

Online Comment Database – How to Login and Process Public Review Comments

1. To access the online comment database go to the ASHRAE website at:

<http://www.ashrae.org/technical-resources/standards-and-guidelines/public-review-drafts>

2. Click on the button that says “Access Now”.

The screenshot shows a Windows Internet Explorer browser window displaying the ASHRAE website. The address bar shows the URL: <http://www.ashrae.org/technology/page/331>. The page title is "Standards Actions - Windows Internet Explorer".

The main content area is titled "Public Review Draft Standards and Online Comment Database". It includes a "Public Review Draft Standards" section with a "Click here" button. Below this, there are two sections: "Instructions for Commenters" and "Instructions for Project Committee Members".

The "Instructions for Commenters" section states: "To access the online comment database either to review documents currently posted for public review and comment or to respond or reply to comments from previous public reviews:" and includes a "Click here" button. Below this, there is a link to "Standard Public Review Drafts Click Here".

The "Instructions for Project Committee Members" section states: "The ASHRAE public review process is designed to allow anyone to comment on" and lists several items:

- > a standard that is being proposed, revised, or reaffirmed;
- > a proposed or revised guideline;
- > a proposed addendum to a standard; or
- > a proposed title, purpose, and scope for a standard or guideline that is being developed.

The "Instructions for Project Committee Members" section also states: "The project committee for the standard or guideline will respond to each comment unless it decides to submit a revised draft for another full public review. When public review drafts are available, they will be listed in the online comment database at the link below. Each descriptive link allows you to view and download a copy of the public review draft in PDF format."

A "NOTE" section states: "A login is required to comment on a public review draft currently posted and/or to access those comments submitted on previous public review drafts no longer available for review and comment. Please login with your existing ASHRAE/ASHRAE Member login or if you do not have an ASHRAE account you can create a new login." Below this, there are two bullet points:

- > Project Committee members must use their ASHRAE Member login in order to access the public review comments and to draft responses to those comments for which their project committee is cognizant.
- > Commenters will need to use their login to access the online system to view their comments and reply to project committee responses to those comments.

The sidebar on the right contains a "Job Search powered by ASHRAEJobs.com" section with a "Post Your Resume Now" link. Above it is an advertisement for "AHR EXPO CHICAGO" from January 23 - 25, 2012.

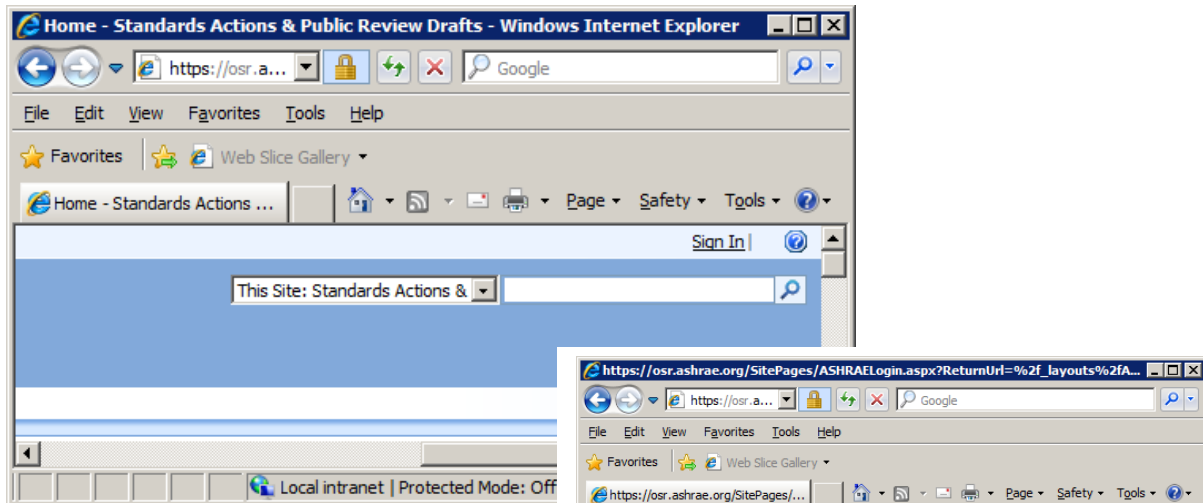
NOTE: You can also access the online comment database directly by simply going to the ASHRAE website at: <https://osr.ashrae.org/default.aspx>

If there are public review drafts available for review and comment they will be posted on this site for review and comment. If there are no drafts currently available that will be stated there as well.

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3. To sign in to the online comment database select “Sign In” in the upper right hand corner.



The login page will open.

Project committee members **must use** their ASHRAE Member login to access the online comment database in order to view comments, reports, draft responses to comments, and review commenter replies. Committee access to the online comment database is linked to ASHRAE’s membership

software (Netforum) and therefore members currently serving on a particular project committee will automatically have access to all of the comments for those documents for which their committee is cognizant. Members will always have access to comments they have submitted. It should be noted that all project committee members can draft, view, and edit a response to a particular comment but only the chair can send the approved response to the commenter. It is the chair’s responsibility to make sure all draft responses are approved by the project committee before sending the response to the commenter. **Please notify ASHRAE Headquarters if you change your ASHRAE member e-mail address or password in Netforum.**

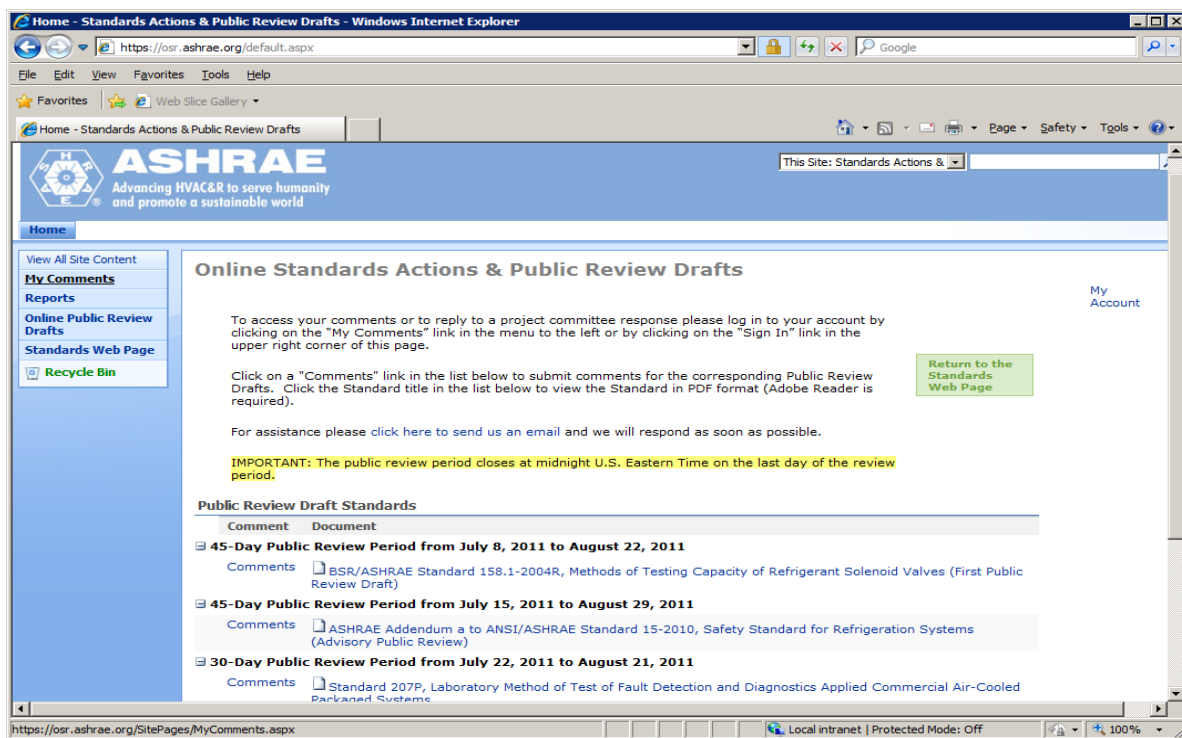
The login page is also where commenters are required to login to comment on any draft currently posted for public review. If a commenter does not have an ASHRAE Member login, they will have to create an account by selecting “New Commenter Login” on the login page. The commenter must access their account to read a response or to reply to an approved committee response to their comment.

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Acknowledgments are all accomplished automatically by e-mail. When the commenter submits a comment, they will receive an acknowledgment e-mail. When the chair of the cognizant project committee sends the approved committee response to the commenter, the commenter will receive an e-mail notification that a response is available online. The commenter must then login to their online comment database account to view the committee response and to reply to that committee response. The commenter will also receive an acknowledgment e-mail when a reply is sent to the project committee response.

After login the page will appear as follows with the menus at the left. There are four menus available: My Comments, Reports, Online Public Review Drafts, and Standards Web Page. If there are public review drafts currently posted for review and comment they will show here as well.



4. To view any available comments for documents under your committee's cognizance select "My Comments" from the menu at the left.

Use the drop down menus at the top of the page to select a particular public review period, committee and document. Standard 147-2002R is shown in the example below.

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Use this page to view and access all of your comments. Click on the labels below to display a list of comments with the status indicated by the label. If any comments display in the list, click "Details" in the first column to display the comment. If the responsible project committee has responded to your comment, a Reply button will be available at the bottom of the comment Details page immediately following the committee response.

Draft comments that are not submitted by the close of the applicable public review period will be deleted from the online system after the public review period has closed. **Draft replies** that are not submitted by the reply deadline date sent in the notice of response will be deleted from the online system after the deadline date has passed. Purged records cannot be retrieved.

Review Period: 45-Day Public Review Period from May 13, 2011 to June 27, 2011 (Closed)

Committee: SPC147

Document: BSR/ASHRAE Standard 147-2002R, Reducing the Release of Halogenated Refrigerants from Air-Conditioning Equipment and Systems (Second Public Review Draft)

My Comments		My Committee Comments		Response Summary	
Drafts in Progress	0	Total Comments Submitted:	37	Response in Progress:	0
Comment Drafts:	0	Substantive:	18	Draft Responses:	0
Reply Drafts:	0	Supportive (Resolved):	19	Ready for Approval:	0
Total Comments Submitted:	0	By Comment Status:		Approved (but not yet sent):	0
Substantive:	0	New-Submitted:	17	Sent (No Reply Received):	0
Supportive (Resolved):	0	New-Submitted Late:	1	Distinct Commenters:	9
By Comment Status:		Withdrawn:	1		
New-Submitted:	0	Deadline Lapsed (Resolved):	0		
New-Submitted Late:	0	Responded To (Total):	0		
Withdrawn:	0	Accepted:	0		
Deadline Lapsed (Resolved):	0	Rejected:	0		
Responded To (Total):	0	More information is needed:	0		
Accepted:	0	Deferred, Out-of-Scope:	0		
Rejected:	0	Deferred, Late:	0		
More information is needed:	0	Replied To (Total):	0		
Deferred, Out-of-Scope:	0	Ok-Resolved:	0		
Deferred, Late:	0	Not Ok-Resolved:	0		
Replied To (Total):	0	Unresolved:	0		
Ok-Resolved:	0				
Not Ok-Resolved:	0				
Unresolved:	0				

Document	Comment Title	Section
45-Day Public Review Period from May 13, 2011 to June 27, 2011		
Details BSR/ASHRAE Standard 147-2002R, Reducing the Release of Halogenated Refrigerants from Air-Conditioning Equipment and Systems (Second Public Review Draft)	Leak Definition, Leak Tightness for Mfg. and Cumulative Leak Test Method (Mfg.)	General
Details BSR/ASHRAE Standard 147-2002R, Reducing the Release of Halogenated Refrigerants from Air-	Topping Off	Sub-

Remember, you will only have access to public review drafts and committees for which you are a **current** member. Current members are listed on the official committee rosters available from ASHRAE Headquarters. See the "My Committee Comments" column. You will also have access to any comments that you as an individual have submitted on drafts under your committee's cognizance or for drafts under the cognizance of other committees. See the "My Comments" column. The "My Comments" page also shows the status of comments and committee responses.

The committee has the ability to view comments as they are received rather than waiting until the close of the public review period. Committees must sign in to the online comment database to view comments, respond to comments, and review commenter replies.

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From the My Comments page you can view the details for each comment for a particular public review draft. Selecting any one of the categories (filters) in the My Comments or My Committee Comments columns will narrow the results that are shown at the bottom of the same page. The results can also be sorted in each column. Selecting “Details” next to the public review draft of interest will take you to the Comment Details page. From the Comment Details page the committee can review the comment and substantiating statements. The committee can also download any attachments the commenter might have included in support of their comment. You will also be able to draft a response to that particular comment.

5. To draft a response to a comment select one of the filters in the My Committee Comments column and the results will appear at the bottom of the page. Note that the filter category selected is shown in **RED**. The “Total Comments Submitted” is the sum of the “Substantive” comments and “Supportive (Resolved)” comments. Supportive comments do not need to be responded to. Commenters for

The screenshot shows a web browser window displaying the ASHRAE online comment database. The page title is "My Comments" and the URL is "https://osr.ashrae.org/SitePages/MyComments.aspx". The interface includes a navigation menu on the left with "Standards Web Page" and "Recycle Bin". The main content area displays a summary of comments and a list of individual comments.

Review Period: 45-Day Public Review Period from May 13, 2011 to June 27, 2011 (Closed)
Committee: SPC147
Document: BSR/ASHRAE Standard 147-2002R, Reducing the Release of Halogenated Refrigerants from Air-Conditioning Equipment and Systems (Second Public Review D

My Comments		My Committee Comments		Response in Progress:	
Drafts in Progress	0	Total Comments Submitted:	37	Response in Progress:	0
Comment Drafts:	0	Substantive:	18	Draft Responses:	0
Reply Drafts:	0	Supportive (Resolved):	19	Ready for Approval:	0
Total Comments Submitted:	0	By Comment Status:		Approved (but not yet sent):	0
Substantive:	0	New-Submitted:	17	Sent (No Reply Received):	0
Supportive (Resolved):	0	New-Submitted Late:	1	Distinct Commenters:	9
By Comment Status:		Withdrawn:	1		
New-Submitted:	0	Deadline Lapsed (Resolved):	0		
New-Submitted Late:	0	Responded To (Total):	0		
Withdrawn:	0	Accepted:	0		
Deadline Lapsed (Resolved):	0	Rejected:	0		
Responded To (Total):	0	More information is needed:	0		
Accepted:	0	Deferred, Out-of-Scope:	0		
Rejected:	0	Deferred, Late:	0		
More information is needed:	0	Replied To (Total):	0		
Deferred, Out-of-Scope:	0	Ok-Resolved:	0		
Deferred, Late:	0	Not Ok-Resolved:	0		
Replied To (Total):	0	Unresolved:	0		
Ok-Resolved:	0				
Not Ok-Resolved:	0				
Unresolved:	0				

1 - 37 of 37 | Expand All | Collapse All | Turn Column Resizing On | Results per page: 100

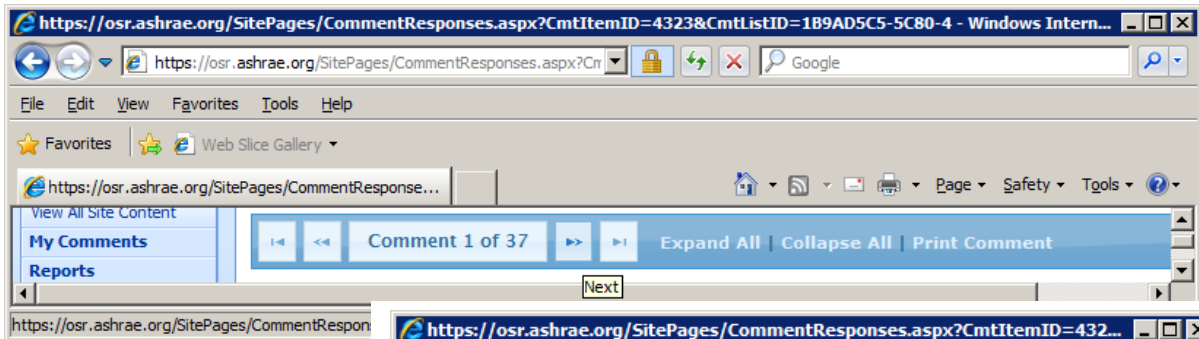
Document	Comment Title
45-Day Public Review Period from May 13, 2011 to June 27, 2011	
Details BSR/ASHRAE Standard 147-2002R, Reducing the Release of Halogenated Refrigerants from Air-Conditioning Equipment and Systems (Second Public Review Draft)	Leak Definition, Leak Tightness for Mfg. and Cumulative Leak Test Method (Mfg.)
Details BSR/ASHRAE Standard 147-2002R, Reducing the Release of Halogenated Refrigerants from Air-Conditioning Equipment and Systems (Second Public Review Draft)	Topping Off
Details BSR/ASHRAE Standard 147-2002R, Reducing the Release of Halogenated Refrigerants from Air-Conditioning Equipment and Systems (Second Public Review Draft)	Isolation Valves
Details BSR/ASHRAE Standard 147-2002R, Reducing the Release of Halogenated Refrigerants from Air-Conditioning Equipment and Systems (Second Public Review Draft)	Clause 4.5.1 Minimized Connections
Details BSR/ASHRAE Standard 147-2002R, Reducing the Release of Halogenated Refrigerants from Air-Conditioning Equipment and Systems (Second Public Review Draft)	Clause 7.1.2.6 Liquid line filter driers
Details BSR/ASHRAE Standard 147-2002R, Reducing the Release of Halogenated Refrigerants from Air-Conditioning Equipment and Systems (Second Public Review Draft)	Clause 4.8 Relief Devices
Details BSR/ASHRAE Standard 147-2002R, Reducing the Release of Halogenated Refrigerants from Air-Conditioning Equipment and Systems (Second Public Review Draft)	Informative Note in 7.2

Supportive comments are automatically listed as “Resolved-Supportive” in the online comment database. This is not to say the committee shouldn’t review the Supportive comments as they may include some good suggestions related to the public review draft. The filter results will be listed at the bottom of the page. To view a comment click on Details next to the applicable comment.

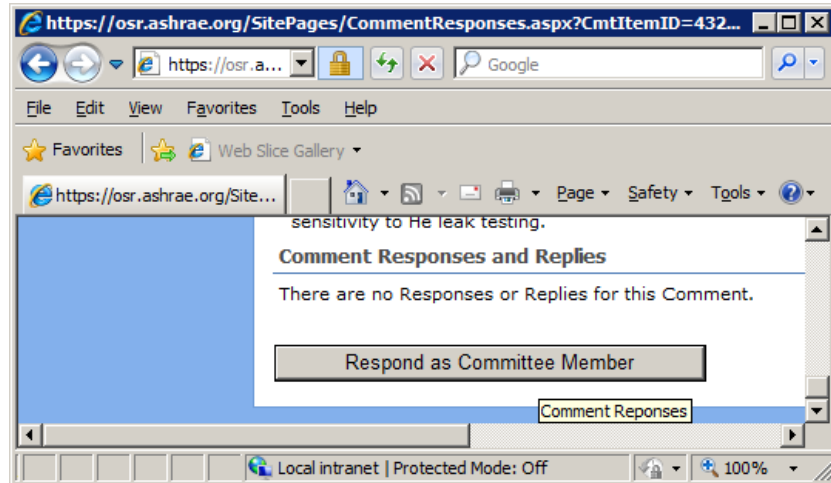
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NOTE: Click on the “+” and “-“boxes on the comment Details page to expand and collapse the document information, comment, comment text, and substantiating comments fields, respectively. Or use the “Expand All” and “Collapse All” tabs in the title bar in the middle of the page. Use the arrows to view the details of additional comments that were included in your filter selection. The Print button can be used to print individual comments, one at a time.

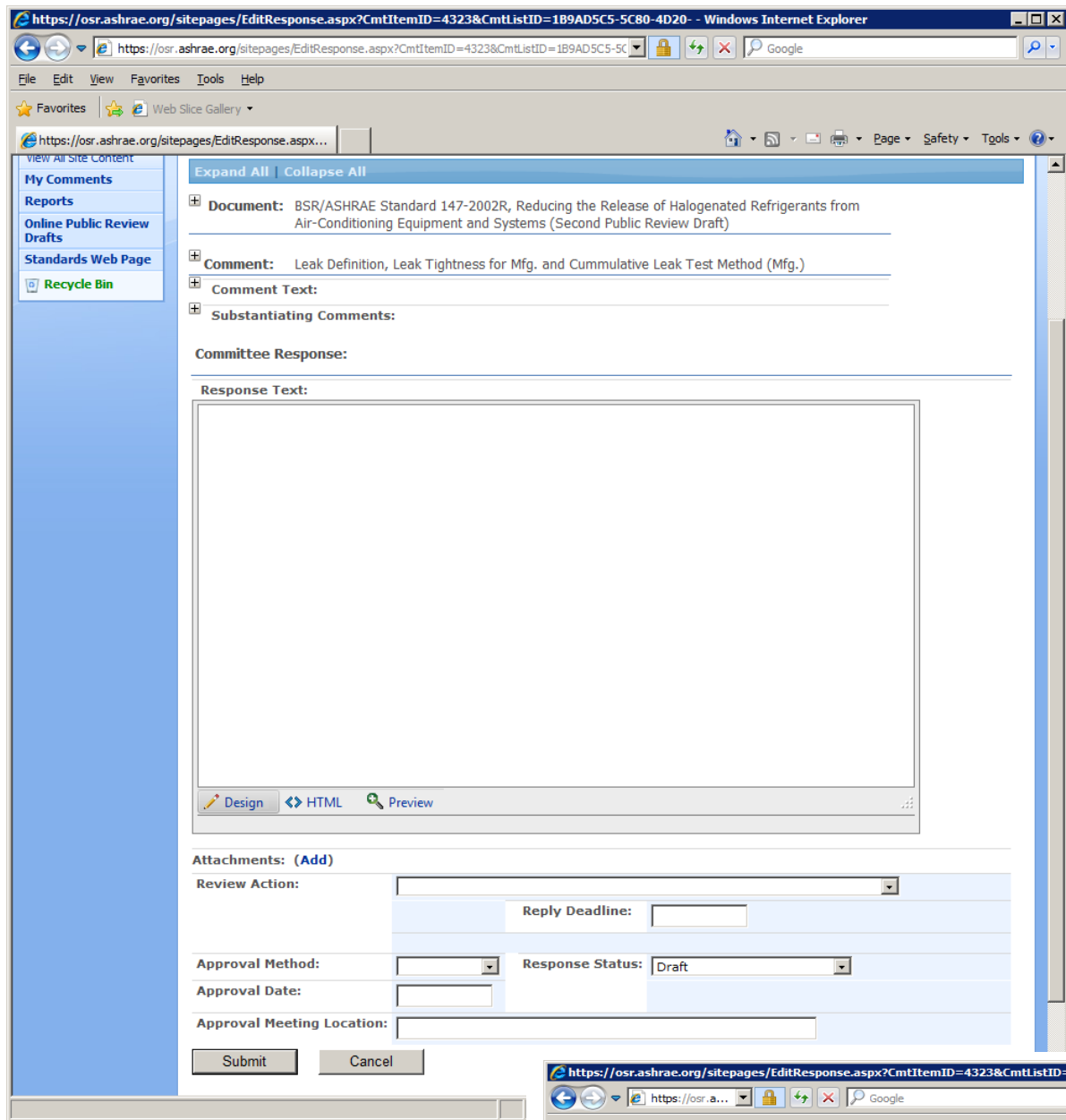


To draft a response to a particular comment click on the “Respond as Committee Member” button at the bottom of the comment Details page.

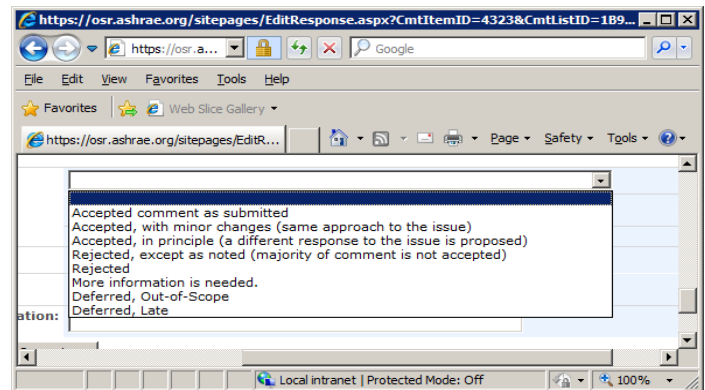


Below is the online response page.

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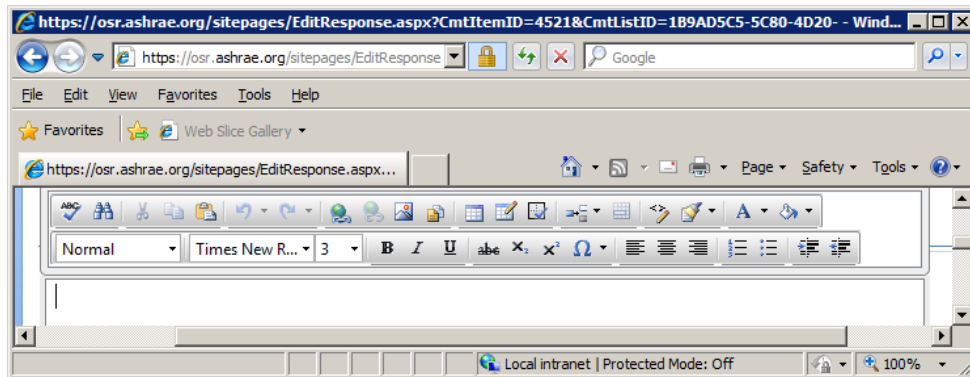
The drop down menu next under “Review Action:” has a list of the official responses. The project committee must approve one of these responses as well as any text associated with that response. The project committee must provide reasons for any action other than “Accepted comment as submitted”.



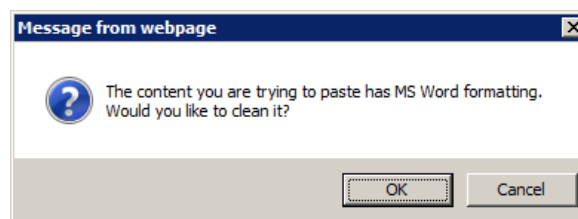
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Attachments can be included with the official response. **Note that the software (SharePoint) will not allow attachments with special characters in the file name (e.g., “()” and “&”).**

NOTE: The “Response Text” field has a fully functional text editor build in and you have the ability to cut and paste into it as well.

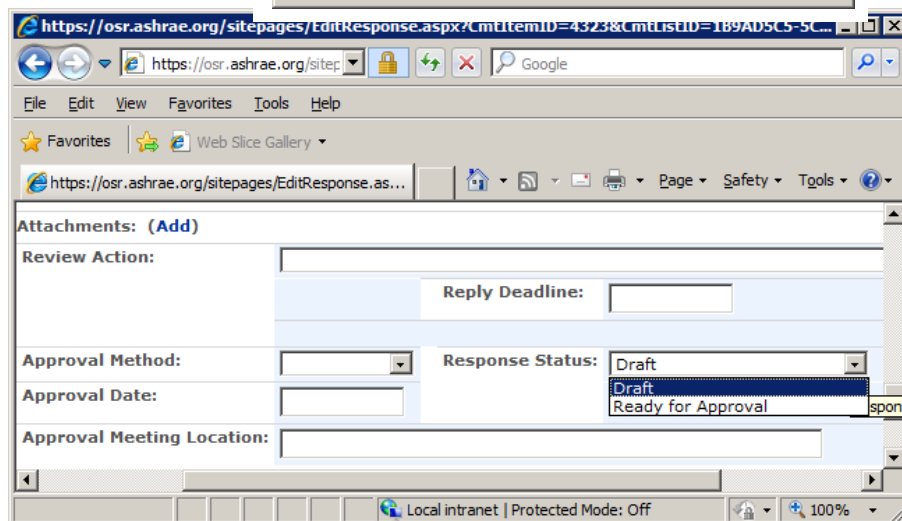


When using the paste function to add formatted text to the committee response it is important to know the purpose of the popup box that appears. When selecting “OK” in response to the question in the popup box formatting of the pasted text will be removed (cleaned). **When “Cancel” is selected the formatting of the pasted text will be included.**



The responsible committee member drafting the response should indicate in the Response

Status field (drop down menu) whether the response is Draft (default) or Ready for Approval. If the response is shown as ready for approval, it means ready for approval by the project committee. The approval method, meeting location and approval date should be included only if the response has been approved by the project committee. A deadline for the commenter to reply can be included in the Reply Deadline field if a response has been approved. The default is 30-days. Both the Approval Date and Reply Deadline fields include popup calendars.



After a response has been entered select “Submit” at the bottom of the page to save the draft response. **If you login to draft, edit, or view a comment response in the database you must select either “Submit” or “Cancel” when you leave the response screen and to “un-checkout” the response.**

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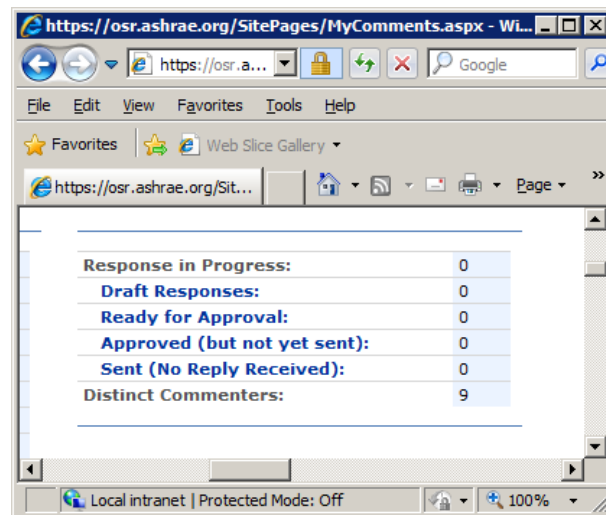
If you do not select one of these options the response will remain checked out by you and no one else will be able to edit or view that response. A particular response can only be “checked out” by one member at a time for viewing or editing.

To return to the comments page select “My Comments” from the menu at the left. The third column on the My Comments page provides status for Responses in Progress. These are also filters. Once a filter category is selected the results appears at the bottom of the same webpage. Only the chair of the cognizant project committee can send responses to comments. The chair is responsible for completing the Reply Deadline and Approval Method on the Response page before sending the response. The public review period must be closed and the responses must be approved by the project committee before that Chair can send them.

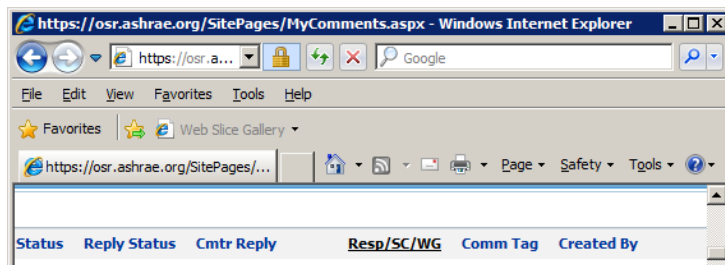
The Chair of the responsible project committee has the ability to assign comments to a specific individual on the project committee, to a subcommittee, or to a working group to draft responses. In the filter results at the bottom of the My Comments page the column titled “Resp/SC/WG” will show any such assignments that have been made by the Chair.

To edit a draft response click on Details next to the applicable comment in the filter results on the MY Comments page and then select “Edit” next to the response on the Details page.

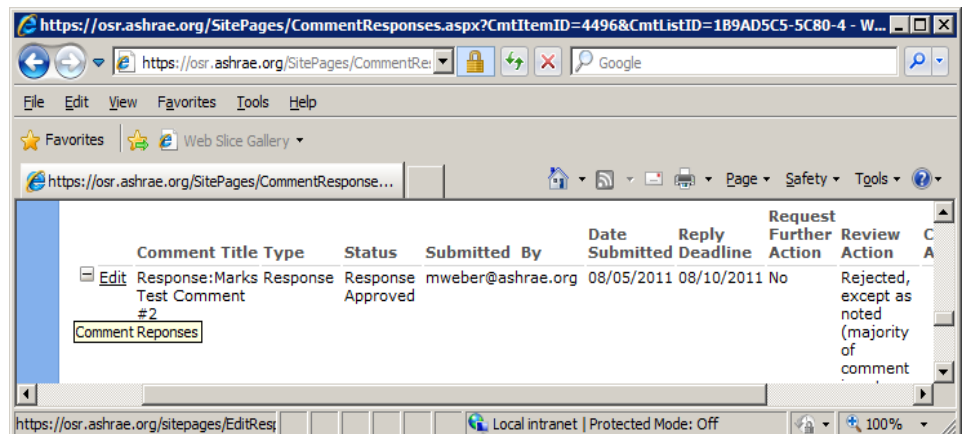
The commenter is limited to one of three replies. See screen shot. In their reply the commenter can include additional



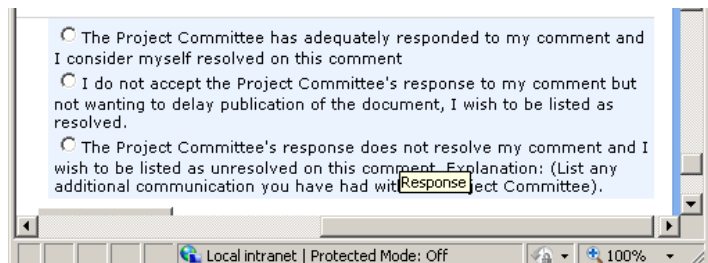
Response in Progress:	0
Draft Responses:	0
Ready for Approval:	0
Approved (but not yet sent):	0
Sent (No Reply Received):	0
Distinct Commenters:	9



Status	Reply Status	CmtR Reply	Resp/SC/WG	Comm Tag	Created By
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	Comment Title	Type	Status	Submitted By	Date Submitted	Reply Deadline	Request Further Action	Review Action	C
Edit	Response: Marks Test Comment #2	Response	Response Approved	mweber@ashrae.org	08/05/2011	08/10/2011	No	Rejected, except as noted (majority of comment)	A



The Project Committee has adequately responded to my comment and I consider myself resolved on this comment

I do not accept the Project Committee's response to my comment but not wanting to delay publication of the document, I wish to be listed as resolved.

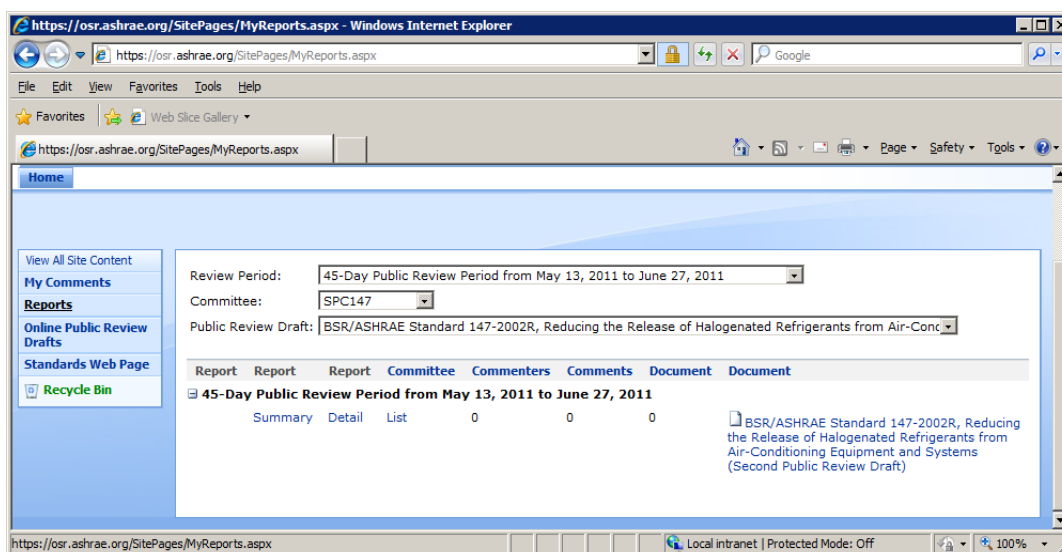
The Project Committee's response does not resolve my comment and I wish to be listed as unresolved on this comment. Explanation: (List any additional communication you have had with the Project Committee).

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information and attachments to support their initial comment and their reply.

NOTE: The committee response - commenter reply process can continue as many times as needed. As long as the committee approves additional responses to the commenter and the Chair sends those responses to the commenter, the commenter will have the ability to reply. When the committee is satisfied with the commenter reply the process is complete. The commenter can reply to the committee's response on as long as the committee continues to send responses.

6. To view reports select "Reports" from the menu at the left. Select the review period, committee and public review draft from the drop down menus at the top of the page. Standard 147-2002R is used in the example below.



There are several reports available. They are as follows:

- **Summary Report** - This report lists all of the commenters with contact information, commenter numbers, comment numbers, and the dates those comments were submitted for a particular draft. Commenter and comment numbers are assigned automatically by the online comment database in the order in which they are submitted. Once a commenter has submitted one comment they are assigned a commenter number for that particular draft and after that their comments are numbered accordingly.
- **Detail Report** - This report is a list of all of the comments received for a particular draft. This includes commenter contact information, comment, and any substantiating statements made by the commenter.
- **List** - This report lists all of the commenters by name, commenter number, e-mail address, comment number, and what applicable section (table or figure) their comment applied to in the public review draft. When submitting a comment the commenter is responsible for indicating which section their comment applies to in the draft.

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It should be noted that these are PDF reports that are generated live at that particular time. They will include committee responses and commenter replies as they are processed. In the end each report will include all of the comments, responses, and replies for a particular draft. **It should also be noted that the detailed report DOES NOT include any attachments the commenter may have included with his or her comment. Attachments must be download when the Details of a particular comment are reviewed in the My Comments page.**

7. Selecting “Online Public Review Drafts” from the menu at the left will take you to the main page where any current public review drafts are posted for comment (if there are any currently posted).

8. Selecting “Standards Web Page” from the menu at the left will take you to that page.

9. To sign out of the online comment database click on the pull down menu in the upper right hand corner of any page and select Sign Out.

