

INSTRUCTIONS FOR PROJECT COMMITTEES TO RESPOND TO CONTINUOUS MAINTENANCE PROPOSALS

1. The project committee members will receive a notice from CMPAcknowledgement@ashrae.org when a new continuous maintenance proposal has been submitted for committee response. Click on the link in the email or log in to osr.ashrae.org to view the proposal. On home page hoover over the continuous maintenance screen and choose My Committee Proposals to see all submitted proposals.

The screenshot shows the ASHRAE OSR Home page. The top navigation bar includes links for HOME, ONLINE COMMENT DATABASE, CONTINUOUS MAINTENANCE (highlighted), and BALLOTING. Below the navigation bar, there are several sections: 'My Comments' with links for Drafts Not Submitted (1) and Reply Drafts Not Submitted (5); 'My Proposals' with a link for Proposals Not Submitted (5); 'My Ballots' with links for Not Yet Voted (1) and Recirculation Ballots (5); 'My Committee Comments' with links for Ready for Approval (1) and Ready to Send (2); 'My Committee Proposals' with links for Ready for Approval (0) and Ready for Response (0); and 'My Committee Ballots' with a link for Recirculation Required (0). A green button labeled 'CHANGE COMMITTEE FILTER' is also visible.

2. On the next screen all the proposals will be displayed. You can choose any proposal by clicking on the title or choosing Take Proposals Offline and downloading all proposals by checking the box next to the proposal.

The screenshot shows the 'My Committee Proposals' page. On the left, there are filters for Committee (Test1) and Base Standard/Guideline (699-2018-Standard). Below the filters, there are results for Draft Proposals (0), Total Proposals (9), Distinct Proposers (5), By Proposal Status (Staff Review: 0, Committee Review: 7, Responded To: 2), Comm Response (Accepted without Mod: 2, Accepted with Mod: 0, Accepted for Further Study: 1), Responses in Progress (Draft Responses: 0, Ready for Approval: 1), and Rejected (0). On the right, there is a table of proposals with columns: Proposal Title, Section, Pr #, PI #, Proposal Status, Submitted, Comm Response, Response Status, Created By, and Resp. The table lists several proposals, including 'Expand Use', 'I want chocolate', 'Lovely Weekend in Atlanta', 'Mark Test Proposal #1', 'Mark Test Proposal #2', 'test CMP on 699', and 'test CMP on 699'.

Proposal Title	Section	Pr #	PI #	Proposal Status	Submitted	Comm Response	Response Status	Created By	Resp
Expand Use	General	0004	001	Submitted	08/25/2018			sreiniche@yahoo.com	
I want chocolate	General	0005	001	Submitted	08/25/2018			sreiniche35@gmail.com	
Lovely Weekend in Atlanta	4.5	0002	001	Approved	08/23/2018	Proposed change accepted for public review without modification	Sent	tmlisic@ashrae.org	8/24/2018
Lovely Weekend in Atlanta	4.5	0002	002	Submitted	08/24/2018	Proposed change rejected	Ready for Approval	tmlisic@ashrae.org	
Mark Test Proposal #1	6.4	0001	001	Submitted	08/23/2018	Proposed change accepted for further study	Sent	mweber@ashrae.org	8/24/2018
Mark Test Proposal #2	6.4	0001	002	Submitted	08/23/2018			mweber@ashrae.org	
test CMP on 699	1.2.4.4.12.3	0003	002	Submitted	08/24/2018			sferguson@ashrae.org	
test CMP on 699	1.2.4.4.12.3	0003	001	Submitted	08/24/2018			sferguson@ashrae.org	

My Committee Proposals

Batch Updates
Send Responses
Take Proposals Offline
Upload Offline Proposals

Take Selected Proposals Offline

Download Selected Proposals

NEW PROPOSAL

Standard ▾ x

	Proposal Title	Section	Pr #	Pl #	Proposal Status	Submitted	Comm Response	Response Status	Created By	Response Email
▾	Standard: 699-2018 Testing OSR Staging CM Document									
	Expand Use	General	0004	001	Submitted	08/25/2018			sreiniche@yahoo.com	
	I want chocolate	General	0005	001	Approved	08/25/2018	Proposed change accepted for public review with modification	Sent	sreiniche35@gmail.com	9/4/2018
	Lovely Weekend in Atlanta	4.5	0002	001	Approved	08/23/2018	Proposed change accepted for public review without modification	Sent	tmlisic@ashrae.org	8/24/2018
	Lovely Weekend in Atlanta	4.5	0002	002	Submitted	08/24/2018	Proposed change rejected	Ready for Approval	tmlisic@ashrae.org	
	Mark Test Proposal #1	6.4	0001	001	Submitted	08/23/2018	Proposed change accepted for further study	Sent	mweber@ashrae.org	8/24/2018
	Mark Test Proposal #2	6.4	0001	002	Submitted	08/23/2018			mweber@ashrae.org	

enance/mv-committee-proposals?id=376&redirectType=Information&redirectMessage=Response+sent.#dnn_ctr2505_Proposals_TakeOffline:

- Once a proposal has been selected any committee member can draft the proposed response for committee consideration. Select one of the four options (accept without modification, accept with modification, propose change accepted for further study or rejected) and type in the appropriate response. Attachments can also be added.

Committee Proposal Response
Committee Review

Proposal Title
I want chocolate

Standard/Guideline
ASHRAE Standard 699 ▾

Year
2018 (Current) ▾

Section
General

Page # and clause, subclause, or paragraph #

☒ Change to read as follows
☐ Add new text as follows
☐ Delete and substitute as follows
☐ Delete without substitution

Proposed change:
General - we need more chocolate

Will the proposed change increase the cost of engineering or construction? If yes

New Response
Draft

☐ Proposed change accepted for public review without modification
☐ Proposed change accepted for public review with modification
☐ Proposed change accepted for further study
☐ Proposed change rejected

Project Committee Response:

B U abc ✂ 📎 🗑

ne

iche@yahoo.com

are receiving all notices provided the procedures, you are reliable for keeping your contact ation up to date. If needed, [click here to update your contact information](#) entering your comment.

Page # and clause, subclause, or paragraph #

☐ Change to read as follows
☐ Add new text as follows
☒ Delete and substitute as follows
☐ Delete without substitution

Proposed change:

Expand and add draft sharing capabilities

Will the proposed change increase the cost of engineering or construction? If yes, provide a brief explanation as to why the increase is justified:

I hate writing - so it saves money

Reason and Substantiation:

Because

DELETE

Administrative

Committee Tag

Assigned Responder

General Notes [Show](#)

SAVE

B U abc X E

We don't think the use should be expanded.

Design HTML Preview

New Attachments

Select

Approval Details

Please include information about how and when the committee approved the response. In order to send a committee response, the approval date is required.

Approval Method Approval Date Meeting Location

PC Meeting

CANCEL SAVE / APPROVE SEND

4. Should the committee elect to choose proposed change accepted for further study the committee must respond with accept for public review without modification, with modification or reject within 7 months of making a decision to accept for further study. A warning email will be sent by CMPAcknowledgement@ashrae.org when the date to take further action is approaching.
5. The Chair of the Chair's designee (contact sferguson@ashrae.org) are the only members of the project committee that can send out CMP responses once they are approved. The approval method and date must be completed in order to hit send. Once it is sent an email is sent to the

submitter indicating that the responses in online.

Committee Review

Proposal Title
Test chocolate

Standard/Guideline
ASHRAE Standard 699

Year
2018 (Current)

Section
General

Page # and clause, subclause, or paragraph #

☒ Change to read as follows
☐ Add new text as follows
☐ Delete and substitute as follows
☐ Delete without substitution

Proposed change:
General - we need more chocolate

Will the proposed change increase the cost of engineering or construction? If yes, provide a brief explanation as to why the increase is justified:
No

Reason and Substantiation:
I just like it

Submit

New Response Draft

☐ Proposed change accepted for public review without modification
☒ Proposed change accepted for public review with modification
☐ Proposed change accepted for further study
☐ Proposed change rejected

Project Committee Response:

We agree but propose that we add ice cream to the change as well.

Design HTML Preview

New Attachments

Select

Approval Details

Please include information about how and when the committee approved the response. In order to send a committee response, the approval data is required.

Approval Method Approval Date Meeting Location

CANCEL **SEND**

Administrative

Committee Tag

Assigned Responder

General Notes Show

Save

- If responses are taking offline then can then be reloaded into the system by the Chair of Chair's designee by choosing the Upload Offline Proposals function, choosing a file and selecting Upload. This is the same function available in the online commenting database.

My Committee Proposals

Batch Updates
Send Responses
Take Proposals Offline
Upload Offline Proposals

Choose File
OCD_Comments_20180904.docx

Upload

NEW PROPOSAL

	Proposal Title	Section	Pr #	PI #	Proposal Status	Submitted	Comm Response	Response Status	Created By	Response Email
Standard: 699-2018 Testing OSR Staging CM Document										
☒	Expand Use	General	0004	001	Submitted	08/25/2018			sreiniche@yahoo.com	
☐	I want chocolate	General	0005	001	Approved	08/25/2018	Proposed change accepted for public review with modification	Sent	sreiniche35@gmail.com	9/4/2018
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☐	Lovely Weekend in Atlanta	4.5	0002	002	Submitted	08/24/2018	Proposed change rejected	Ready for Approval	tmlisle@ashrae.org	
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☐	Mark Test Proposal #2	6.4	0001	002	Submitted	08/23/2018			mweber@ashrae.org	

7. On the My Committee Proposals page the status, the committee responses and response status (has ready for approval, approved, sent) can be seen.
8. A warning email from OSRAcknowledgement@ashrae.org is sent if a committee response has not been sent to the proposer within thirteen months of receipt in the OSR database.

GENERAL PROCEDURES

CONTINUOUS MAINTENANCE OF STANDARDS AND GUIDELINES

A Standing Standards Project Committee (SSPC) or Standing Guideline Project Committee (SGPC) approved to operate under continuous maintenance procedures should follow the procedures in this section. Continuous Maintenance Proposals (CMPs) may be submitted at any time by the public or by a Committee member. Standards approved to operate under continuous maintenance procedures may make revisions using addenda (small changes) resulting from proposed changes or may revise the entire standard at once.

Processing Change Proposals

ASHRAE Staff shall review submitted proposals for accuracy to ensure they show changes to the most recent published version of the standard, and may communicate with the proposer as needed to ensure the accuracy of the submitted information.

OSRAcknowledgement@ashrae.org notifies the SSPC or SGPC that a CMP has been submitted for committee action and response. The SSPC or SGPC should communicate with the proposer as needed to clarify the intent of the proposal. The final response shall be entered and sent through osr.ashrae.org

Responding to the Proposer of Change Proposals

A committee responder shall draft a recommended SSPC or SGPC response, including any potential changes to the standard and submit it to the SSPC or SGPC Chair. Options for SSPC or SGPC responses are limited to:

- a) proposed change accepted for public review without modification;
- b) proposed change accepted for public review with modification;
- c) proposed change accepted for further study; and
- d) proposed change rejected.

The response should provide reasons for any recommendation other than option a) “accepted for public review without modification.”

Option c) “proposed change accepted for further study” should not be used unless the further study can be completed within 7 months of approval of the option. Upon completion of the further study, the PC should approve response option a, b, or d above.

The SSPC or SGPC Chair shall ensure that the approved committee response is conveyed to the proposer within thirteen months of receipt in osr.ashrae.org. If options a or b is approved, the proposed change shall be sent out for public review in accordance with Procedures for ASHRAE Standards Actions (PASA).

Publication of New Edition

Publication approval of a new edition of a standard or guideline under continuous maintenance shall occur within five years of the prior publication date. The new edition may be a complete revision or shall incorporate any addenda approved for publication since the publication of the previous edition. Timing of the publication of a new edition that only incorporates previously approved addenda is determined by the SSPC or SGPC Chair in consultation with the MOS.

Withdrawal of Standard

If the SSPC or SGPC determines that the standard, addendum or guideline is no longer appropriate, the PC may recommend that it be withdrawn.