

Instructions for ANSI EVSP Roadmap Comment Period (ends May 1, 2023)

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

General Instructions:

- All Comment Forms must be sent to evsp@ansi.org by close of business on May 1, 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 appropriate EVSP 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 EVSP 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 June 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, 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 identified gaps where other standardization activities not listed are underway?
If so, provide information and/or proposed language for potential inclusion in the roadmap.*
- *Are there areas identified as "no gap" where, in fact, standardization activities are underway?
If so, provide information and/or proposed language for potential inclusion in the roadmap.*

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>Include the page & line number (and any gap number).</i> ■ <i>Write “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><i>Enter your comment and explain the reason for the comment. Please be specific and concise.</i></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>