



PC Chairs: Public Review Process

Training Covers: Publication Public Review and
Advisory Public Review

Intended Audience: PC Chairs, recommended for
everyone

Required Reading Material: PC MOP and PC Chairs
Deadlines

Learning Objectives

By the end of this training module, you should better understand:

1. The importance of Public Review
2. Advisory Public Review
3. Publication Public Review
4. Rules
5. Paperwork
6. Draft Changes
7. Submission
8. Staff Review

- Public Review Overview
- Advisory Public Review
- Publication Public Review
- Submission Guidelines/Paperwork
- Responding to Commenters
- Resources
- Discussion

Why Conduct a Public Review?



- The public review process is an integral part of ensuring due process and consensus is achieved in the development of standards, guidelines and addenda:
 - Any person with a direct and material interest has a right to:
 - a) **express** a position and its basis,
 - b) have that position **considered**, and
 - c) **appeal** if adversely affected

- There are two types of public reviews for draft standards, guidelines and addenda (a.k.a. Standards Committee Documents or SCDs):
 - Advisory Public Review (APR)
 - Publication Public Review (PPR)

- Purpose
 - Opportunity to increase public participation early in process
 - New, unusual or potentially controversial elements benefit from increased public scrutiny
 - May resolve controversy before publication approval is sought

- **Submission Rules**
 - Majority of PC approval required
 - Draft or portion of draft, with vote, submitted to the Manager of Standards (MOS) for approval by SPLS Liaison and SPLS Chair
- **APR announced in ASHRAE Standards Actions**
 - Length of PR determined by the PC in consultation with SPLS Liaison and MOS

- **Comment Response Rules**
 - Receipt of comments are acknowledged by the online comment database (OCD)
 - All comments are considered “supportive” and need not be resolved or responded to
 - Communication with commenters is optional but may be undertaken to clarify a comment's intent or to invite further participation in the standard development process
- **Must go out for a full PPR**

Publication Public Review (PPR)



- Purpose
 - ANSI requirement
 - Provide interested parties opportunity to comment on draft publication

- Draft ready for publication
 - Requires affirmative vote by majority of PCVMs and 2/3 voting
 - not including
 - Abstentions
 - Invalid ballots
 - Unreturned ballots
 - All PC Voting Members (PCVMs) must be given an opportunity to vote
 - via letter ballot
 - at a meeting
 - after a meeting via continuation ballot (for PCVMs not present)

- Fast Track
 - PC Chair submits required forms
 - Staff processes draft SCD for PPR
 - SPLS Liaison approves if **ALL** these criteria are met:
 - No negative votes on PC
 - No credible threat of legal action
 - Draft is not related to Policy Level Standard
 - PC has not violated due process
- Normal Track applies to all other cases
 - SPLS also approves draft SCD for PPR

- APR packages
 - Draft SCD can be submitted at any time to MOS
- PPR packages
 - Code-Intended standards and addenda submissions due per [PC Chair Meeting Deadlines](#)
 - Other draft SCDs can be submitted at any time

PPR Required Paperwork



- [Publication Public Review Draft Submittal Form](#)
- Committee-approved final draft showing changes if any
- Foreword prepared by PC chair
- PC voting record including provided reasons for abstentions/negative votes (if any)
- Release of copyright, if required (Staff can assist)

PPR Required Paperwork



SUBMITTAL DATE: February 15, 2011

SECTION A. GENERAL INFORMATION FOR THE PUBLIC REVIEW

PLEASE COMPLETE¹ THE FOLLOWING RELEVANT DATA FOR EACH

STANDARD/GUIDELINE/ADDENDUM PUBLICATION PUBLIC REVIEW DRAFTS BEING SUBMITTED:

DESIGNATION OF PROPOSED PUBLIC REVIEW DRAFT	APPROVED TITLE OF STANDARD	PROJECT INTENT	AFFECTED STANDARD DESIGNATION (ADDENDA ONLY)	SCOPE SUMMARY OF PROJECT	LENGTH OF PR RECOMMENDED BY THE PC (30/45/60 DAY PUBLIC REVIEW REQUESTED) NOTE: 30 DAY PR IS PERMITTED ONLY WHEN THE DRAFT IS LESS THAN 1 PAGE LONG.
<i>see above</i>	<i>see above</i>	<i>from PINS</i>	<i>see above</i>	<i>see draft</i>	30

SECTION B. CHAIRMAN'S CHECKLIST

- | | YES | NO | |
|---|-------------------------------------|-------------------------------------|------------------------------|
| 1. Does this document make use of any material (text, figures or tables) that appeared originally in an ISO Standard? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 2. Are draft and graphics submitted in electronic form?
Is software included? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has the title, purpose and scope changed since approval of the project or since the last public review? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 4. Does commercialism exist in this standard? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 5. Does this SCD ² comply with the ASHRAE Units Policy? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Rational SI only | | | |
| <input type="checkbox"/> Rational IP only | | | |
| <input type="checkbox"/> Dual Rational Units | | | |

¹ Please use the check boxes and grey text boxes to complete the form
To type in a grey box, *single* click on the box and begin typing
To place a checkmark in a box, *double* click on the box and choose "check"

² Standards Committee Document

PPR Required Paperwork



What is the units format (choose one):

Dual Equivalent Units

6. Which ASHRAE handbook section is relevant to this standard/guideline?

Fundamentals 19

YES NO

7. Has the relevant ASHRAE Handbook chapter been reviewed?

 N/A

8. Do any conflicts exist between this standard/guideline and its corresponding ASHRAE Handbook Chapter?

 N/A

9. Has the PC reviewed all official interpretation(s) of the current standard (if any) and voted in each instance that the text of the revised draft standard has been clarified so that automatic withdrawal of the previous interpretations will not create a problem?

 N/A

10. Have all the requirements listed below been met? (please check the box once the requirement is met)

If No, Please explain _____

a) Written in mandatory language

b) **Terms that deviate from the accepted meaning are clearly defined**

c) Scope is clearly defined

d) Does not require proprietary materials to the exclusion of others

e) Does not prescribe a proprietary agency for quality control or testing

f) Does not state its provisions *shall govern* when in conflict with a different ASHRAE Standard

g) Documents referenced are readily available

PPR Required Paperwork



12. Does this document comply with ASHRAE's patent policy? YES NO

13. Please summarize the issues discussed within the PC and any potential problems associated with this draft. Please include issues that may arise later even if there were no negative votes.

14. How contentious is this draft? (*check one*)

Contentious Potentially Contentious Not likely to be contentious

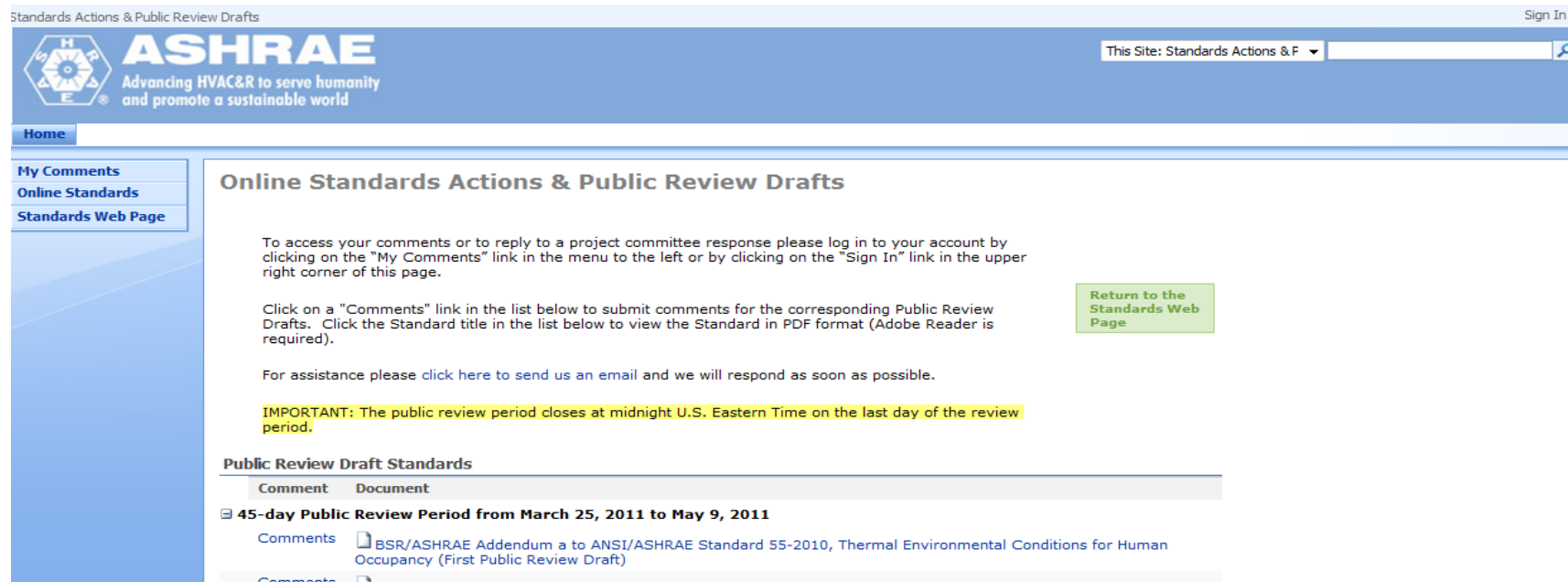
15. Has anyone indicated that s/he might appeal the BOD or ANSI approval of this draft? YES NO
If yes, please list the names: _____

16. Has any affected party raised any important issue or objection?
If yes, Was the issue discussed by the PC?
Please explain: _____
When was the issue discussed by the PC? _____
What was the PC's response? _____


17. Is this a consumer product? YES NO

- Completeness of PPR Draft Submittal Form
- Vote documentation from PCVMs
 - Returned letter ballots
 - Minutes
- Documentation of comments and resolution attempts
- Reasons for abstentions and negative votes
- Mandatory language for standards/addenda
- Grammar (recommends editorial revisions)
- Potentially copyrighted material
 - Include releases

- Online Comment Database (OCD)
 - All comments to public review drafts are submitted electronically via OCD.
 - <https://osr.ashrae.org/default.aspx>



Standards Actions & Public Review Drafts Sign In |

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Advancing HVAC&R to serve humanity
and promote a sustainable world

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Online Standards Actions & Public Review Drafts

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

Click on a "Comments" link in the list below to submit comments for the corresponding Public Review Drafts. Click the Standard title in the list below to view the Standard in PDF format (Adobe Reader is required).

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

IMPORTANT: The public review period closes at midnight U.S. Eastern Time on the last day of the review period.

Public Review Draft Standards

Comment	Document
45-day Public Review Period from March 25, 2011 to May 9, 2011	
Comments	BSR/ASHRAE Addendum a to ANSI/ASHRAE Standard 55-2010, Thermal Environmental Conditions for Human Occupancy (First Public Review Draft)
Comments	

[Return to the Standards Web Page](#)

- PC reviews & responds to comments
 - a) Assign comments to committee members
 - b) Determine commenter's intent & desired resolution
 - c) Change document if needed
 - d) Draft and vote on responses
 - e) Chair sends approved responses via OCD
 - f) Commenter(s) resolved?

Tip: Document all communications with commenters during the entire process.

- Responses limited to:
 - Accepted
 - as submitted
 - with minor changes
 - in principle (a different response to the issue is proposed)
 - Rejected except as noted
 - Rejected
 - More information is needed
 - Deferred
 - out of scope
 - late

- PC effort to resolve **all** comments (via OCD)
 - Respond to each comment indicating proposed disposition and provide rationale for PC decision
 - If rejecting comment, notify commenter of opportunity to provide additional supporting arguments
 - If attempts to resolve a comment fail, the commenter and comment shall be listed as unresolved

Subsequent Public Review



- Subsequent full public review commenters are notified via the OCD
 - no other response will be sent by the PC
 - sign up for Standards Actions listserve
- Independent Substantive Change (ISC)
 - responses to commenters processed through OCD
 - PC approves and submits a revised draft identifying ISCs, and conducts a PPR limited to ISCs

Tip: See Resources section for more on substantive changes

- After comment process has concluded, PC Chair notifies MOS that draft can proceed for publication approval
- Only non-substantive (editorial) changes may be made to final draft
- All changes from last PR draft must be marked for staff review

Submission for Publication Approval



- Documents required for final publication:
 - [Final Publication Submittal Form](#)
 - Final electronic copy of draft in MS Word
 - Draft marked to show all changes since last PR
 - Original artwork
 - Permissions to use copyrighted content
 - Record of final PC vote recommending publication
- Staff then processes draft for StdC and BOD approval

Additional Information

Public Review Disclaimer

Working Draft Disclaimer

SCD Changes

Continuous Maintenance Proposals

Overview of the Process

ASHRAE Staff

- Replace working draft disclaimer with:
 - *“This draft is covered under ASHRAE copyright. The appearance of any technical data or editorial material in this publication document does not constitute endorsement, warranty, or guaranty by ASHRAE of any products, service, process, procedure, design or the like and ASHRAE expressly disclaims such. Permission to republish or redistribute must be obtained from the MOS.”*
 - *A copyright symbol, “©” , month, day, year, and “ASHRAE” shall be marked on the cover of all copies of public review drafts.*

Working Draft Disclaimer

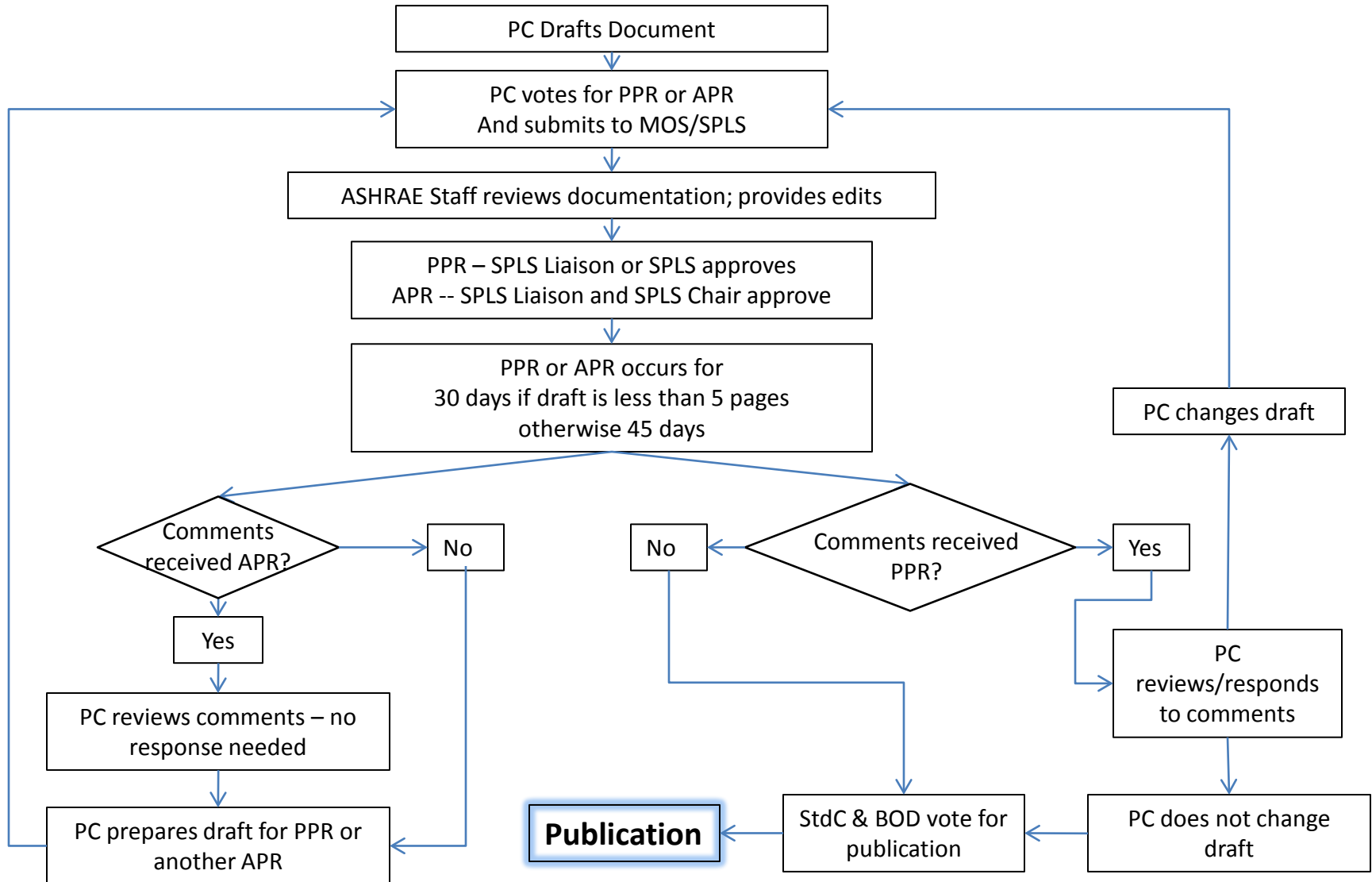


- **All** working drafts shall include:
- *“This is a working draft document intended for review only by the cognizant ASHRAE groups and other designated reviewers and is not for distribution to any private interests, individuals or third parties that are not designated as ASHRAE reviewers for this document.*
- *This document may not be distributed in whole or in part in either paper or electronic form outside of the PC without the express permission of the MOS and shall include a statement indicating such.*
- *The appearance of any technical data or editorial material in this draft document does not constitute endorsement, warranty or guaranty by ASHRAE of any product, service, process, procedure, design, or the like, and ASHRAE expressly disclaims such.”*
- A copyright symbol “©”, the month, the day, and year, and “ASHRAE,” shall be marked on the cover of all copies of working drafts.

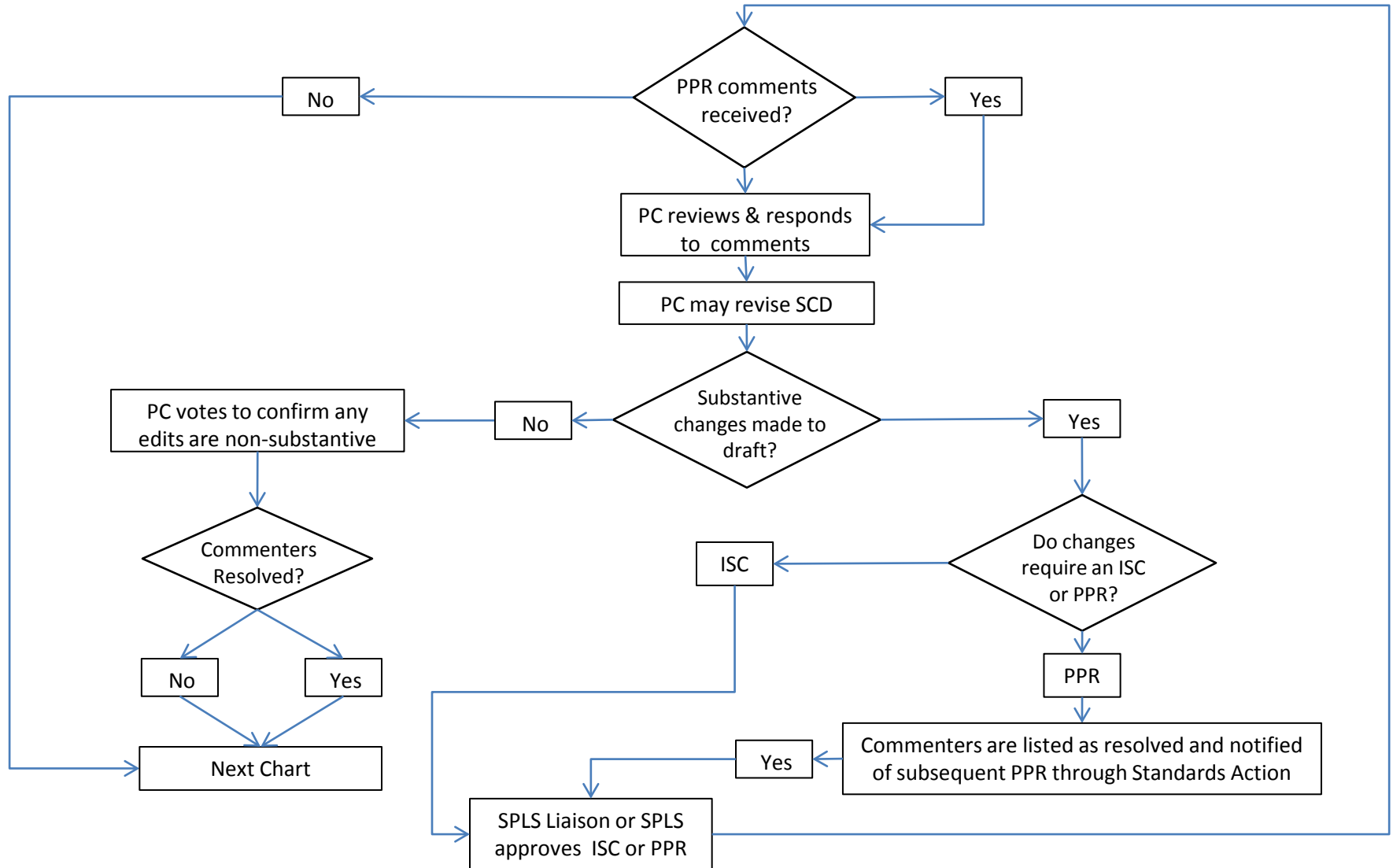
- Substantive changes to important, fundamental, or essential parts that:
 - alter the meaning of the material,
 - directly and materially affect the use of the SCD, or
 - update normative references
- Non-substantive (editorial) changes include:
 - updates to informative references; corrected errata, punctuation or grammar, typographical errors or style
 - adds equivalent SI or I-P values, a foreword, membership rosters, and informative appendices or annexes.

- Some SCDs require more frequent revisions and are placed on continuous maintenance
- Standards on continuous maintenance receive and process continuous maintenance proposals (CMP)
 - Change proposals submitted at any time
 - Come from anyone
 - Can be a result of out of scope or late comments
- CMPs must be responded to within 13 months of submittal

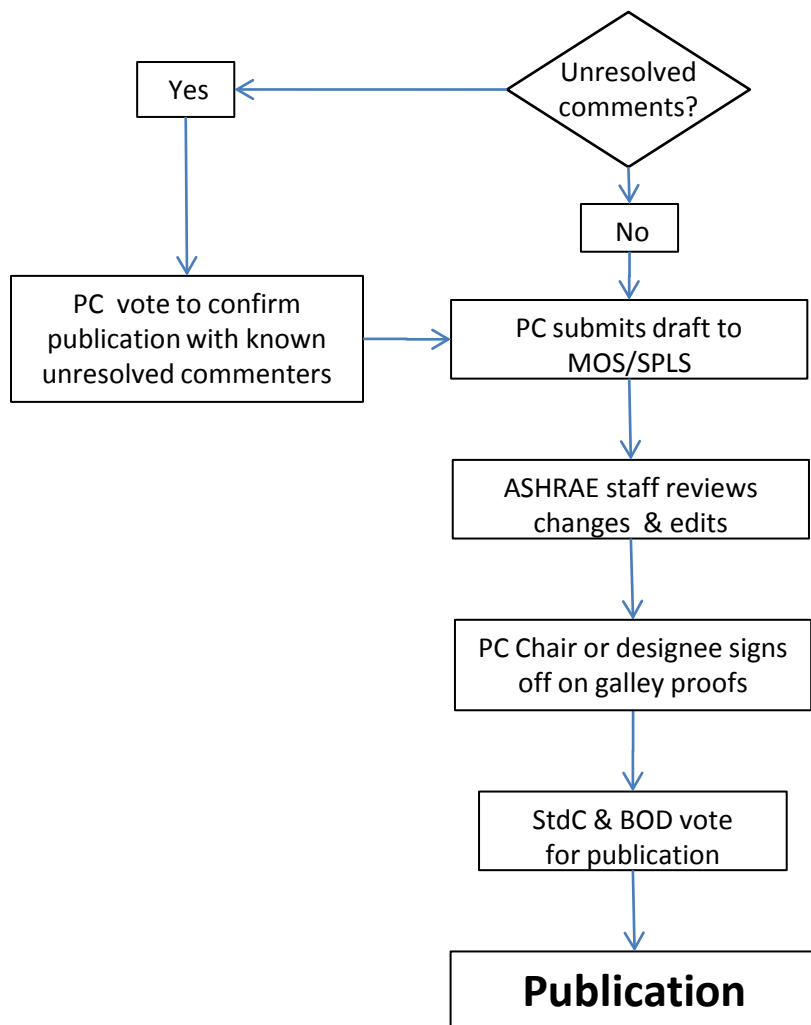
Public Review Overview



PPR Comments



PPR Comments



Direct line 678.539.xxxx

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Questions?



Testing Your Knowledge



- What paperwork is required for submitting publication public review drafts?
- What vote is required by the PC to approve:
 - a *publication* public review draft?
 - an *advisory* public review draft?
- Does the advisory public review draft require a subsequent full publication public review?
- What is the difference between an ISC and a full public review?

How did you do?



- If you knew the answers to all the questions
 - Congratulations! You have mastered the material
- If you were able to answer most of the questions (70-80%)
 - Please review the material you may have missed
- If you were unable to answer most of the questions (<70%)
 - Please review all the material

Thank you for attending!

Please submit any feedback that may be helpful to improving this material to:

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