**SUBMITTAL DATE:**

**Section A. General Information for the Public Review**

**Please complete[[1]](#footnote-1) 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**New project, supplement/addendumor revision | **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 5 pages long. |
| *see above* | *see above* | *from PINS* | *see above* | *see draft* |  |

**Section B. Chair’s Checklist**

**Include a copy of the document’s current TPS with this submission. Approved
TPSs for current ASHRAE standards and guidelines can be found at**[**https://www.ashrae.org/technical-resources/standards-and-guidelines/titles-purposes-and-scopes**](https://www.ashrae.org/technical-resources/standards-and-guidelines/titles-purposes-and-scopes)

 YES NO

1. Does this document make use of any material (text, figures or tables) that appeared [ ]  [ ]

 originally in an ISO Standard?

1. Are draft and graphics submitted in electronic form? [ ]  [ ]

 Is software included? [ ]  [ ]

1. Has the title, purpose and scope (TPS) changed since approval of the project or since the last [ ]  [ ]

public review?

1. Has the draft been reviewed for alignment with the document’s approved TPS? [ ]  [ ]
2. Does commercialism exist in this standard? [ ]  [ ]
3. Do any conflicts exist between this standard/guideline’s terms and definitions and those [ ]  [ ]

published in the ASHRAE terminology glossary (<https://terminology.ashrae.org/>)?

1. Does this SCD[[2]](#footnote-2) comply with the ASHRAE Units Policy? [ ]  [ ]  [ ]  N/A

 What is the units format (choose one):

 [ ] Rational SI only

 [ ] Rational IP only

 [ ] Dual Rational Units

 [ ] Dual Equivalent Units

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

 YES NO

1. Has the relevant ASHRAE Handbook chapter been reviewed? [ ]  [ ]  [ ] N/A
2. Do any conflicts exist between this standard/guideline and its corresponding ASHRAE

 Handbook Chapter? [ ]  [ ]  [ ] N/A

1. Has the PC reviewed all official interpretation(s) of the current standard (if any) and voted in each YES NO N/A

 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? [ ]  [ ]  [ ]

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

 If No, Please explain

* 1. [ ]  Written in mandatory language per *ASHRAE Guide for Writing Standards in Mandatory Language*
	2. [ ]  Terms that deviate from the accepted meaning are clearly defined
	3. [ ]  Scope is clearly defined
	4. [ ]  Does not require proprietary materials to the exclusion of others
	5. [ ]  Does not prescribe a proprietary agency for quality control or testing
	6. [ ]  Does not state its provisions *shall govern* when in conflict with a different ASHRAE Standard
	7. [ ]  Documents referenced are readily available
1. If this is a Test Standard/Guideline, have the following requirements been met? N/A [ ]

 (please check the box once the requirement is met)

* 1. [ ]  Describes preparation of the test sample and sample section in detail
	2. [ ]  Prescribes the reporting format for the test results
	3. [ ]  Clearly defined the criteria for acceptable performance

 YES NO

1. Does this document comply with ASHRAE’s patent policy? [ ]  [ ]
2. 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.

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

 [ ]  Contentious [ ] Potentially Contentious [ ] Not likely to be contentious

 YES NO

1. Has anyone indicated that s/he might appeal the BOD or ANSI approval of this draft? [ ]  [ ]

 If yes, please list the names:

1. 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?

 [Reminder: Responding to Negative Commenters/Voters (with reason)](https://www.ashrae.org/File%20Library/docLib/StandardsTraining/PC-Chairs-Training-Responding-to-PPR-Negative-Commenters.ppt)

 YES NO

19. Is this a consumer product? [ ]  [ ]

**Section C. Project Committee Vote Records of Publication Public Review Approval**

**Please choose to either complete the following chart or attach a separate approval record (electronic) with your submittal**

*If you attach a separate document, please make sure that all information is up-to-date and that all items listed in*

 *the chart below are included. (Label Approval Record as PCVote of Pub PR Approval)*

|  |
| --- |
| **Date of PC’s Publication Public Review Vote or Letter Ballot :** **(Please give recirculation dates if applicable):**  |
| **Voting Member’s Name** | **Interest Category** | **Affirmative** | **Negative** | **Negative w/o comment** | **Abstention** | **Not Returned** |
|  |  | **[ ]**  | **[ ]  normative section only****[ ]  informative section only****[ ]  informative & normative sections** | **[ ]**  | **[ ]**  | [ ]  |
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| **Total[[3]](#footnote-3) number of members voting:**  |

**Section D. Public Review Comment Summary** (please complete as many pages needed[[4]](#footnote-4))

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| --- | --- | --- | --- | --- |
| **Name** | **Company**  **(if applicable)** | **PR #** | **Status** | **Comment** |
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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” [↑](#footnote-ref-1)
2. Standards Committee Document [↑](#footnote-ref-2)
3. If you need more spaces for additional members , please copy this table onto a new page and save it with this document. [↑](#footnote-ref-3)
4. If you need more than the 3 pages, copy and paste the chart to additional pages. [↑](#footnote-ref-4)