

Submitting Comments to ASHRAE Standards and/ or Proposals, or Join a Project Committee

ASGE Information Slides

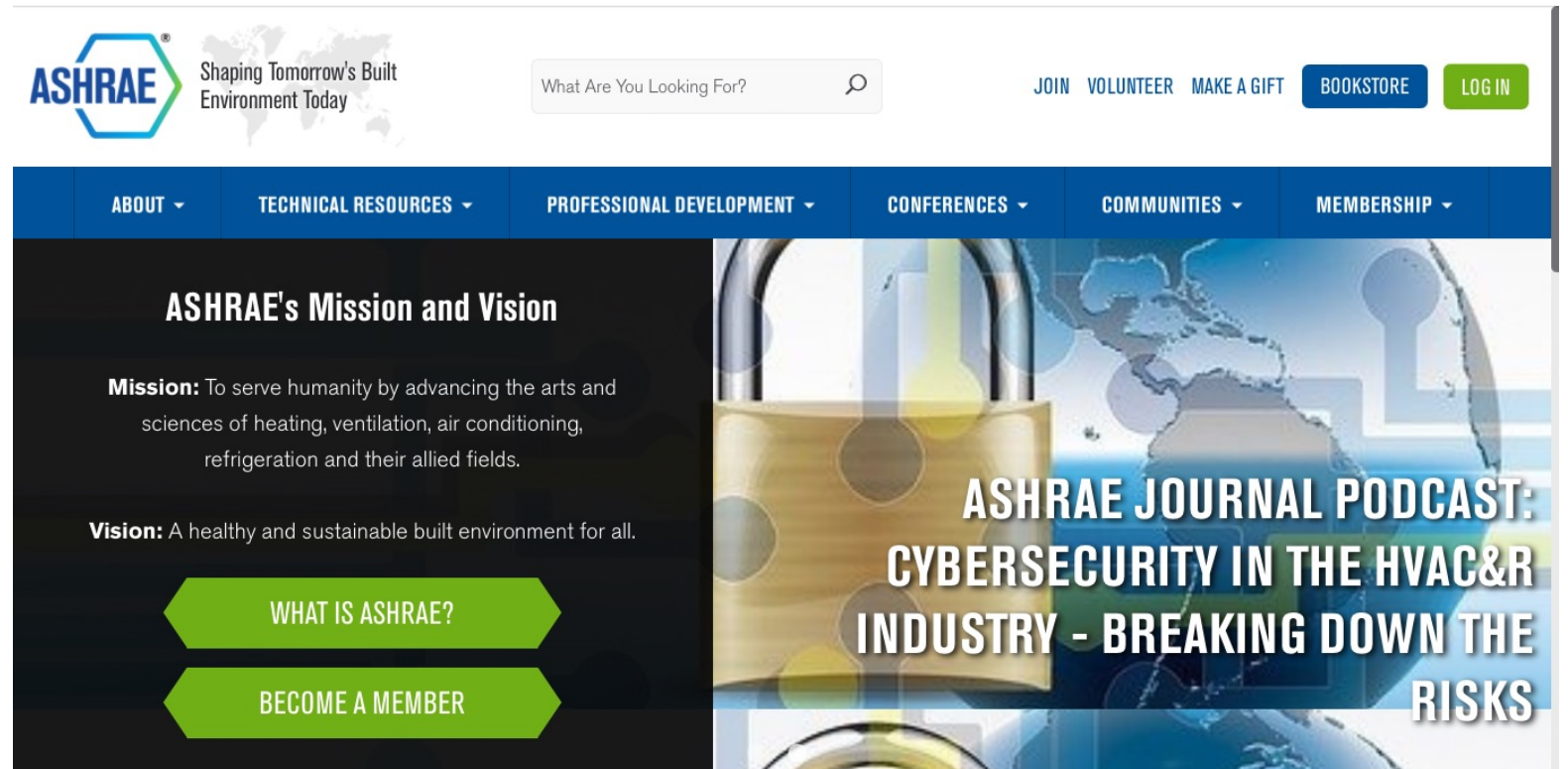
August 2022

Go to ASHRAE home page.

Home Page:

www.ashrae.org

Will look something like this.



Year in Review – Society Year 2021–2022

ASHRAE looks back on successes from the 2021-2022 Society year with this collection of highlights and milestones including the Grand Opening of ASHRAE's Global Headquarters, the first in-person Winter Conference since the pandemic, a yearlong Member to Member video series and more.



Go to ASHRAE home page.

The screenshot shows the ASHRAE website home page. At the top left is the ASHRAE logo with the tagline "Shaping Tomorrow's Built Environment Today". To the right is a search bar with the placeholder text "What Are You Looking For?". Further right are links for "JOIN", "VOLUNTEER", "MAKE A GIFT", "BOOKSTORE", and "LOG IN". Below the header is a navigation bar with tabs for "ABOUT", "TECHNICAL RESOURCES", "PROFESSIONAL DEVELOPMENT", "CONFERENCES", "COMMUNITIES", and "MEMBERSHIP". The "TECHNICAL RESOURCES" tab is highlighted in green and has a dropdown menu open. The dropdown menu is organized into five columns:

BOOKSTORE	STANDARDS & GUIDELINES	90.1 PORTAL	RESEARCH	AUTHORING TOOLS
ASHRAE LIBRARY	Continuous Maintenance	ASHRAE HANDBOOK	ASHRAE RP	Citation and Abstract Indexes
TECHNOLOGY PORTAL	Project Committees (PCs) Toolkit	ASHRAE JOURNAL	Purchase Research Reports	Terminology
TECHNICAL APPS	Public Review Drafts	Featured Articles	Research Strategic Plan	PUBLICATION ERRATA & UPDATES
FREE RESOURCES	Purchase Standards & Guidelines	ASHRAE Journal Podcast	TECHNICAL COMMITTEES	TECHNICAL FAQs
ASHRAE 365 APP	Standards Actions	HIGH PERFORMING BUILDINGS	SCIENCE AND TECHNOLOGY FOR THE BUILT ENVIRONMENT	RESILIENCE ACTIVITIES
BUILDING EQ	Standards Addenda	SUPPLIER-PROVIDED LEARNING	TRANSLATED PUBLICATIONS	REFRIGERATION
AEDGS	Standards Errata	ASHRAE TRANSACTIONS		
	Standards	ASHRAE CONFERENCE PAPERS		
	Interpretations			
	Apply to a Project Committee			

To get started, hover your cursor over TECHNICAL RESOURCES.

Drop down menu, under STANDARDS & GUIDELINES, select / click on "Public Review Drafts".

COMING SOON: committee chairs and SPLS members will have access to a review portal through your ASHRAE profile page.

Instructions for New Applicants:

- Create an [ASHRAE account](#) if you have not already done so
- Create or update your existing [bio](#)



Public Review Drafts Pg 1.

Go directly to access the next webpage by clicking the green “ACCESS NOW” in the center of the page.

Note: you will have to sign-up and create an account, but this will allow you quicker access in the future.

The screenshot shows the ASHRAE website header with the logo and tagline "Shaping Tomorrow's Built Environment Today". A search bar is present with the text "What Are You Looking For?". Navigation links include "JOIN", "VOLUNTEER", "MAKE A GIFT", "BOOKSTORE", and "LOGIN". The main navigation menu includes "ABOUT", "TECHNICAL RESOURCES", "PROFESSIONAL DEVELOPMENT", "CONFERENCES", "COMMUNITIES", and "MEMBERSHIP". The breadcrumb trail reads "Home > Technical Resources > Standards & Guidelines > Public Review Drafts >". The main content area features a large banner image of a city skyline with the text "PUBLIC REVIEW DRAFT STANDARDS / ONLINE COMMENT DATABASE". Below the banner are social media sharing icons and the text "SHARE THIS". The main heading is "Public Review Draft Standards / Online Comment Database". Underneath, there is a sub-heading "Public Review Draft Standards" and a paragraph: "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." A green arrow-shaped button labeled "ACCESS NOW" is positioned to the right of this paragraph. Below the paragraph, it states "The online comment database has been updated to provide more functionality. New key functions include:" followed by a list of two items: "1. Single sign-on option – sign in your ASHRAE account and no further sign-ins required." and "2. A dashboard that highlights activities that require action by the user." On the right side of the page, there is a logo for "AHR EXPO MÉXICO" with the dates "SEPT 20-22 2022" and the location "EXPO GUADALAJARA".

Public Review Drafts Pg 2.

Page 2 of the “Access Now” public review draft page, you can scroll down to find all currently available public review proposals. On the left-hand portion of the page is the list of standards and amendments. And the dates opened and to close.

e.g., **(45-Day Public Review Period from June 17, 2022, to August 01, 2022)**. Scroll down to find and view any public review documents of interest.

To download and view the actual proposal, click on the Title of the document.

To comment, click on **COMMENT** link to the left of the title.

ASHRAE Shaping Tomorrow's Built Environment Today

STANDARDS WEB PAGE SIGN IN / SIGN UP

HOME ONLINE COMMENT DATABASE CONTINUOUS MAINTENANCE CONTACT US

Home >

Public Review Draft Standards

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 COMMENT in the list below to submit comments for the corresponding Public Review Drafts. Click the Standard title in the list below to view its details.

NOTE: Commenters will receive automated e-mails to acknowledge their comments and notification of project committee responses to those comments. To ensure you receive these notifications please add OSRacknowledgement@ashrae.org to your trusted sources.

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.

45-Day Public Review Period from June 17, 2022, to August 01, 2022

COMMENT [BSR/ASHRAE Addendum cf to ANSI/ASHRAE Standard 135-2020, BACnet - A Data Communication Protocol for Building Automation and Control Networks](#)
Full Public Review
BACnet® - A Data Communication Protocol for Building Automation and Control Networks

COMMENT [BSR/ASHRAE Addendum cg to ANSI/ASHRAE Standard 135-2020, BACnet - A Data Communication Protocol for Building Automation and Control Networks](#)

Continuous Maintenance Documents

Click on the "Proposal" link in the list below to submit a proposal for the corresponding Continuous Maintenance Document.

PROPOSE [ASHRAE Guideline 0](#)
The Commissioning Process

PROPOSE [ASHRAE Guideline 1.4](#)
Preparing Systems Manuals for Facilities

PROPOSE [ASHRAE Guideline 10](#)
Interactions Affecting the Achievement of Acceptable Indoor Environments

PROPOSE [ASHRAE Guideline 12](#)
Managing the Risk of Legionellosis Associated With Building Water Systems

PROPOSE [ASHRAE Guideline 13](#)
Specifying Building Automation Systems

PROPOSE [ASHRAE Standard 15](#)
Safety Standard for Refrigeration Systems

PROPOSE [ASHRAE Standard 15.2](#)
Safety Standard for Refrigeration Systems in Residential Applications

PROPOSE [ASHRAE Guideline 28](#)
Air Quality Within Commercial Aircraft

PROPOSE [ASHRAE Standard 30](#)
Method of Testing Liquid Chillers

PROPOSE [ASHRAE Standard 34](#)
Designation and Safety Classification of Refrigerants

PROPOSE [ASHRAE Guideline 36](#)

Example Part 1

The example on the right shows the linked document from:

[BSR/ASHRAE/ASHE Addendum h to ANSI/ASHRAE/ASHE Standard 170-2021, Ventilation of Health Care Facilities \(First Public Review Draft\)](#)

You can download the document by taking your cursor and hovering over the bottom portion of the webpage and a hidden download bar should appear.



BSR/ASHRAE/ASHE Addendum h
to ANSI/ASHRAE/ASHE Standard 170-2021

Public Review Draft

Proposed Addendum h to Standard 170-2021, Ventilation of Health Care Facilities

First Public Review (June 2022)
(Draft shows Proposed Changes to Current Standard)

This draft has been recommended for public review by the responsible project committee. To submit a comment on this proposed standard, go to the ASHRAE website at www.ashrae.org/standards-research--technology/public-review-drafts and access the online comment database. The draft is subject to modification until it is approved for publication by the Board of Directors and ANSI. Until this time, the current edition of the standard (as modified by any published addenda on the ASHRAE website) remains in effect. The current edition of any standard may be purchased from the ASHRAE Online Store at www.ashrae.org/bookstore or by calling 404-636-8400 or 1-800-727-4723 (for orders in the U.S. or Canada).

This standard is under continuous maintenance. To propose a change to the current standard, use the change submittal form available on the ASHRAE website, www.ashrae.org.

The appearance of any technical data or editorial material in this public review document does not constitute endorsement, warranty, or guaranty by ASHRAE of any product, service, process, procedure, or design, and ASHRAE expressly disclaims such.

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Example Part 2

By clicking on **COMMENT** left of title you will see the login page to the right.

The first time you want to submit a public comment, you will have to create an account.

In the upper right of the page click on the green:

SIGN IN / SIGN UP

Follow the instructions to sign up a new account.

In the future, you can simply login using your new credentials.

The screenshot displays the ASHRAE website interface. At the top left is the ASHRAE logo with the tagline "Shaping Tomorrow's Built Environment Today". To the right of the logo is a "STANDARDS WEB PAGE" link. Below the logo is a navigation bar with links for "HOME", "ONLINE COMMENT DATABASE", "CONTINUOUS MAINTENANCE", and "CONTACT US". The main content area features a "OSR Login >" section with a "Login" form. The form includes a text input field for "Email Address", a "LOGIN" button, and a checkbox for "Remember email address". In the top right corner of the page, there is a green button labeled "SIGN IN / SIGN UP". A blue arrow originates from this button and points to a similar green button located in the bottom left corner of the image.

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180 Technology Parkway, Peachtree Corners, GA 30092

Log Out Reprint Permission Advertising Contact Us

Example Part 2

With new account set up, follow instructions to comment.

The consent agreement page will ask you to accept ASHRAE's policy.

Read the policy, then type your name in the box and click "I agree".

ASHRAE Shaping Tomorrow's Built Environment Today

STANDARDS WEB PAGE

Your Name

HOME ONLINE COMMENT DATABASE CONTINUOUS MAINTENANCE BALLOTING CONTACT US

CommentAgreement >

In order to submit a comment you must agree to the following by entering your name in the box below and clicking the "I Agree" button.

Through this electronic signature, I hereby grant the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) the non-exclusive royalty rights, including non-exclusive royalty rights in copyright, in my proposals and I understand that I acquire no rights in publication of this standard in which my proposals in this or other similar analogous form is used. I hereby attest that I have the authority and am empowered to grant this copyright release.

As agreement, please type your name in the box below exactly as it is shown:

Your Name

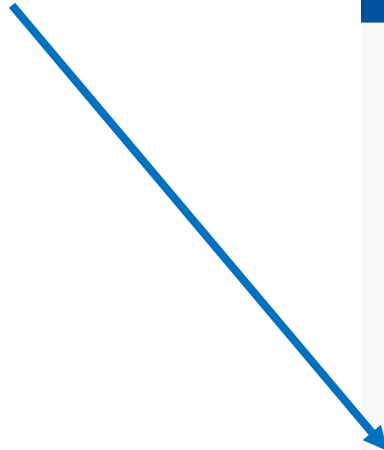
I Agree I Do Not Agree

Copyright © All rights reserved ASHRAE
180 Technology Parkway, Peachtree Corners, GA 30092

Log Out Reprint Permission Advertising Contact Us

Example Part 4

Once you have finally entered the commenting portal shown on right, click on **NEW COMMENT**.



The screenshot shows the ASHRAE website's online comment database. At the top left is the ASHRAE logo with the tagline 'Shaping Tomorrow's Built Environment Today'. To the right is a link for 'STANDARDS WEB PAGE' and a user profile box labeled 'Your Name'. A dark blue navigation bar contains links for 'HOME', 'ONLINE COMMENT DATABASE', 'CONTINUOUS MAINTENANCE', 'BALLOTING', and 'CONTACT US'. The main content area is titled 'DocumentComments >' and features a 'Document' section with the title 'BSR/ASHRAE/ASHE Addendum h to ANSI/ASHRAE/ASHE Standard 170-2021, Ventilation of Health Care Facilities (First Public Review Draft)'. A 'VIEW RELATED ARCHIVE DOCUMENTS' button is below the document title. To the right, a box displays document details: Addendum: h, Number: 170, Suffix: P, Type: Addendum, Year: 2021, Public Review #: 1, Scope: Full Public Review, and TPS Only: No. Below this is a 'Comments' section with a 'NEW COMMENT' button. A table with columns for 'Comment', 'Comment Title', 'Sect Type', 'Sect Id', 'Cmtr #', 'Cmt #', 'Submitted', 'Status', and 'Created By' is shown, with the message 'No records to display.' below it. The footer contains copyright information for ASHRAE and links for 'Log Out', 'Reprint Permission', 'Advertising', and 'Contact Us'.

Example Part 4 (cont.)

This brings you to the next page.

Follow instructions.

Enter a comment title, type, section number, etc.

Whether it is a supportive comment, or not.

Scroll down.

The screenshot shows the 'EditComment' page on the ASHRAE website. The page has a dark blue header with navigation links: HOME, ONLINE COMMENT DATABASE, CONTINUOUS MAINTENANCE, BALLOTING, and CONTACT US. Below the header, the page title is 'EditComment' and the document title is 'Document: BSR/ASHRAE Addendum a to Standard 41.9-2021, Standard Methods for Refrigerant Mass Flow Measurement Using Calorimeters'. A blue button labeled 'VIEW RELATED ARCHIVE DOCUMENTS' is visible. A yellow box contains a notice from ASHRAE regarding original commentary. The 'Comment' section includes a 'Comment Title' text field, a 'Comment Type' dropdown menu, a 'Section/Subsection Type' dropdown menu, and a 'Section/Subsection Number' text field with a note '(Identifier of clause, subclause, table or figure)'. There are radio buttons for 'Supportive' (Yes/No) and a detailed instruction: '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.'

Example Part 4 (cont.)

Enter your comment and any proposed text or modified wording that would satisfy your concern.

There is also a way to provide an attachment if needed.

Scroll down.

Comment

Comment Title

Comment Type Section/Subsection Type Section/Subsection Number:
(Identifier of clause, subclause, table or figure)

Supportive
 Yes
 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.

Comment (Proposed Text)

To include graphics or non-free text formulas in your comment, please upload as a separate file using the Add Attachment button.

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.

B *I* U abc **A** **A** -webkit-st... Size abc

x^2 x_2 Ω

Attachments

[ADD ATTACHMENT](#)

Example Part 4 (cont.)

Enter any substantiating statements that support your comment.

Once complete, **be sure** to either:

- **Save as a draft**, for later submission.
- **Submit**, to submit immediately, or
- **Delete / Cancel** if you choose.

Once submitted you should receive a confirmation email from ASHRAE.

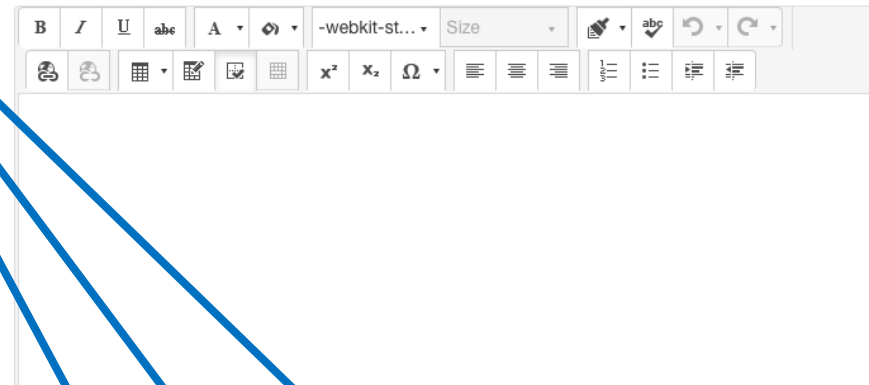
Once the Committee considers your comment you will receive a reply. The Committee can accept, accept with modifications, or reject.

If you are not satisfied with the response, you will need to take action, which will be explained in the email.



Substantiating Statements

Be brief. Provide abstract of lengthy substantiation. Full text should be included for reference on request by project committee members.



CANCEL DELETE SAVE AS DRAFT SUBMIT

Become a Project Committee Member

If you wish to become an ASHRAE project committee member at any point in the future, go to the Home ASHRAE website page.

Hover your cursor over TECHNICAL RESOURCES.

Under STANDARDS & GUIDELINES, select / click on “Apply to a Project Committee.”

The screenshot shows the ASHRAE website header with the logo and tagline "Shaping Tomorrow's Built Environment Today". A search bar is present with the text "What Are You Looking For?". Navigation links include "JOIN", "VOLUNTEER", "MAKE A GIFT", "BOOKSTORE", and "LOG IN". The main navigation menu is expanded, showing "ABOUT", "TECHNICAL RESOURCES", "PROFESSIONAL DEVELOPMENT", "CONFERENCES", "COMMUNITIES", and "MEMBERSHIP". Under "TECHNICAL RESOURCES", there are five columns of links: "BOOKSTORE", "ASHRAE LIBRARY", "TECHNOLOGY PORTAL", "TECHNICAL APPS", "FREE RESOURCES", "ASHRAE 365 APP", "BUILDING EQ", "AEDGS"; "STANDARDS & GUIDELINES" (with sub-links: Continuous Maintenance, Project Committees (PCs) Toolkit, Public Review Drafts, Purchase Standards & Guidelines, Standards Actions, Standards Addenda, Standards Errata, Standards Interpretations, and Apply to a Project Committee); "90.1 PORTAL" (with sub-links: ASHRAE HANDBOOK, ASHRAE JOURNAL, Featured Articles, ASHRAE Journal Podcast); "RESEARCH" (with sub-links: ASHRAE RP, Purchase Research Reports, Research Strategic Plan); and "AUTHORING TOOLS" (with sub-links: Citation and Abstract Indexes, Terminology). Below the menu, a "COMING SOON" notice states: "committee chairs and SPLS members will have access to a review portal through your ASHRAE profile page." Underneath, "Instructions for New Applicants:" are listed: "Create an ASHRAE account if you have not already done so" and "Create or update your existing bio".



Become a Project Committee Member (cont.)

It will bring you to the page on right.

Under:

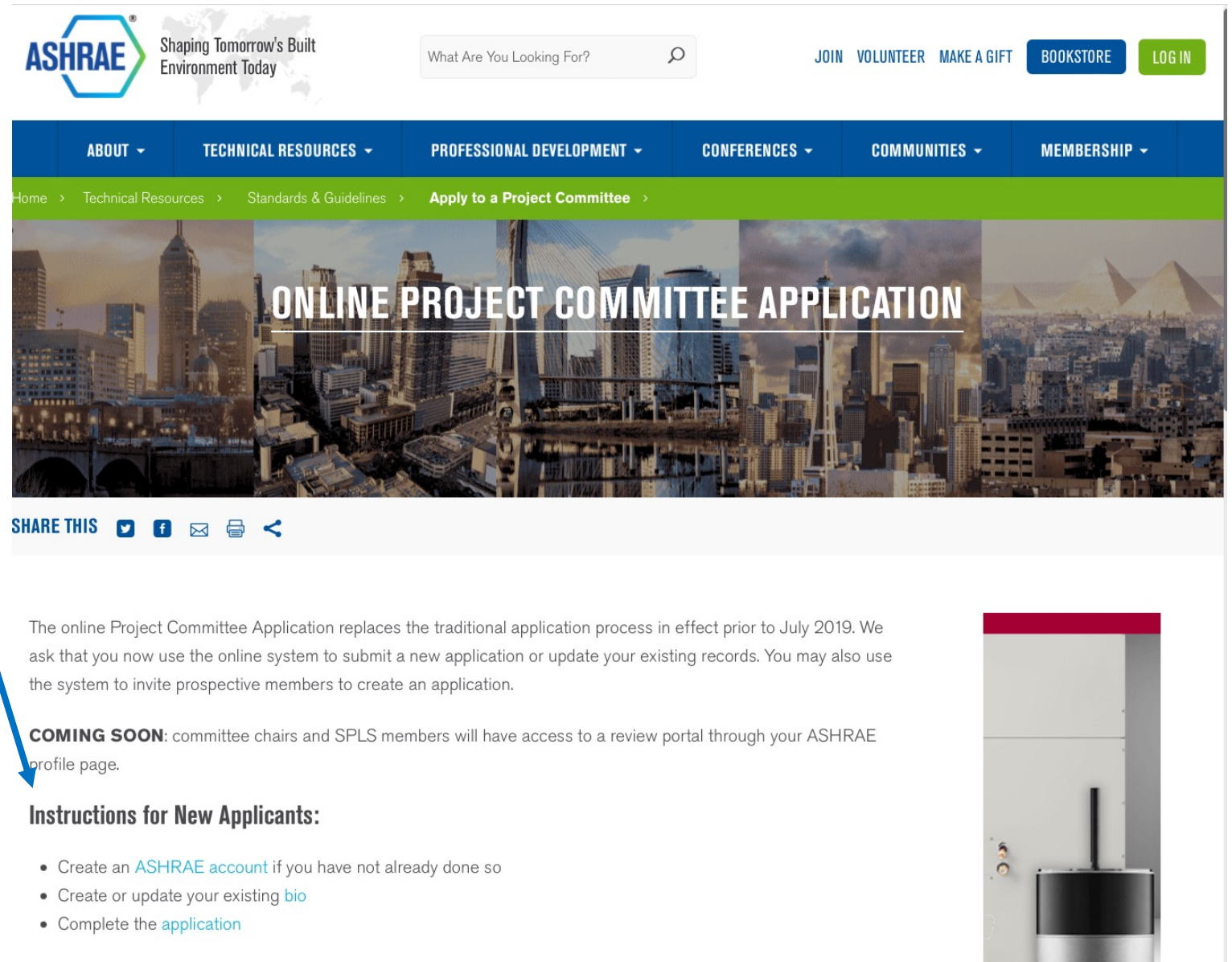
“Instructions for New Applicants”

You will find all the information needed to apply and join a project committee.

Follow the instructions.

You will not automatically become a member. There are waiting lists and others wishing to join. The best approach is to get involved, be active, show that you're ready to become a member. Your chances of being accepted are much greater.

Good luck!



ASHRAE Shaping Tomorrow's Built Environment Today

What Are You Looking For?

JOIN VOLUNTEER MAKE A GIFT BOOKSTORE LOG IN

ABOUT TECHNICAL RESOURCES PROFESSIONAL DEVELOPMENT CONFERENCES COMMUNITIES MEMBERSHIP

Home > Technical Resources > Standards & Guidelines > Apply to a Project Committee >

ONLINE PROJECT COMMITTEE APPLICATION

SHARE THIS

The online Project Committee Application replaces the traditional application process in effect prior to July 2019. We ask that you now use the online system to submit a new application or update your existing records. You may also use the system to invite prospective members to create an application.

COMING SOON: committee chairs and SPLS members will have access to a review portal through your ASHRAE profile page.

Instructions for New Applicants:

- Create an [ASHRAE account](#) if you have not already done so
- Create or update your existing [bio](#)
- Complete the [application](#)