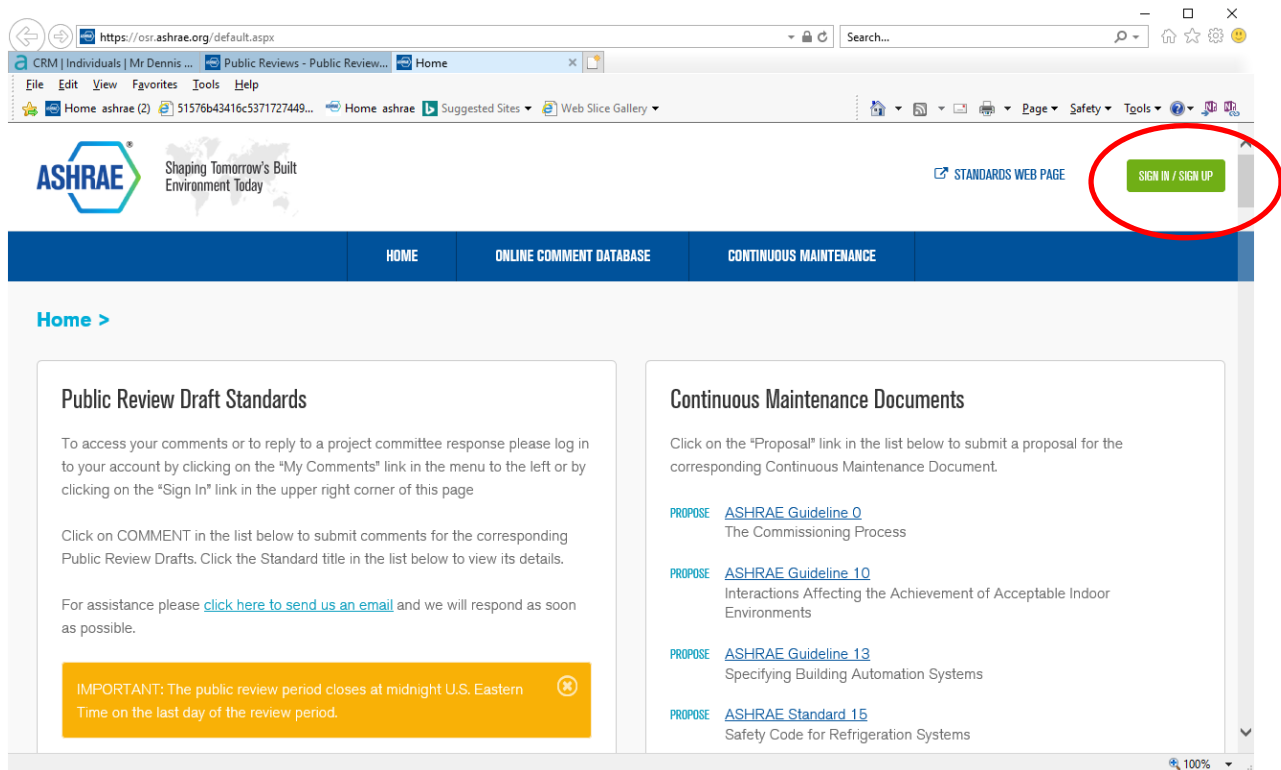


Login the online System

Login the online system using your ASHRAE Member e-mail address and password. This will permit you to see all of the comments, CM proposals, and ballots that are associated with the committee for which you are a member.

Login at <https://osr.ashrae.org/default.aspx> by selecting Sign In in the upper right hand corner of the web page. Screen shot below.



Once you login you will arrive at the Home page. Screen shot below. The Home page includes some counters at the top showing actions for your comments (My Comments) as well as for your committees comments (My Committee Comments). The Home page also includes a filter (Change Committee Filter) that allows you to select a particular project committee, base standard or guideline, addendum, and public review period. The Home page also shows all public review drafts currently posted (lower left column) and all standard/guidelines that are currently maintained on continuous maintenance (CM) (lower right column). From this page you can submit a comment on any draft currently posted for public review (Comment) or submit a proposed change for any document on CM (Propose). The menu in the blue bar at the top of the Home page allows you to access the online comment database, continuous maintenance proposals, or balloting. Below are some brief descriptions of each of these items.

ASHRAE Online Database (PR Comments, CM Proposals, Letter Ballot)

The screenshot displays the ASHRAE Online Database interface. The top navigation bar includes links for HOME, ONLINE COMMENT DATABASE, CONTINUOUS MAINTENANCE, and BALLOTING. The main content area is divided into several sections:

- My Comments** (circled in red): Contains links for Drafts Not Submitted (0), Reply Drafts Not Submitted (0), Reply Deadline Looming (0), and a Reply button.
- My Proposals**: Contains links for Proposals Not Submitted (0) and Proposals (0).
- My Ballots**: Contains links for Not Yet Voted (0) and Recirculation Ballots (0).
- Committee action items**: A section with a filter for Committee = SSPC062.1, Base Standard/Guideline = 62.1-2016-Standard, Standards Committee Document = Addendum ae to Standard 62.1-2016, Public Review Draft Document = 1 - Full Public Review - 11/16/2018 to 12/16/2018. A green button labeled **CHANGE COMMITTEE FILTER** (circled in red) is located to the right.
- My Committee Comments** (circled in red): Contains links for Ready for Approval (0) and Ready to Send (0).
- My Committee Proposals**: Contains links for Ready for Approval (1) and Ready for Response (1).
- My Committee Ballots**: Contains a link for Recirculation Required (0).
- Public Review Draft Standards** (circled in red): A section with a message about accessing comments and replying to project committee responses.
- Continuous Maintenance Documents** (circled in red): A section with a message about submitting proposals for Continuous Maintenance Documents.

The interface also includes a search bar at the top right and a 100% zoom level indicator at the bottom right.

Public Review Comments

The Online Comment Database menu includes three items in the drop down menu: My Comments, My Committee Comments, and Committee Comment Reports. Screen shot below. To view comments that you have personally submitted, to review a committee response to one of your comments, or to reply to a committee response, select My Comments from the menu. To view all comments for a public review draft under the responsibility of a project committee for which you are a member, select My Committee Comments from the drop down menu. Here you can view comments, add draft responses for comments, and review commenter replies. Screen shot below.

ASHRAE Online Database (PR Comments, CM Proposals, Letter Ballot)

The screenshot displays the ASHRAE Online Database web application. The top navigation bar includes links for HOME, ONLINE COMMENT DATABASE, CONTINUOUS MAINTENANCE, and BALLOTING. The 'ONLINE COMMENT DATABASE' tab is active. Below the navigation bar, the 'Home >' section contains a menu with 'MY COMMENTS', 'MY COMMITTEE COMMENTS', and 'COMMITTEE COMMENT REPORTS'. The 'MY COMMENTS' menu item is circled in red. Below this menu, there are several sections: 'My Comments' (with links for Drafts Not Submitted, Reply Drafts Submitted, Reply Deadline Looming, and Submitted), 'My Ballots' (with links for Not Yet Voted and Recirculation Ballots), 'My Committee Comments' (with links for Ready for Approval and Ready to Send), 'My Committee Proposals' (with links for Ready for Approval and Ready for Response), and 'My Committee Ballots' (with a link for Recirculation Required). A filter section at the bottom indicates the current filter: Committee = SSPC062.1, Base Standard/Guideline = 62.1-2016-Standard, Standards Committee Document = Addendum ae to Standard 62.1-2016, Public Review Draft Document = 1 - Full Public Review - 11/16/2018 to 12/16/2018. A 'CHANGE COMMITTEE FILTER' button is also present. The bottom of the page shows a footer with the URL https://osr.ashrae.org/Online-Comment-Database/My-Comments and a 100% zoom level.

To print PDF reports of comments for a particular public review draft select Committee Comment Reports from the drop down menu. The Committee Comment Reports page allows you to select the applicable project committee, standard/guideline, addendum, and public review period. You can then download a PDF of the commenters and the comments themselves. Screen shot below.

NOTE: This PDF report does not include any attachments the commenters may have included with their comments, those attachments must be downloaded on the comment Details page under the My Committee Comments menu.

ASHRAE Online Database (PR Comments, CM Proposals, Letter Ballot)

Committee Comment Reports >

Report Search Criteria

Committee:

Search for a Committee...

Base Standard/Guideline:

Search for a Standard...

Standards Committee Document:

Search for a Standards Committee Document...

Public Review Draft Document:

Search for a Draft Document...

Review Period ▲

Report	Detail Report	List Report	Committee	Commenters	Comments	Document
No records to display.						

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On the My Comments and My Committee Comments pages you are provided with some filters on the left hand side of the pages. Use the filters in the upper left hand side to narrow the results down to a particular public review draft and public review period. For example, select SSPC 62.1, Standard 62.1-2016, Addendum “a” to 62.1-2016, and the 1st public review period to find the comments for that draft addendum. Screen shots below.

ASHRAE Online Database (PR Comments, CM Proposals, Letter Ballot)

My Committee Comments

File Edit View Favorites Tools Help

Home ashrae Suggested Sites Web Slice Gallery

HOME ONLINE COMMENT DATABASE CONTINUOUS MAINTENANCE BALLOTING

My Committee Comments

Filters

Committee: Search for a Committee

Base Standard/Guideline: Search for a Standard

Standards Committee Document: Search for a Standard

Public Review Draft Document: Search for a Draft

My Committee Comments

Total Comments Submitted:

Substantive:	1090
Supportive	169
(Resolved):	
By Comment Status:	
New-Submitted:	419
Submitted:	
New-Submitted	3

Review Period: 30 Day Public Review from July 19, 2013 to August 18, 2013

	Document	Comment Title	Sect Type	Sect Id	Cmtr Num	Cmt Num
Details	ASHRAE Guideline 35P, Method for Determining the Energy Consumption Caused By Air-Cleaning and Filtration Devices	Suggestion to the Title and Purpose	General	General	0001	001
Details	ASHRAE Guideline 35P, Method for Determining the Energy Consumption Caused By Air-Cleaning and Filtration Devices	Air Filters Don't Have Power Cords	General	General	0002	001
Details	BSR/ASHRAE Standard 189.2P, Standard for the Design of High-Performance, Sustainable Low-Rise Residential Buildings	Long Overdue and Needed ASAP	Clause	General	0001	001
Details	BSR/ASHRAE Standard 189.2P, Standard for the Design of High-Performance, Sustainable Low-Rise Residential Buildings	sustainable	Clause	title and purpo	0002	001
Details	BSR/ASHRAE Standard 189.2P, Standard for the Design of High-Performance, Sustainable Low-Rise Residential Buildings	Relevance of proposed standard	General	General	0003	001
Details	BSR/ASHRAE Standard 189.2P, Standard for the Design of High-Performance, Sustainable Low-Rise Residential Buildings	NAHB Stakeholder Opposition	General	General	0004	001
Details	BSR/ASHRAE Standard 189.2P, Standard for the Design of High-Performance, Sustainable Low-Rise Residential Buildings	Conflicting Documents	Clause	2.1	0005	001
Details	BSR/ASHRAE Standard 213P, Method for Calculating Moist Air Thermodynamic Properties	Probel with file	General	General	0001	001
Details	BSR/ASHRAE Standard 214P, Standard for Measuring and Expressing Building Energy Performance in a Rating Program	Is this really needed with Standard 105 in place?	General	General	0001	001

1259 items in 63 pages

Page size: 20 Expand All Collapse All

100%

ASHRAE Online Database (PR Comments, CM Proposals, Letter Ballot)

My Committee Comments

Filters

Committee: SSPC062.1

Base Standard/Guideline: 62.1-2016-Stanc

Standards Committee Document: Addendum a to :

Public Review Draft Document: 1 - Full Public R

My Committee Comments

Total Comments 3

Submitted:

Substantive: 3

Supportive: 0

(Resolved):

By Comment Status:

New-Submitted: 3

New-Submitted: 0

Late:

Withdrawn: 0

Deadline Lapsed: 0

My Committee Comments

Page size: 20 Expand All Collapse All 3 items in 1 pages

	Document	Comment Title	Sect Type	Sect Id	Cmtr Num	Cmt Num
▼	Review Period: 30-Day Public Review Period from September 2, 2016 to October 2, 2016					
Details	BSR/ASHRAE Addendum a to ANSI/ASHRAE Standard 62.1-2016, Ventilation for Acceptable Indoor Air Quality (First Public Review Draft)	Condensate Removal Level	Clause	5.10.4	0001	001
Details	BSR/ASHRAE Addendum a to ANSI/ASHRAE Standard 62.1-2016, Ventilation for Acceptable Indoor Air Quality (First Public Review Draft)	Paragraph Title and Coverage	Clause	5.10.4	0001	002
Details	BSR/ASHRAE Addendum a to ANSI/ASHRAE Standard 62.1-2016, Ventilation for Acceptable Indoor Air Quality (First Public Review Draft)	Improper Reference in Paragraph 5.10.4	Clause	5.10.4	0001	003

Page size: 20 Expand All Collapse All 3 items in 1 pages

Use the filters on the lower left hand side to view all of the comments or narrow the results down to any one of the choices available. For example, to see all the unresolved comments for the particular public review draft that has been selected in the filters in the upper left hand column click on Unresolved Comments in the filters in the lower left hand column. The filter that is selected will be shown in **yellow/orange** text. In the example shown below there are 4 unresolved comments. When this filter is selected only the 4 unresolved comments will be shown on the page allowing you to access the comment Details. Screen shot below.

ASHRAE Online Database (PR Comments, CM Proposals, Letter Ballot)

The screenshot shows the 'My Committee Comments' page on the ASHRAE website. The left sidebar displays a list of comment statuses and their counts. The 'Unresolved' status is highlighted with a red circle.

Status	Count
New-Submitted:	0
New-Submitted Late:	0
Withdrawn:	0
Deadline Lapsed (Resolved):	7
Responded To (Total):	7
Accepted:	1
Rejected:	6
More information is needed:	0
Deferred, Out-of-Scope:	0
Deferred, Late:	0
Replied To (Total):	6
Ok-Resolved:	0
Not Ok-Resolved:	2
Unresolved:	4
Response in Progress:	7
Draft Responses:	0
Ready for Approval:	0
Approved (but not sent):	0
Sent (No Reply Received):	7
Distinct Commenters:	8

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To view the comment details click on [Details](#) next to the applicable comment. Screen shot below.

The screenshot shows the 'My Committee Comments' page with a list of comments. The 'Details' link for the first comment is highlighted with a red circle.

Base Standard/Guideline: 62.1-2016-Standard

Standards Committee Document: Addendum ae to Standard 62.1

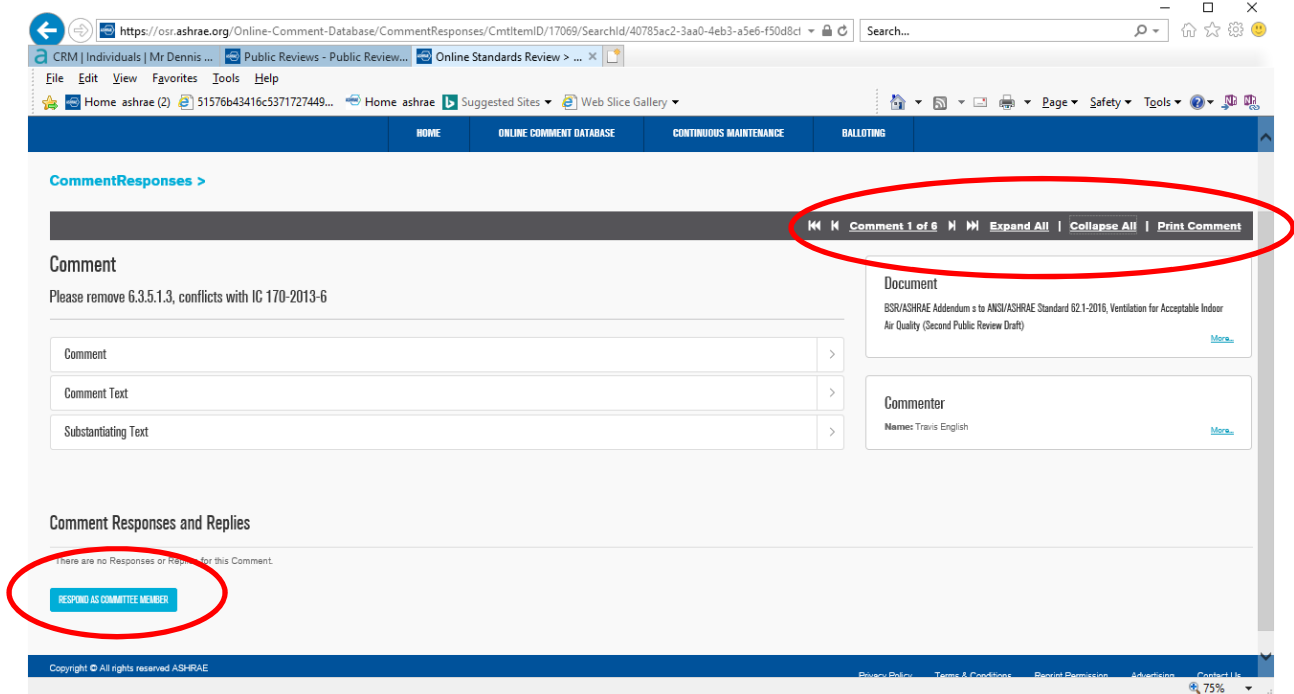
Public Review Draft Document: 1 - Full Public Review - 11/16/2018

Document	Comment Title	Sect Type	Sect Id
Review Period: 30-Day Public Review Period from November 16, 2018 to December 16, 2018			
Details BSR/ASHRAE Addendum ae to ANSI/ASHRAE Standard 62.1-2016, Ventilation for Acceptable Indoor Air Quality (First Public Review Draft)	ASHRAE 62.1 Modification of Proposed Dewpoint Temperature	Clause	5.9
Details BSR/ASHRAE Addendum ae to ANSI/ASHRAE Standard 62.1-2016, Ventilation for Acceptable Indoor Air Quality (First Public Review Draft)	Limit to 60F dewpoint AND 65% RH	Clause	5.9
Details BSR/ASHRAE Addendum ae to ANSI/ASHRAE Standard 62.1-2016, Ventilation for Acceptable Indoor Air Quality (First Public Review Draft)	Dehumidification Performance Analysis	Clause	5.9.1
Details BSR/ASHRAE Addendum ae to ANSI/ASHRAE Standard 62.1-2016, Ventilation for Acceptable Indoor Air Quality (First Public Review Draft)	Informative Notes	Sub-Clause	Informative Notes

Page size: 20 Expand All Collapse All 4 items in 1 pages

ASHRAE Online Database (PR Comments, CM Proposals, Letter Ballot)

After selecting [Details](#) the comment page will open. On this [Details](#) page you can view the comment, download any attachments that may have been submitted with the comment, or respond to the comment. Use the arrows in the upper right to view the details for all of the comments for the particular public review draft selected. Use Expand All to view the details of the comment and the Print Comment link to print it. To respond to a public review comment select Respond as Committee Member in the lower left of the [Details](#) page. Screen shot below.



On the Committee Response page you can add the committee response text and select the appropriate Review Action. If you prefer you can cut and paste into the Response Text field. You can also add attachments to the response by clicking on ([Add](#)) next to Attachments.

NOTE: With the exception of Review Action “Accepted comment as submitted”, response text should be included in the committee response. Screen shot below.

ASHRAE Online Database (PR Comments, CM Proposals, Letter Ballot)

The screenshot displays the ASHRAE Online Database interface. At the top, there is a navigation bar with tabs for HOME, ONLINE COMMENT DATABASE, CONTINUOUS MAINTENANCE, and BALLOTING. Below this, there are input fields for 'Comment Text' and 'Substantiating Comments'. The main section is titled 'Committee Response:' and contains a 'Response Text' field with a rich text editor toolbar. Below the text field, there is an 'Attachment' section with an '(Add)' button. To the right of the 'Add' button is a dropdown menu for 'Review Action' with the following options: 'Accepted comment as submitted', 'Accepted, with minor changes (same approach to the issue)', 'Accepted, in principle (a different response to the issue is proposed)', 'Rejected, except as noted (majority of comment is not accepted)', 'Rejected', 'More information is needed.', 'Deferred, Out-of-Scope', and 'Deferred, Late'. Below the 'Review Action' dropdown are fields for 'Approval Method:', 'Approval Date:', and 'Approval Meeting Location:'. At the bottom left, there are 'CANCEL' and 'SUBMIT' buttons. At the bottom right, there is a 'Document' field and a zoom level indicator set to 75%.

CRM | Individuals | Mr Dennis ... Public Reviews - Public Review... Online Standards Review > ...

File Edit View Favorites Tools Help

Home ashrae (2)

HOME ONLINE COMMENT DATABASE CONTINUOUS MAINTENANCE BALLOTING

Comment Text

Substantiating Comments

Committee Response:

Response Text:

Attachment (Add)

Review Action:

- Accepted comment as submitted
- Accepted, with minor changes (same approach to the issue)
- Accepted, in principle (a different response to the issue is proposed)
- Rejected, except as noted (majority of comment is not accepted)
- Rejected
- More information is needed.
- Deferred, Out-of-Scope
- Deferred, Late

Approval Method:

Approval Date:

Approval Meeting Location:

CANCEL SUBMIT

Document

75%

Save the response as Draft by selecting Draft in the Response Status and then click the Submit button in the lower left. This will save the draft response in the system. Once the draft response is ready for committee approval the Response Status can be changed to Ready for Approval. Screen shot below.

NOTES:

- (1) Only the Chair of the responsible project committee, or their designee, can approve and send the committee responses. Once the response is approved by the committee the Chair, or their designee, will change the Response Status to Response Approved, add the appropriate Approval Method, Approval Date, and Approval Meeting Location. When it is time to send the approved response the Chair, or their designee, will enter a Reply Deadline and send the approved committee response to the commenter.
- (2) If the Reply Deadline field is left blank the default commenter reply deadline will be set at 30 days. If the Chair, or their designee, elects to set a Reply Deadline the minimum should be 14 days.

The screenshot shows the ASHRAE Online Database interface. The browser address bar displays <https://osr.ashrae.org/Online-Comment-Datab>. The page title is "CRM | Individuals | Mr Dennis ...". The navigation bar includes "HOME", "ONLINE COMMENT DATABASE", "CONTINUOUS MAINTENANCE", and "BALLOTING".

The "Response Text" form is displayed. It includes a rich text editor with a toolbar. Below the editor, there are several fields:

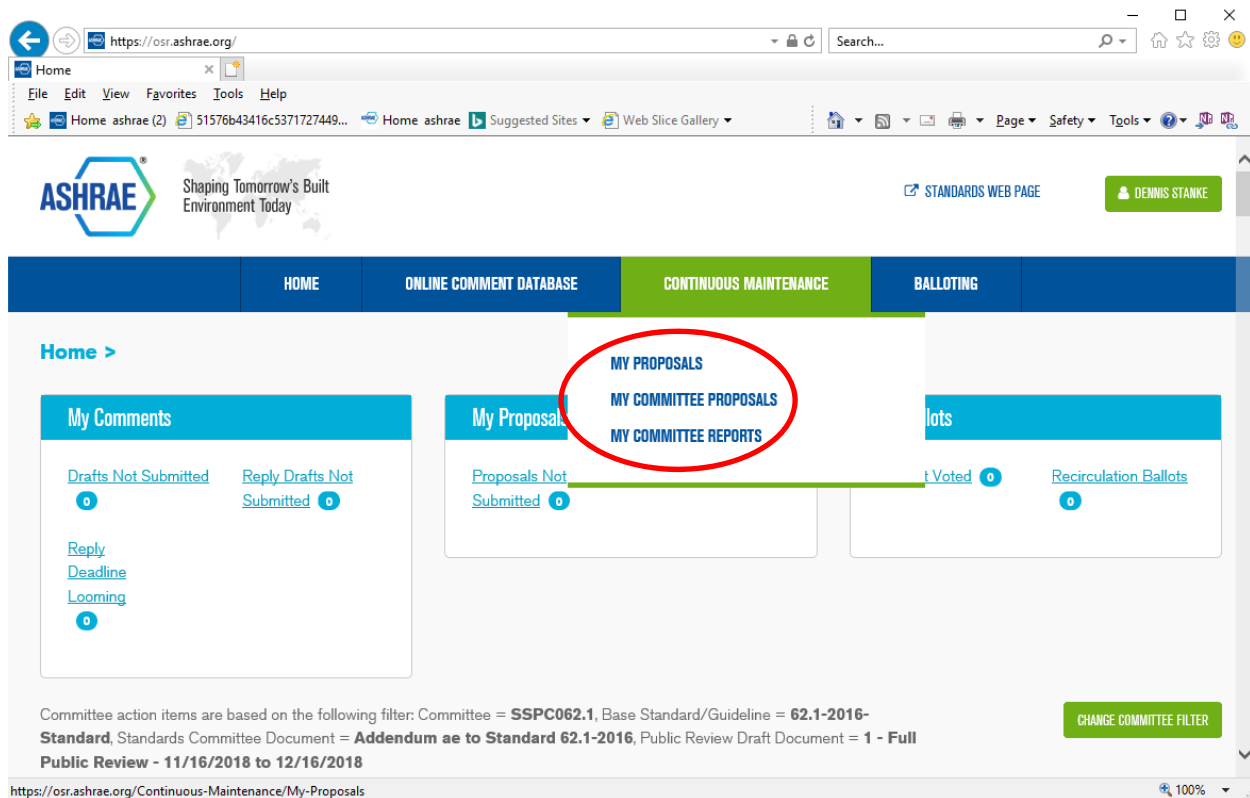
- Attachments:** (Add)
- Review Action:** A dropdown menu.
- Reply Deadline:** A date picker.
- Approval Method:** A dropdown menu.
- Approval Date:** A date picker.
- Approval Meeting Location:** A text input field.
- Response Status:** A dropdown menu with options "Draft" and "Ready for Approval".

At the bottom of the form, there are two buttons: "CANCEL" and "SUBMIT". The "SUBMIT" button is circled in red.

Below the form, there is a "Document" section with the text: "BSR/ASHRAE Addendum s to ANSI/ASHRAE Standard 62.1-2016, Ventilation for Acceptable Indoor Air Quality (Second Public Review Draft)".

Continuous Maintenance (CM)

The Continuous Maintenance menu under the blue bar at the top of the Home page is similar to the menu for the Online Comment Database. Here you can view proposals that you have personally submitted or review a committee response to one of your proposed changes, select My Proposals. You can also review proposals that have been submitted for standards/guidelines for which you are a committee member, select My Committee Proposals. The third menu item allows you to print PDF copies of proposals. Screen shot below.



The My Proposals and the My Committee Proposals pages have filters on the left hand side identical to the Online Comment Database described above. These filters function exactly the same.

ASHRAE Online Database (PR Comments, CM Proposals, Letter Ballot)

Filters

Committee: SSPC062.1

Base Standard/Guideline: 62.1-2016-Standard

Results

Draft Proposals: 0

Total Proposals: 2

Distinct Proposers: 2

By Proposal Status:

Staff Review: 0

Committee Review: 2

Responded To: 0

My Committee Proposals

NEW PROPOSAL

Standard x

☐	Proposal Title	Section	Pr #	Pl #	Proposal Status	Submitted	Comm F
☐	Density corrections	Table 6.2.2.1 footnote 3	0003	001	Submitted	02/15/2019	
☐	Evaporative Cooling Systems on comfort applications	Section 5.12	0002	001	Submitted	12/17/2018	Proposed rejected

See separate instructions for using the online continuous maintenance system posted on the ASHRAE website at <https://www.ashrae.org/technical-resources/standards-and-guidelines/standards-and-guidelines-under-continuous-maintenance>.

for consideration. The Project Committee will inform submitters of the disposition of their substantive proposals. SSPC or SGPC consideration will be given to proposed changes within thirteen (13) months of receipt by the MOS.

Note: A login is required to submit a continuous maintenance change proposal and/or to access those proposals submitted previously. Please login with your existing ASHRAE Member or Non Member login or if you do not have an ASHRAE account you can create a new login.

- Project Committee members must use their ASHRAE Member login in order to access the continuous maintenance proposals and to draft replies to those proposals for which their project committee is cognizant
- Proposers will need to use their login to view their proposals and view project committee responses to their proposals

Instructions for Submitters, PCs, and Chairs

- [Continuous Maintenance Instructions Submitters \(Screenshots\)](#)
- [Continuous Maintenance Instructions Submitters \(NoScreenshots\)](#)
- [Continuous Maintenance Instructions PC and Chair \(Screenshots\)](#)
- [Continuous Maintenance Instructions PC and Chair \(NoScreenshots\)](#)

A new kind of Cx Guidance

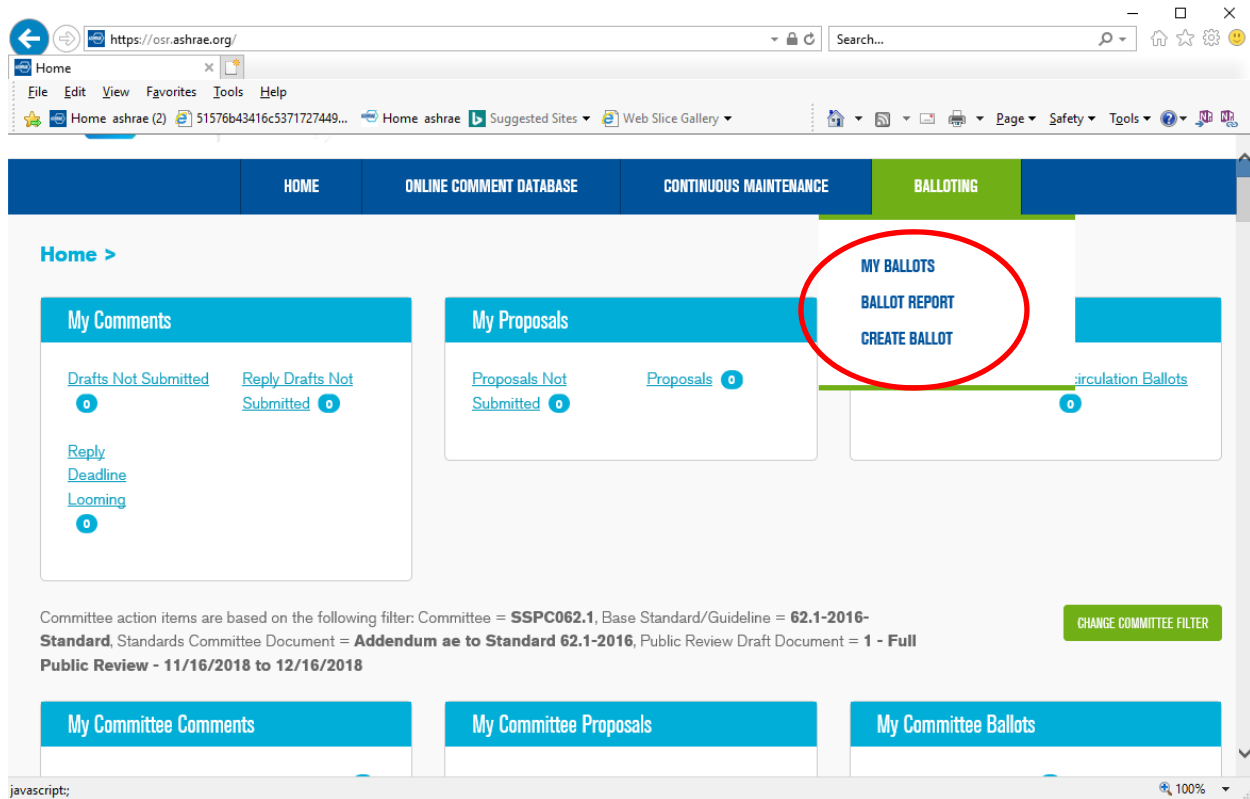
If commissioning is part of your process, expert guidance is essential.

BC/A ASHRAE

f t y in

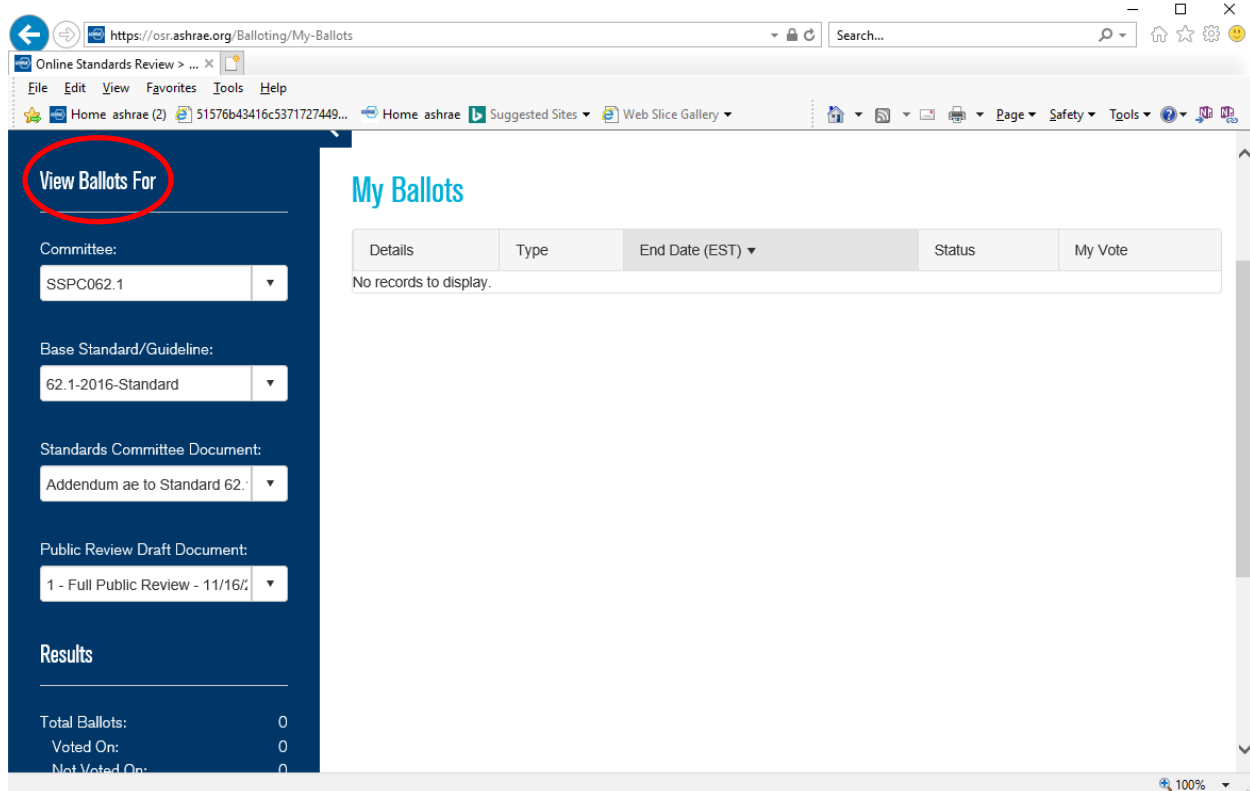
Balloting

The Ballot drop down menu in the blue bar at the top of the page allows you to access ballots. Screen shot below. There are three options: My Ballots, Ballot Report, and Create Ballot. You will be required to access the My Ballots menu item in order to vote on letter ballots for an applicable project committee for which you are a member.

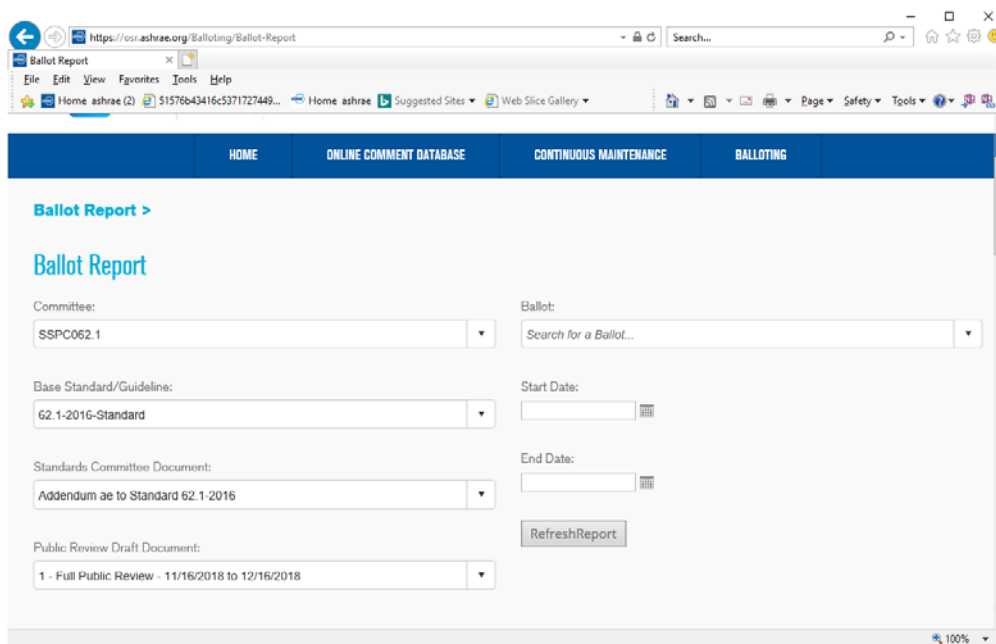


The My Ballots page includes filters on the left hand side of the page that work exactly the same as the filters on the Online Comment Database and Continuous Maintenance menus. Use these filters to narrow the results shown on the page. Screen shot below.

ASHRAE Online Database (PR Comments, CM Proposals, Letter Ballot)



The Ballot Report menu item allows you to save or print the ballot results for any letter ballot that has been issued. There are drop down menus that must be selected in order to find the applicable ballot report. Screen shot below.



ASHRAE Online Database (PR Comments, CM Proposals, Letter Ballot)

NOTE: The Create a Ballot menu item is available ONLY to the Chair of the responsible project committee. The Chair is the only member of the project committee who can issue a letter ballot. Screen shot below.

The screenshot shows a web browser window with the URL <https://osr.ashrae.org/Balloting/Create-Ballot>. The page has a blue navigation bar with links: HOME, ONLINE COMMENT DATABASE, CONTINUOUS MAINTENANCE, and BALLOTING. Below the navigation bar, there is a red error message box that says "You are not allowed to view this page." Below the error message, there is a "Ballot Form" section. The form includes a "Motion" text area, a "Ballot Type" section with three radio buttons: STANDARDS ACTION (selected), INTERPRETATIONS, and OTHER, and a checkbox labeled "Vote for Publication with Unresolved Objectors?". At the bottom of the form, there are three input fields: Meeting Date, Ballot Start Date (EST), and Ballot End Date (EST).

See separate instructions for using the online Balloting system posted on the ASHRAE website at <https://www.ashrae.org/technical-resources/standards-and-guidelines/pcs-toolkit>. See Voting Tools and Templates.

