

Instructions for Comment Form: Principles for Measuring the Impact of Voluntary Consensus Standards on Human Health and Safety (ends June 15, 2023)

Thank you for your cooperation in using the Comment Form. The use of Excel makes it easier to sort and correlate comments to specific sections of the document. It will enable the working group to more rapidly resolve comments in an orderly fashion.

General Instructions:

- All Comment Forms must be sent to Jim McCabe, Senior Director, Standards Facilitation, ANSI jmccabe@ansi.org **by close of business on June 15, 2023**, in order to be considered as part of this review.
- Use of the Comment Form is **required** (instructions provided below).
- Comment Forms must include input in all fields in order to ensure consideration by the working group.
- This request specifically invites comments that represent critical revisions and/or needed clarifications on what is presented in the document. While all comments are welcome, the working group reserves the right to defer action on comments if they cannot be addressed within the time available (**publication targeted for end of July 2023**). This might include, for example, comments on the document's organization, or issues not addressed.
- Due to anticipated high volume, comments will not receive individual responses unless clarification or further information is needed.

Questions for Consideration:

Comments should be specific and concise. To assist with a constructive review, please consider the following questions:

- *Does each section of the document adequately address its stated area of focus?
If not, provide information and proposed language for potential inclusion.*
- *Are all issues adequately discussed and clearly articulated?
If not, provide proposed language for potential inclusion.*
- *Are there any other suggestions you have for improving the document?
If so, provide information and/or proposed language for potential inclusion.*

Specific Instructions for Comment Form:

- Fill in the all column fields except **do not** enter data into the far-right column “H”.
- Each comment must be entered in a separate row. **Add rows as needed using insert row.** Do not modify the Comment Form in any way other than to add a new row.
- **All column fields are mandatory.**
- Further Instructions for each field are provided in the table below:

Comment Field	Instructions
Commenter Organization	<i>Indicate your organization</i>
Commenter Name	<i>Indicate your full name. We need you to do this for each row as your comments may get separated once all comments are sorted by section number. If you are collecting comments from several individuals in your organization, you may indicate different names or each submit separate comment forms.</i>
Section #	<ul style="list-style-type: none"> ■ <i>Indicate the section or subsection to which your comment refers. Write the section number only; do not add the word "section."</i> Example: “2.1.1.” ■ <i>For un-numbered sections, write the name of the section, e.g., “Executive Summary,” if your comment refers to that.</i>
Page #	<i>Include the specific page number that you are commenting on.</i>
Line #	<i>Include the specific line number that you are commenting on.</i>
Comment	<p>Enter your comment and explain the reason for the comment. Please be specific and concise.</p> <p><i>Enter each comment in a separate row. Use Wrap Text as needed (under Format, Format Cells, Alignment). Add rows as needed using the insert key.</i></p>
Proposed change	<p><i>Enter a proposed or modified version of the clause, paragraph or section of the clause or paragraph in this column. Please be specific and concise. For example, say Add, Delete, or Replace followed by the specific language recommendation. Alternatively, you can use different color fonts to emphasize suggested changes.</i></p> <p><i>If you wish to submit a very long passage of text, or a figure or image for a particular section/subsection, you may attach them as separate files to your email. Just make sure it is clear which attachment relates to a particular comment.</i></p>