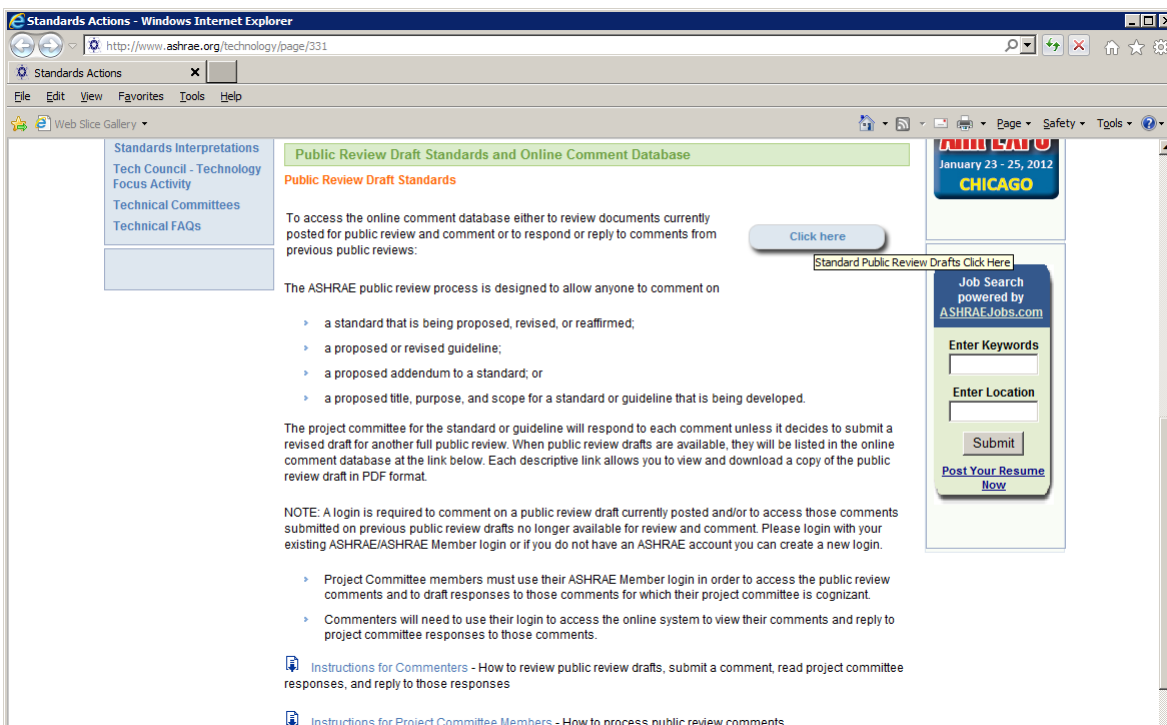


How to Review and Comment on a Draft Currently Posted for Public Review and Comment or to Reply to a Committee Approved Response to a Previous Public Review Comment

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

<http://www.ashrae.org/standards-research--technology/public-review-drafts>

2. Click on the button that says “Click here”.



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 download, review, and comment. If there are no drafts currently available that will be stated there as well.

Online Comment Database –

How to Review and Comment on a Draft Currently Posted for Public Review and Comment or to Reply to a Committee Approved Response to a Previous Public Review Comment

3. To view or save a copy of a particular draft currently posted for public review simply select the draft from the list of available drafts by clicking on the link. A pdf version will open in a new window.

Home - Standards Actions & Public Review Drafts - Windows Internet Explorer

https://osr.ashrae.org/default.aspx

Online Standards Actions & Public Review

To access your comments or to reply to a project committee response clicking on the "My Comments" link in the menu to the left or by clicking upper right corner of this page.

Click on a "Comments" link in the list below to submit comments for Drafts. Click the Standard title in the list below to view the Standard (required).

For assistance please [click here to send us an email](#) and we will respond.

IMPORTANT: The public review period closes at midnight U.S. Eastern period.

Public Review Draft Standards

Comment	Document
45-Day Public Review Period from July 8, 2011 to August 22, 2011	BSR/ASHRAE Standard 158.1-2004R, Methods of Testing Capacity of Refrigerant Solenoid Valves (First Public Review Draft)
45-Day Public Review Period from July 15, 2011 to August 29, 2011	ASHRAE Addendum a to ANSI/ASHRAE Standard 15-2010, Safety Standard for Refrigeration Systems (Advisory Public Review)
30-Day Public Review Period from July 22, 2011 to August 21, 2011	Standard 207P, Laboratory Method of Test of Fault Detection and Diagnostics Applied Commercial Air-Cooled Packaged Systems
	Standard 208P, Method of Test for Determining Hydronic System Balance Valve Capacity
45-Day Public Review Period from July 22, 2011 to September 5, 2011	BSR/ASHRAE Standard 119-1988 RA 2004, Air Leakage Performance for Detached Single-Family Residential Buildings

4. To submit a comment on a public review draft select "Comments" to the left of the applicable public review draft. You will then be asked to log in to the online comment database in order to submit your comment.

The login page is where commenters are required to login to comment on any draft currently posted for public review or to reply to a committee response to a previous public review comment. ASHRAE members should use their ASHRAE Member login to access the online comment database in order to submit comments, view comments submitted on previous public review drafts, read the project committee responses to their comments, and to reply to the committee response. Access to the online comment database is linked to ASHRAE's

https://osr.ashrae.org/SitePages/ASHRAELogin.aspx?ReturnUrl=%2FSitePages%2FDocumentComments.aspx

ASHRAE
Advancing HVACER to serve humanity and promote a sustainable world

This Site: Standards Actions & Public Review Drafts

Home

View All Site Content
My Comments
Online Public Review Drafts
Standards Web Page

To access your comments or to reply to a project committee response please log in to your account below. For documents currently posted for public review a login is required to create comments. Please login with your existing ASHRAE/ASHRAE Member login, or if you do not have an ASHRAE account click "New Commenter Login" below to create a new Commenter login. Thank you for your participation in this process.

Log In

User Name (email):

Password:

New Commenter Login

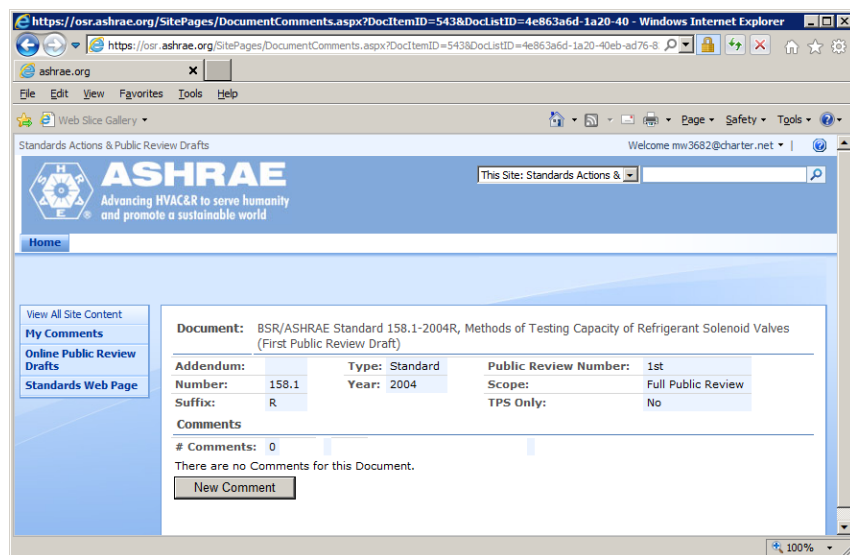
Online Comment Database –

How to Review and Comment on a Draft Currently Posted for Public Review and Comment or to Reply to a Committee Approved Response to a Previous Public Review Comment

membership software (Netforum) and therefore members currently serving on a particular project committee will automatically have access to their own comments as well as all of the comments for those documents for which their committee is cognizant. If a commenter does not have an ASHRAE Member login, they will have to create an account by selecting “New Commenter Login” on the Log In page. The commenter must access their account to read their previous comments or to reply to an approved committee response to a particular comment.

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.

5. Once an applicable draft has been selected and the potential commenter has logged in to the online system the page will appear as shown in the example below, with the menus at the left. There are three main menus available: My Comments, Online Public Review Drafts, and Standards Web Page. *NOTE:* Project committee members will also have a Reports menu available on the left.



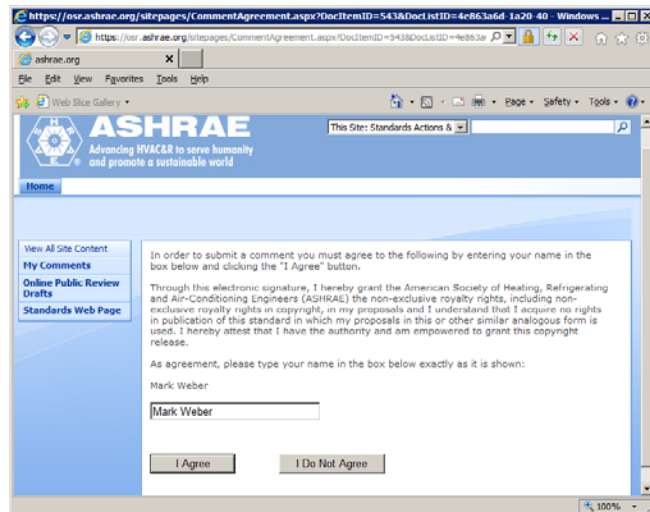
The applicable draft that was selected is now listed. The first public review draft of BSR/ASHRAE Standard 158.1-2004R is shown in the example above. To submit a comment on this particular public review draft click the “New Comment” button. If this is not the desired draft or you would like to comment on a different draft, select “Online Public Review Drafts” from the menu at the left.

Online Comment Database –

How to Review and Comment on a Draft Currently Posted for Public Review and Comment or to Reply to a Committee Approved Response to a Previous Public Review Comment

6. After selecting the applicable draft to submit a comment on and selecting the “New Comment” button you will then be asked to agree with the ASHRAE copyright release. You cannot submit a comment unless you have typed your name in the box provided and selected the “I Agree” button at the bottom. You must type your name in the box provided exactly as it is shown on the web page.

7. Once you have typed your name in the box provided and selected the “I agree” button at the bottom the online comment form will open for the applicable draft that was selected. See example below.

A screenshot of the ASHRAE online comment form. The browser address bar shows "https://osr.ashrae.org/sitepages/EditComment.aspx?DocItemID=5438&DocListID=4e863a6d-1a20-40". The page title is "ASHRAE" and the URL is "https://osr.ashrae.org/sitepages/EditComment.aspx?DocItemID=5438&DocListID=4e863a6d-1a20-40". The page content includes a navigation menu with "Home", "View All Site Content", "My Comments", "Online Public Review Drafts", and "Standards Web Page". The main content area contains a form with the following fields: "Name: Mark Weber", "Affiliation: [text box]", "Address: 1791 Tullie Circle, NE Atlanta GA, [text box]", "Phone: 678-539-1214", "Fax: [text box]", "Email: mw3682@charter.net". To the right of the form is a note: "To ensure receiving all notices provided for in the procedures, you are responsible for keeping your contact information up to date. If needed, click here to update your contact information before entering your comment." Below the form is a "NOTE: Use a separate form for each comment, completing each section to facilitate separate processing. ASHRAE encourages original commentary on its standards. All commenters shall receive acknowledgment from ASHRAE of receipt of their comment, and may receive a response in the form of the resolution of the original comment with that comment's author." Below the note is a table with the following data:

Document	BSR/ASHRAE Standard 158.1-2004R, Methods of Testing Capacity of Refrigerant Solenoid Valves (First Public Review Draft)	
Addendum:	Type: Standard	Public Review Number: 1st
Number: 158.1	Year: 2004	Scope: Full Public Review
Suffix: R		TPS Only: No

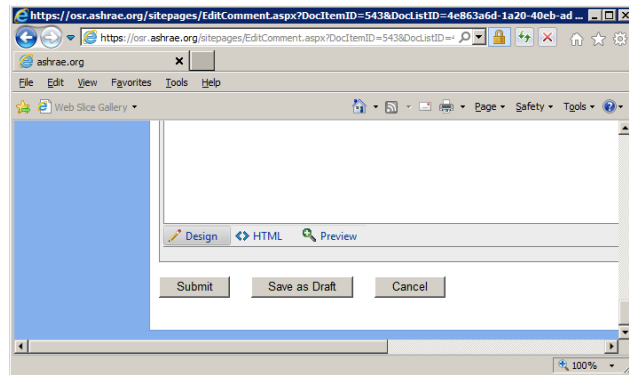
 Below the table is a "Comment" section with the following fields: "Comment Title: [text box]", "Comment Type: [dropdown menu]", "Section/Subsection Type: [dropdown menu]", "Section/Subsection Number: [text box] (Identifier of clause, subsection, table or figure)", "Supportive: [radio buttons] Yes [radio buttons] No. Select 'Yes' if your comment is supportive in nature and does not require substantive changes in the current document or draft in order to resolve your comment. If you select this option, your comment will not require a response from the project committee and will not be subject to the commenter response procedures." Below the form is an "Attachments: (Add)" button. Below the attachments is a "Comment* (Proposed Text):" field. Below the comment field is a note: "*To include graphics or non-free text formulas in your comment, please upload as a separate file using the Attachments 'Add' link above." Below the note is a text area for the comment. Below the text area is a note: "If a provision is proposed to be added, the text of the provision must be submitted in this space. If modification of a provision is proposed, the proposed text must be shown utilizing the strikeout/underline format. Strikeout text that is to be deleted and underline text to be added. If it is a proposed withdrawal, please state here with specificity." Below the note is a text area for the comment.

Online Comment Database –

How to Review and Comment on a Draft Currently Posted for Public Review and Comment or to Reply to a Committee Approved Response to a Previous Public Review Comment

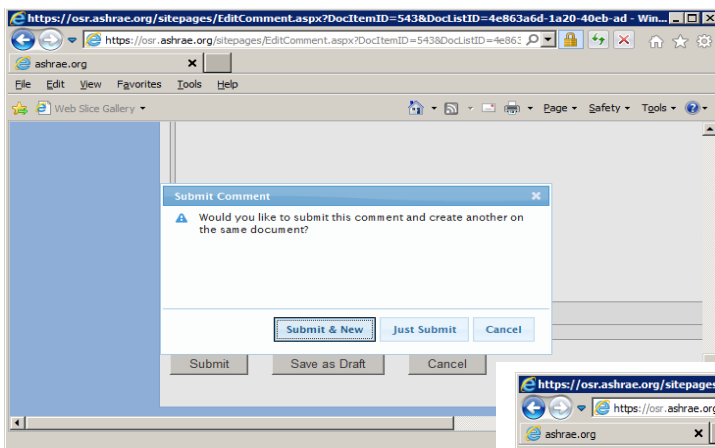
You can now input your comment. Note also that you can view the public review draft by opening the link next to “Document” and you can include attachments by select “Add” next to “Attachments:”

When you have entered your comment into the database you can select “Submit” at the bottom of the comment form to submit your comment. When comments are submitted the commenter has the option of submitting the comment and creating additional comments for that public review draft by selecting “Submit & New” in the popup box or to simply submit the current comment by selecting “Just Submit”. The commenter also

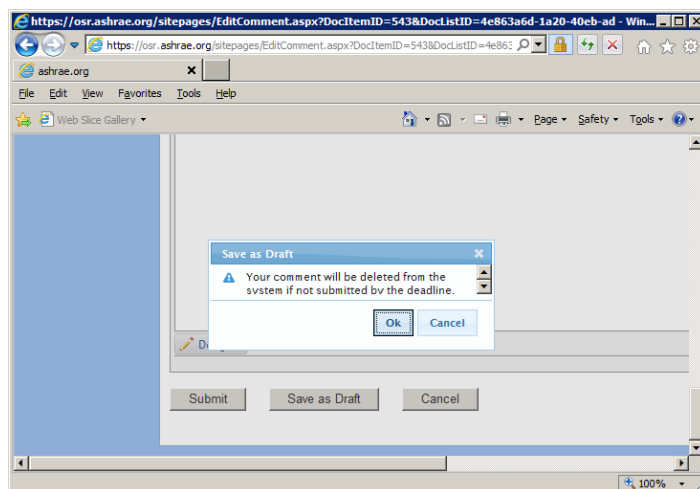


has the option of saving the current comment as a draft by selecting “Save as Draft” at the bottom of the comment form and then “Ok” in the popup box. When a comment is saved as a draft the commenter has an opportunity to return to the online comment database at a later date to revise or

complete their comment. However, the comment must be submitted by the close of the public review period for that particular draft or the draft comment will be purged from the system and will not be recoverable.



8. If the comment was saved as a draft the commenter can access it by selecting “My Comments” from the menu at the left. On the My Comments page the commenter can see all of the comments that you have submitted or saved as drafts. To edit the draft comment(s) select “Comment Drafts” from the filters in the columns on the My Comments page. Filter results will appear at the bottom of the page. Note that the filter selected now shows in red text. To edit a draft



Online Comment Database –

How to Review and Comment on a Draft Currently Posted for Public Review and Comment or to Reply to a Committee Approved Response to a Previous Public Review Comment

comment select “Edit” next to the applicable draft comment. After editing the commenter will again have the option to submit the comment or save as draft. Remember, draft comments must be submitted by the close of the public review period for the applicable draft document or they will be purged from the online comment database.

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.

My Comments	
Drafts in Progress	1
Comment Drafts:	1
Reply Drafts:	0
Total Comments Submitted:	0
Substantive:	0
Supportive (Resolved):	0
By Comment Status:	
New-Submitted:	0
New-Submitted Late:	0
Withdrawn:	0
Deadline Lapsed (Resolved):	0
Responded To (Total):	0
Accepted:	0
Rejected:	0
More information is needed:	0
Deferred, Out-of-Scope:	0
Deferred, Late:	0
Replied To (Total):	0
Ok-Resolved:	0
Not Ok-Resolved:	0
Unresolved:	0

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

Document	Comment Title
<input type="checkbox"/> 45-Day Public Review Period from July 8, 2011 to August 22, 2011	
Edit BSR/ASHRAE Standard 158.1-2004R, Methods of Testing Capacity of Refrigerant Solenoid Valves (First Public Review Draft)	Test Comment (Supportive) - No ac
Edit Draft Comment	

Online Comment Database –

How to Review and Comment on a Draft Currently Posted for Public Review and Comment or to Reply to a Committee Approved Response to a Previous Public Review Comment

If you selected “Just Submit” from the popup box to submit your comment you will be directed back to the document comments page where your comment will now be listed under the applicable draft. At this point you can proceed to add another comment for the same draft by selecting the “New Comment” button or you can view the comment that was just submitted by selecting “Details” to the left of your applicable comment.

The screenshot shows a web browser window displaying the ASHRAE website. The page title is "DocumentComments.aspx?DocItemID=5438&DocListID=4e863a6d-1a20-40". The ASHRAE logo is visible at the top left, with the tagline "Advancing HVAC&R to serve humanity and promote a sustainable world". The main content area displays the following document details:

Document:	BSR/ASHRAE Standard 158.1-2004R, Methods of Testing Capacity of Refrigerant Solenoid Valves (First Public Review Draft)		
Addendum:	158.1	Type: Standard	Public Review Number: 1st
Number:	158.1	Year: 2004	Scope: Full Public Review
Suffix:	R	TPS Only:	No

Below the document details, there is a "Comments" section with "# Comments: 1". A table lists the comment:

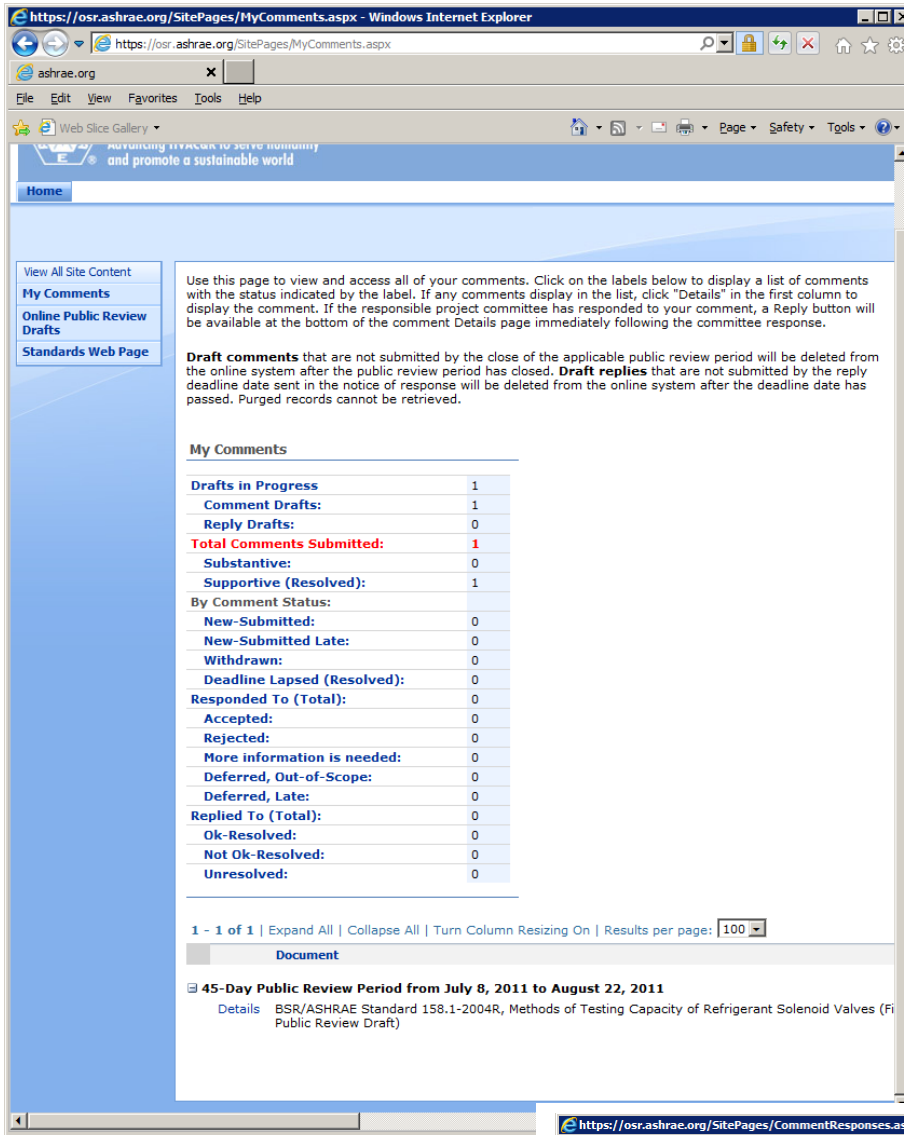
	Comment Title	Sect Type	Sect Id	Cmtr #	Cmt #	Sptv	Sbmttd	Status	Created By
Details	Test Comment (Supportive) - Requires no action on the part of the project committee	General	General	0001	001	Yes	2011-08-04 14:10:30	Resolved - Supportive	mw3682@charter.net

A "New Comment" button is located at the bottom of the comment table.

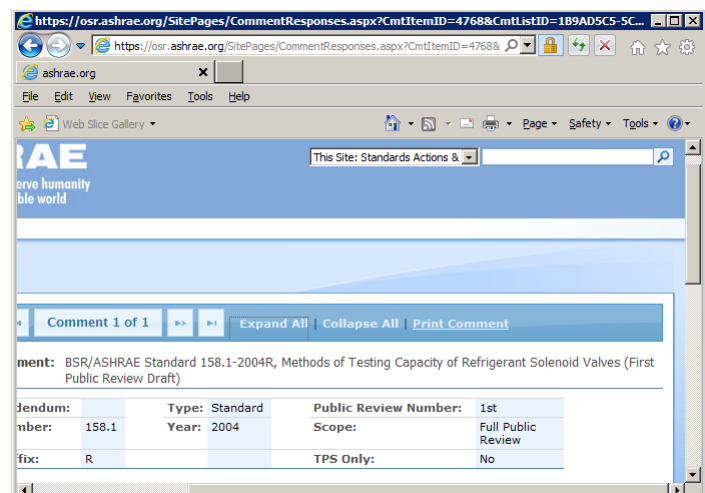
9. You can either choose to submit another comment on the same public review draft as mentioned above or select “Online Public Review Standards” from the menu at the left if you would like to comment on another draft currently posted for public review. The process is the same. On the My Comments page you can view all of your comments by selecting one of the filters in the columns. Filter results will appear at the bottom of the My Comments page. See example below.

Online Comment Database –

How to Review and Comment on a Draft Currently Posted for Public Review and Comment or to Reply to a Committee Approved Response to a Previous Public Review Comment



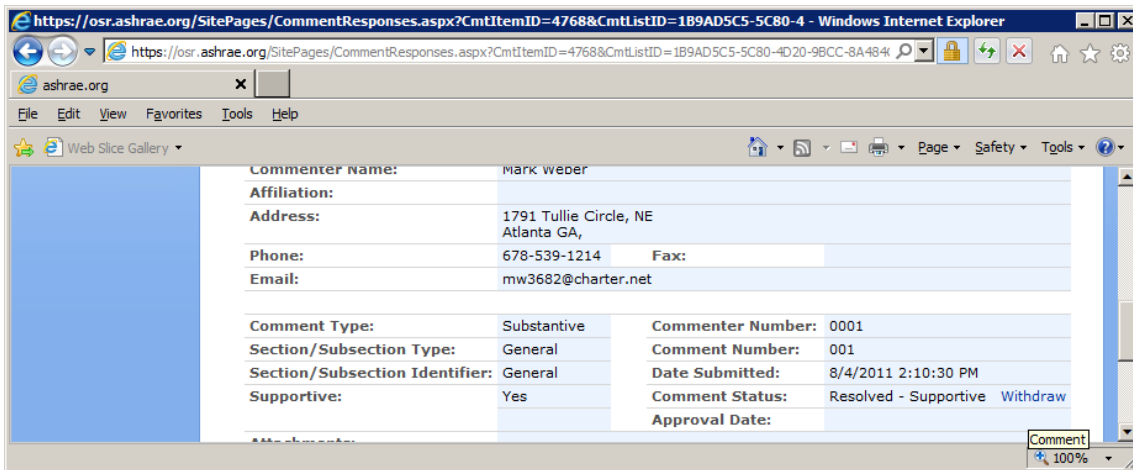
10. To print a copy of your comment select Details next to the applicable comment in the filter results above and select "Print Comment" from the menu bar at the top of the comment details page. In addition you can use the menu bar to expand and collapse the information on the comment details page or to move through your comments using the arrow buttons.



Online Comment Database –

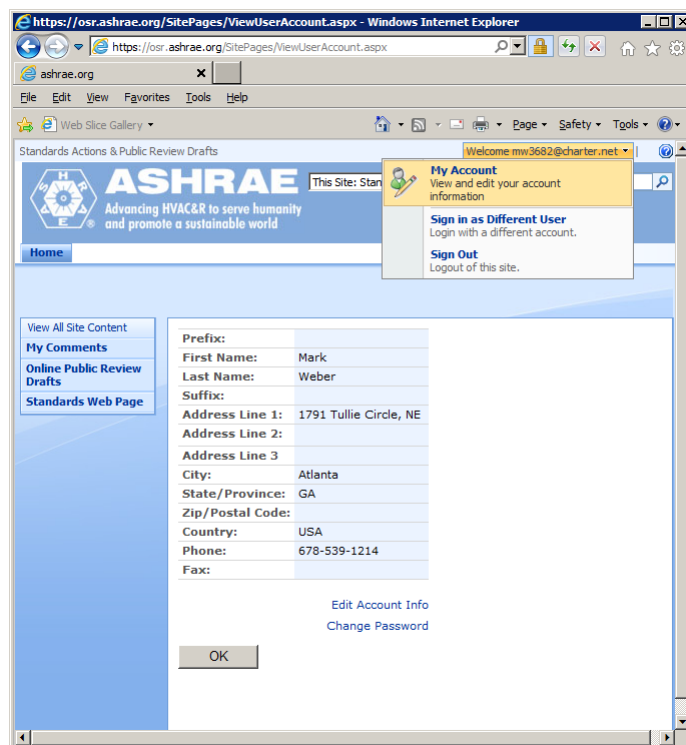
How to Review and Comment on a Draft Currently Posted for Public Review and Comment or to Reply to a Committee Approved Response to a Previous Public Review Comment

11. To withdraw a comment select Details next to the applicable comment and then click on “Withdraw” link next to the Comment Status. A comment can be withdrawn by the commenter at any time in the process.



12. To logoff the online comment system, to edit your account information, or to change your password select “My Account” from the drop down menu in the upper right hand corner of the web page. See example.

NOTE: The option to edit account information or to change password here is limited to those individuals that created a new account (a New Commenter Login). ASHRAE Members that used their ASHRAE Member login to access the online comment database must use the ASHRAE website at <http://www.ashrae.org> (Member Central) to update contact information or change their password. The online comment database is linked to the ASHRAE membership software.



Online Comment Database –

How to Review and Comment on a Draft Currently Posted for Public Review and Comment or to Reply to a Committee Approved Response to a Previous Public Review Comment

13. **REPLY TO A COMMITTEE APPROVED RESPONSE:** To reply to a committee response to a previous public review comment you must login to the online comment system at <https://osr.ashrae.org/default.aspx> by selecting “My Comments” from the menu at the left . This will take you to your My

Comments web page. When a commenter receives an e-mail acknowledgment stating that a committee response to their comment is available online it will be available under one of the filters in the My Comments column, specifically under the filter

“Responded To (Total):” Here there are five categories: Accepted, Rejected and More information is needed, Deferred, Out-of Scope, and Deferred, Late. Select one of these responses and a list of your comments will appear at the bottom of the same page. Select the applicable public review draft from the list and click on “Details”. The

comment details page will show your comment, the approved project committee response, and a “Reply” button will be available at the bottom of the page, provided the deadline for reply has not passed. Click on the “Reply as Commenter” button to reply to the committee response indicating whether or not the response resolves your comment. You can either submit your reply, in which case you will receive an acknowledgment e-mail from the system, or you can save your reply as a draft in the same fashion as a draft comment is saved in the system. However, draft replies must be

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.

My Comments	
Drafts in Progress	1
Comment Drafts:	1
Reply Drafts:	0
Total Comments Submitted:	1
Substantive:	0
Supportive (Resolved):	1
By Comment Status:	
New-Submitted:	0
New-Submitted Late:	0
Withdrawn:	0
Deadline Lapsed (Resolved):	0
Responded To (Total):	0
Accepted:	0
Rejected:	0
More information is needed:	0
Deferred, Out-of-Scope:	0
Deferred, Late:	0
Replied To (Total):	0
Ok-Resolved:	0
Not Ok-Resolved:	0
Unresolved:	0

0 - 0 of 0 | Expand All | Collapse All | Turn Column Resizing On | Results per page: 100

There are no Comments with this status.

Online Comment Database –

How to Review and Comment on a Draft Currently Posted for Public Review and Comment or to Reply to a Committee Approved Response to a Previous Public Review Comment

submitted by the reply deadline or the draft will be purged from the system and the commenter will be listed as resolved.

The left screenshot shows a web browser window at <https://osr.ashrae.org/SitePages/CommentResponses.aspx?CmtItemID=4496&CmtListID=1B9AD5C5-5C88>. It displays contact information for mweber@ashrae.org and a table of comment responses. The table has columns for Comment Title, Type, Status, Submitted By, and Date Submitted. One response is listed: 'Test Comment #2' with status 'Approved' and submitted by 'mweber@ashrae.org' on '08/05/2011'. Below the table is a 'Test response' section with fields for Approval Method, Change Type, Resolution Potential, and General Notes, each with an 'edit' link. A 'Reply as Commenter' button is at the bottom.

The right screenshot shows a web browser window at <https://osr.ashrae.org/SitePages/MyComments.aspx>. It displays a 'My Comments' summary page with a table of comment statistics:

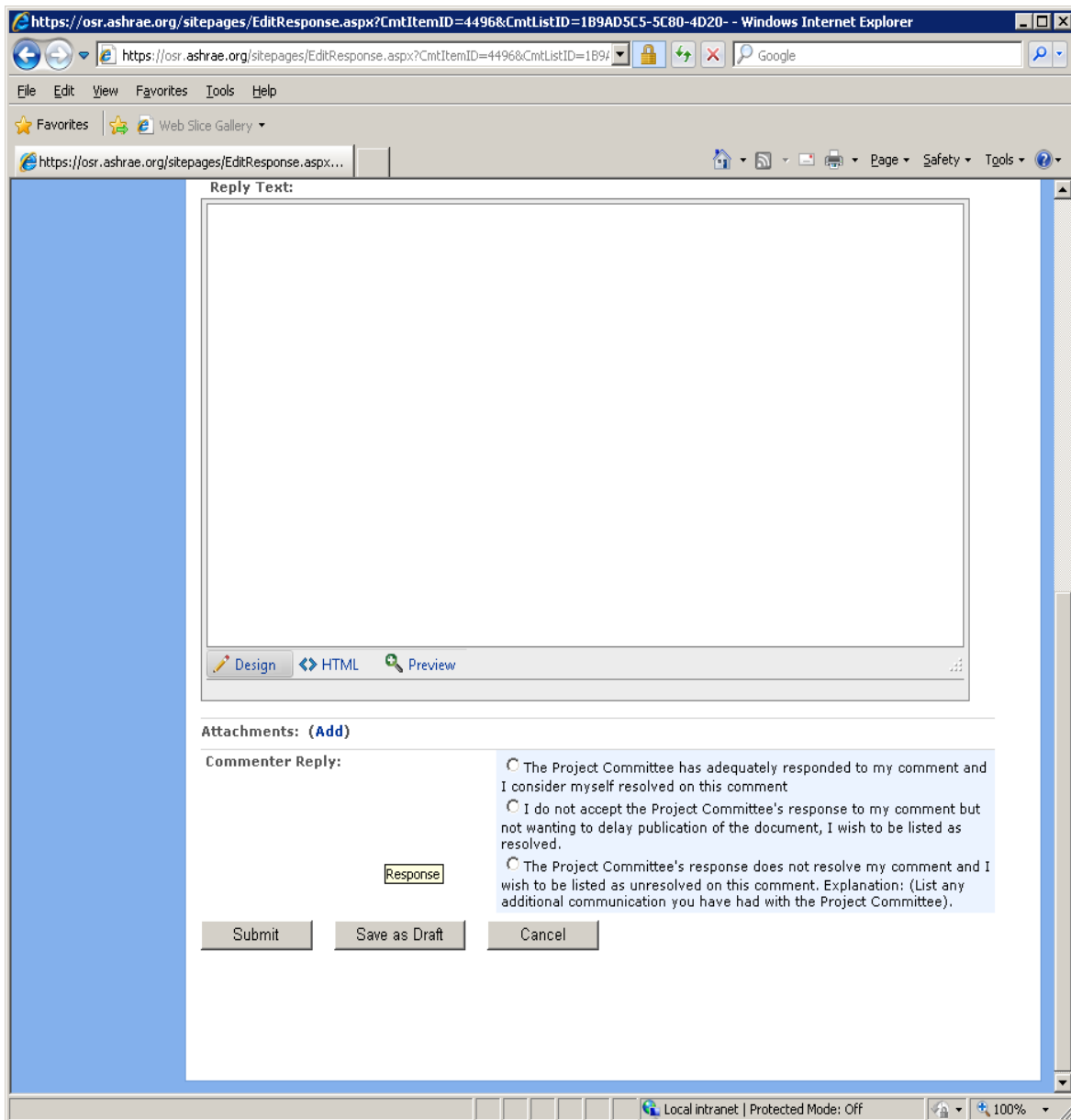
Category	Count
Drafts in Progress	0
Comment Drafts:	0
Reply Drafts:	0
Total Comments Submitted:	4
Substantive:	3
Supportive (Resolved):	1
By Comment Status:	
New-Submitted:	2
New-Submitted Late:	0
Withdrawn:	2
Deadline Lapsed (Resolved):	0
Responded To (Total):	1
Accepted:	0
Rejected:	1
More information is needed:	0
Deferred, Out-of-Scope:	0
Deferred, Late:	0
Replied To (Total):	0
Ok-Resolved:	0
Not Ok-Resolved:	0
Unresolved:	0

There are three choices you have as a commenter to reply to the committee response. See below. Information substantiating your reply should be included as well as any attachments supporting it.

The screenshot shows a web browser window at <https://osr.ashrae.org/sit...>. It displays a form with three radio button options for replying to a committee response:

- 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).

Online Comment Database –
How to Review and Comment on a Draft Currently Posted for Public Review and Comment or to Reply to a Committee Approved Response to a Previous Public Review Comment



Online Comment Database –

How to Review and Comment on a Draft Currently Posted for Public Review and Comment or to Reply to a Committee Approved Response to a Previous Public Review Comment

Note: If the committee response to your comment was “Deferred, Out-of-Scope” or “Deferred, Late” you will not have the option of replying to that response. In both of these cases the committee has elected to defer your comment for consideration at a later time as a proposed change to the published document. Deferred, Out-of-Scope or Deferred, Late comments received on periodic maintenance documents may be held for consideration during the next revision.

Note: Committee members will see two columns on the My Comments page, one that shows their individual comments titled “My Comments” and one that shows the comments available to the committee(s) for which they are a member titled “My Committee Comments”.

13. The My Comments page will show the status of all of your comments and where they are in the process. You can narrow the results using the filters in the column. The filter results will be displayed at the bottom of the same page. From the columns the commenter can tell which comments have been responded to and which responses have been replied to.

14. When done using the online comment system simply Sign Out using the menu in the upper right hand corner.

