

Instructions for ANSI UASSC Roadmap 1.0 Comment Period (ends October 29, 2018)

Thank you for your cooperation in using the UASSC Comment Form. It follows the layout of the ISO commenting template which may be familiar to you. Use of the Comment Form makes for a “cleaner” roadmap document, without a lot of margin comments. It also makes it easier to identify where comments appear in the document. Moreover, the form interfaces with a tool that enables collation of all of the comments in the order they would appear in the document making it easier for the UASSC working groups to go through and resolve the comments.

General Instructions:

- All Comment Forms must be sent to uassc@ansi.org **by close of business on October 29, 2018**, 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 mandatory fields in order to ensure consideration by the appropriate UASSC 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 UASSC reserves the right to hold disposition of comments in reserve for a future iteration of the document if they cannot be addressed within the time available (publication targeted for end of 2018). 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, and give focus to the gaps and recommendations. To assist with a constructive review, please consider the following questions:

- *Does each roadmap chapter adequately address its stated area of focus?
If not, provide information and proposed language for potential inclusion in the roadmap.*
- *Are all identified gaps/recommendations adequately discussed?
If not, provide proposed language for potential inclusion in the roadmap.*
- *Are there areas identified as gaps where standardization activities are in fact underway?
If so, provide information and/or proposed language for potential inclusion in the roadmap.*

Specific Instructions for Comment Form

- Fill in the **blue** column fields only. **Do not** enter data into green column fields.
- Each comment must be entered in a separate row. **Add rows as needed by placing your mouse in the bottom right row and hitting the “Tab” key.** Do not modify the Comment Form in any way other than to add a new row as doing so will break the interface with the collation tool.
- Mandatory fields are indicated by an asterisk.*
- Further Instructions for each **blue** field is provided in the table on the following page:

Comment Field	Instructions
Commenter Organization*	Indicate your organization This field is mandatory.
Commenter Name*	Indicate your name This field is mandatory.
Section/Subsection*	<ul style="list-style-type: none"> ■ Indicate the section or subsection to which your comment refers. Write the section number only; do not add the word "section." ■ Example: “2.1.1.” Include the page & line number (and any gap number). ■ Write “Executive Summary,” if your comment refers to that. This field is mandatory.
Figure/Table	If your comment relates to a figure or table, please indicate “figure” or “table,” the page number and line number where the figure or table starts
Type of comment*	Indicate the type most relevant for your comment: <ul style="list-style-type: none"> ■ general: ge ■ technical: te ■ editorial: ed Only enter the short form: ge, te or ed. This field is mandatory.
Comment*	Enter your comment and explain the reason for the comment. Please be specific and concise. This field is mandatory. If you wish to submit a figure or image for a particular section/subsection, they may be inserted as separate files in this column. You may also wish to attach them as separate files to your email.
Proposed change*	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. This field is mandatory. If you wish to submit a figure or image for a particular section/subsection, they may be inserted as separate files in this column. You may also wish to attach them as separate files to your email.