment *

Instructions: Provide your comment in the space below regarding the above subject and any proposed changes need to be provided in the **Suggested Changes to the Proposal** section.

Rich text editor toolbar with icons for Cut, Copy, Paste, Bold, Italic, Underline, Strikethrough, Superscript, Subscript, Bulleted List, Numbered List, Indent, Outdent, Link, and Unlink. Below the toolbar are Font Family, Font Sizes, and text color/size dropdowns.

Suggested Changes to the Proposal

Instructions: Show proposed additions to existing requirements with underlined text and proposed deletions with ~~text~~

Bottom of Comment Form:

Suggested Changes to the Proposal

Instructions: Show proposed additions to existing requirements with underlined text and proposed deletions with ~~text~~

Rich text editor toolbar with icons for Cut, Copy, Paste, Bold, Italic, Underline, Strikethrough, Superscript, Subscript, Bulleted List, Numbered List, Indent, Outdent, Link, and Unlink. Below the toolbar are Font Family, Font Sizes, and text color/size dropdowns.

Supporting Documentation

Document Name	Document Description	Size (KB)	Add File
There are no files attached.			

Save As Draft Submit Cancel

6. Once submitted, the comment box will close and the user will be taken back to the Add/View screen.

Author	Comment	
DAVID MILLS STP Member - Testing & Stds Org	Topic 1. Proposed New Section for Altitude Requirements Comment 2015-08-04 07:49:26 AM (CDT)	<input type="button" value="Discuss this comment"/>

7. New options will appear at the bottom and top of your submitted comment, **Reply**, **Supersede**, **Withdraw** and **Close**. If you have just submitted this comment you will most likely choose **Close** to complete the process of submitting your comment.

You will be directed to the proposal review you were originally reviewing. You may continue to comment on additional topics or return to the Work Area Home.

Tip: The Comment Period closes at 11:59PM Central Standard Time in the U.S on the comment close date.