



UL Collaborative Standards Development System (UL CSDS)

Quick Reference Guide – STP Members

UL CSDS Basics

What is UL CSDS?

- The UL [Collaborative Standards Development System \(CSDS\)](#) was created to facilitate the maintenance of UL's existing standards and the creation of new ones. CSDS can be accessed at <http://csds.ul.com>.
- As a participant you may use this site to view information regarding UL standards and meetings, to comment and/or vote on proposals, or to propose changes to a standard via a proposal request.

How do you participate in UL CSDS?

- To fully participate using UL's CSDS system you need a user account.
- You can participate by submitting Proposal Requests, viewing Meeting Topics, submit meeting attendance requests, commenting and voting on proposals in areas you have access to view.

Is there Online Help Available?

- Yes. Click on the **Help** pull-down menu in the CSDS main menu and then click on **CSDS Help** to access a page-specific online version of the Help.

The screenshot shows the top navigation bar of the UL CSDS website. The navigation tabs are: Proposals, STP Info, General Info, UL Canada, Links, and Help. The Help dropdown menu is open, showing options: CSDS Help - Under Construction, Training Materials, FAQs, Contact UL, and Suggestions. Below the navigation bar, the main content area contains text about the CSDS system and a section for current users.

Where do I find items?

- The **User Home** page provides a general overview of the user's account. This screen is the first to appear following logging in. You may navigate using the tabs across the top of the screen:

The screenshot shows the navigation tabs for the User Home page. The tabs are: Work Areas, Meetings, Proposal Requests, Calendar, and My STPs. The Work Areas tab is currently selected and highlighted in red.

- Below the tabs in the **User Home**, there is a Filter area. The Filter may be hidden by clicking on the **Hide Filter** button. It can be restored by clicking on the **Show Filter** button.

User Home - Work Areas for JONETTE A. HERMAN - Underwriters Laboratories Inc.

Work Areas Meetings Proposal Requests Calendar My STPs

Select One: All My Work Areas All My STP Work Areas All My Archived Work Areas All Open Work Areas All Archived Work Areas Hide Filter

Select All That Apply: Have Not Voted Have Not Commented Vote Submitted Comments Submitted Filter

- On the **User Home** page is a Calendar feature displaying items such as meeting and ballot/comment due dates. The calendar defaults to a monthly view but can be changed to a weekly view by selecting **Week View**.

User Home - Calendar for JONETTE A. HERMAN - Underwriters Laboratories Inc.

Work Areas Meetings Proposal Requests Calendar My STPs

Month View Week View

October, 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28 Send Comments Due Reminder – UL 1977 Ed. 2 - Preliminary Review - Opened 2015-09-18	29 (ANSI) End Voting –UL 1310 Ed. 6 - Proposal Review - Opened 2015-08-14	30	Oct 1	2 STP 0110 Meeting	3
4	5 End Commenting – UL 1977 Ed. 2 - Preliminary Review - Opened 2015-09-18	6	7	8	9	10
11	12	13 STP 508A Meeting	14 STP 508A Meeting	15	16	17

- Each time a Work Area or Meeting Area is opened for the Standards covered by the STP, you will receive an email notification containing a link that will take you directly to the referenced Work Area or Meeting Area once you are logged into CSDS.

User Home > Work Areas > Work Area Home

UL 1562 Ed. 4 - Proposal Review - Opened 2015-09-18

Work Area Home | Add/View Comments | Vote Summary | STP Roster | Effective Date

Standard:	Standard for Transformers, Distribution, Dry-Type - Over 600 Volts
Work Area Status:	OPEN
Comments Due:	2015-10-19
Comment Notifications:	<input type="checkbox"/>
Ballots Due:	2015-10-19

Summary of Topics

1. Clarification for Partial Discharge Test

If you have questions or need assistance, please contact the UL Standards Project Manager, Casey Granata, at 919-549-1054 or Casey.Granata@UL.COM. Other UL staff is available to assist you - please click [Here](#) for a list of staff who can answer your questions about CSDS.

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Please note that proposed requirements are of a tentative and early nature and are for review and comment only. Current requirements are to be used to judge a product until these requirements are published in final form.

Repeatability and Reproducibility - Gage R&R (NOTE: The following is for informational purposes only)

The proposal under review may include a reference to whether an assessment of repeatability and reproducibility (R&R) was conducted for a proposed new or revised test requirement. If applicable, associated data and/or other related information may also be included as part of the proposal. The following is intended to provide a brief explanation of the basic concepts associated with Gage R&R.

Gage R&R is a methodology for measuring variability, expressed in terms of repeatability and reproducibility (of results). **Repeatability** refers to the closeness of the results of successive tests of the same sample, conducted using the same test procedure, the same tester, the same measurement instruments, under the same conditions, at the same location. **Reproducibility** refers to the closeness of the results where the same (type) sample is tested using the same test procedure, the same (type) measurement instruments, under the same conditions, but conducted by different testers, at different locations. In an effort to drive consistency, UL has begun to incorporate Gage R&R concepts into the standards development process for UL proposals.

Quick View

- Document
- Comment Matrix
- My Work Area Comments

Related Areas

- UL 1562 Ed. 4 - Preliminary Review - Opened 2015-08-28

Login

1. Go to <http://csds.ul.com>
2. Enter your **Username**, which is your email address, and **Password**.

Login

The Username is typically your email address. The password is case sensitive and must be 6-12 numbers and/or letters.

Username

Password

[Forgot Your Password?](#)

LOGIN

NOTE: Please make sure that all pop-up blocker and Spyware software is disabled first.

Tip: The email address and password are the ones provided to you in the CSDS Welcome email.

Proposal Requests

How do I submit a proposed change to a UL Standard?

1. Select the **Submit Proposal Request** function from the **Proposals** pull-down menu, and fill in the required fields in the form that appears.



UL's Collaborative Standards Development System (CSDS)

Proposals ▾ STP Info ▾ General Info ▾ UL Canada ▾ Links ▾ Help ▾

View Proposals Available
Procedures for Developing Rationales and Proposals for UL Standards
Submit Proposal Request
Proposal Cut-Off Dates
Request New Standard to be Developed

Tip: Log into CSDS first.

2. Fill in the **Subject of Proposal** and **Standard** Information.

- Enter the **Subject of Proposal**. This subject should be text, which easily identifies the nature and/or contents of the proposal you are submitting. This field allows 600 characters.
- The **Requested By** field automatically defaults to your name, as the login user. This cannot be changed. By clicking on your name, you may view a summary, known as your **User Profile**.
- Enter the **Standard**, by selecting the magnifying glass.

Proposal Request	
Standard and Requestor Information	
Subject of Proposal *	<input type="text"/>
Requested by	JOHNSON, JOSHUA D.
Standard *	<input type="text"/>
Contains Copyrighted Material	<input type="checkbox"/>

Tip: Fields marked with an (*) are required.

3. Enter the **Rationale**. This field should contain the reason for your proposal.

A good rationale includes the reasons for the proposed change (the “Why”, such as a statement of the problem and the proposed solution).

Rationale*

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RATIONALE

UL proposes to add a definition for "Thermal Stabilization". The definition would apply to any test that requires thermal stabilization. UL also proposes to revise 32.2.

4. Enter the **Proposal Text**. This field should contain the exact text of your proposal. Include the specific section or paragraph that you are proposing to change. Use strikeouts and underlines to show changes to your proposals.

Proposal Text*

Show proposed additions to existing requirements with underlined text and proposed deletions with ~~lined-out~~ text.

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5.3.1 THERMAL STABILIZATION - Thermal stabilization is considered to have been attained when the temperature does not vary by more than 2°C (3.6°F) in 30 minutes.

32.2 The temperature test is to be conducted until thermal equilibrium stabilization is attained. ~~Thermal equilibrium is considered to have been attained when three successive readings taken at intervals of 30 minutes indicates no change greater than 2°C (3.6°F) and temperatures are not still rising. See 5.3.1.~~

Tip: You may copy and paste from another word processing source, such as Microsoft Word, however, the formatting may not copy. If a table is copied and pasted, the format may not be maintained. However, if you attach a file using the supporting document feature, all formatting should be maintained.

5. Select an **Impact**. This allows the **Proposal Submitter** to select how their proposed change(s) could impact the standard.

Impact
<p>We are exploring ways to provide more information to the STP. Please mark the information below regarding your proposal. The marked item(s) will be provided with your rationale when your proposal is posted in CSDS.</p> <p>It is the proposal submitters opinion that this proposal affects the following topics/sections of the Standard (check all that apply):</p> <p><input type="checkbox"/> A new test requirement</p> <p><input type="checkbox"/> Test requirement revision or clarification</p> <p><input type="checkbox"/> New construction requirement</p> <p><input type="checkbox"/> Construction requirement revision or clarification</p> <p><input type="checkbox"/> Marking requirement</p> <p><input type="checkbox"/> Instruction requirement</p> <p><input type="checkbox"/> Other</p>

6. Attach any **Supporting Documentation**. This allows you to attach files to use as support for, or in conjunction with your **Proposal Request**. This is optional.

Supporting Documentation			
Document Name	Document Description	Size (KB)	Add File
There are no files attached.			

7. Click **Save as Draft** to review or finish the proposal at a later date, Click **Submit** to submit the **Proposal Request** to UL, or Click **Cancel** to terminate the Request.

Supporting Documentation			
Document Name	Document Description	Size (KB)	Add File
There are no files attached.			
			<input type="button" value="Save as Draft"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Tip: It is recommended that you compose your proposal rationale and revised text outside of CSDS, for example, in Word, and then cut and past the proposal information into the CSDS Proposal Request form. The CSDS program will timeout after a period of inactivity and any proposal text not saved as a draft could be lost.

If you are not ready to submit your completed Proposal Request Form, and wish to save it in draft form, you may click the **Save as Draft** button at the bottom or top of your Proposal Request Form. A Proposal Request must have the Standard and Subject of Proposal fields completed in order to be saved as a draft.

Once selected, you will see the Proposal Request Form as you have completed it, with one new field added. Below the **Standard** field, there will appear a **Requested Status** field. If you have saved the Proposal Request Form as a draft, the word **Draft** will appear in this field.

The top of the form will say, The Proposal Request was successfully submitted. That means it has been submitted into the CSDS system but is still in *Draft* form. The completed form must be submitted using the **Submit** button before it is sent to the Project Manager for the Standard.

The Proposal Request Draft was successfully submitted.

Instructions:

Please use this form to submit a Proposal Request to UL for review. Once a request is submitted to UL for review, you will not be able to edit the request. In submitting a Proposal Request, you may be required to respond to the comments received when proposed. If comment responses are not drafted within a specified timeframe, the proposal may be considered withdrawn.

Note: All requests "Saved As Draft" will be deleted after 30-days of inactivity.

Note: Fields marked with an * are required for submitting the Proposal Request. In order to Save as a Draft, the Subject of Proposal and Standard fields need to be completed. To view a sample Proposal Request click [here](#).

Proposal Request - PR10102		Edit
Standard and Requestor Information		
Subject of Proposal *	Removal of the reference to asbestos as an acceptable insulation	↑ ↓
Requested by	Hawk, Joel - Underwriters Laboratories Inc.	
Standard *	UL 325 Ed. 5	
Proposal Status	Draft	

Tip: Click on Draft to open a description of all the possible proposal statuses.

Tip: Once you have saved your document as a draft, you are now free to navigate within the system and may return to your draft proposal at any time.

To retrieve a Proposal Request that you have saved as a Draft, from the **User Home** page, select the **Proposal Requests** tab. A list of available UL Standards will appear. Select the standard for which you have drafted your proposal. A list of all your proposals for this standard should appear, indicating the *subject*, the related *parent* Proposal Request number, the *status* (in this case it would be Draft), the *date* you were last in the Proposal Request, and your name in the *Created By* field.

Tip: If you have created multiple proposals, this table can be sorted by clicking the headings of any of the columns. Click once for ascending and twice for descending order.

Using the Filter box at the top, it's also possible to view proposals only of a certain status or to search for a particular proposal by its date.

Filter: Status	Start Date	End Date	Refresh	Reset	
All					
Subject	Parent	Status	Work Area Name	Date	Created By
PR24486 - Generator Grounding Method		Accepted		2015-09-17	SAPPINGTON, STEVE - CATERPILLAR INC
PR24343 - Updated temperature calculation method f...	PR24329	Accepted		2015-08-19	ANDERSON, KIRK F. - Underwriters Laboratories Inc.
PR24329 - Updated temperature calculation method f... ©		Returned		2015-08-19	ANDERSON, KIRK F. - Underwriters Laboratories Inc.
PR23434 - Narrow scope of UL 1004-1 to motors rate... ©	PR23433	Pending		2015-03-12	ANDERSON, KIRK F. - Underwriters Laboratories Inc.

Select the **Refresh** button to enter your Filter options and refresh the screen. Select the Reset button to clear your previous selections.

Tip: Dragging your cursor over the desired Proposal Request will highlight it, allowing you to click on the subject to open the document. Once opened, to begin working on the document, you must first click on the **Edit** button at either the top or bottom of the Proposal Request form. This will unlock the document allowing you to add text or modify what has already been entered. Once complete, you may select **Save as Draft**, or you may choose **Submit**, **Delete**, or **Cancel**.

Submit

Click the **Submit** button to send the Proposal Request to UL for processing. Once submitted, a Proposal Request may no longer be revised by the Proposal Submitter. You can view your submitted proposal through the Proposal Requests tab on your User Home, then selecting the corresponding standard to view a list of your proposals.

Tip: Once submitted, the status of your proposal will change. This status will be indicated on the proposal. When the status is clicked, a box will open explaining in detail the definition of the status.

After a Proposal Request is submitted, there is no longer an option to edit the proposal. Instead, you may view your submitted proposal and have the option to select the button at the top or bottom of the form labeled *Withdraw Proposal Request*.

Cancel

Select the **Cancel** button to cancel the current updates you made to the document and return you to the saved draft as it appeared when it was first saved.

Do I have to use UL CSDS to submit a proposal?

- Yes. You must use UL CSDS to submit any proposed change to a UL standard.

How long are draft Proposal Requests held in the system?

- A draft will be deleted only if it is inactive in the system for 30 days.

Do I see all Requests for Proposals submitted to UL?

- No, you only see those **Proposal Requests** that you submit.
- If you are a subscriber to a standard, then you will see other individual's proposals when they are put into a Proposal Review Work Area, at which time you will be able to comment.

What are the Proposal Request status terms?

Accepted – A Proposal Request that has been determined to be sufficiently developed, (i.e. it contains a rationale and proposal in legislative text and no major issues are identified) for UL to commit resources to advance the proposal to the next stage in the Standards development process.

Advanced to Work Area – A Work Area has been opened in CSDS to review/ballot the Proposal Request.

Completed – The Proposal Request is set to this status when (1) the Proposal Request has been published as part of Revision Pages or a New Edition, (2) the Proposal Request was withdrawn after Preliminary Review by the Proposal Submitter or (3) the Proposal Request failed to achieve consensus after balloting.

Draft – A Proposal Request that is able to be edited by the Proposal Submitter, and has not yet been formally submitted. A Proposal Request can be returned as a draft or saved as a draft (a work in progress to be submitted later). If a Proposal Request remains in draft form on the system for 30 days, it will be deleted automatically. Using the Submit function changes the status to New.

Forwarded – The Proposal Request has been forwarded to a group other than the STP. This status indicates that a proposal has been forwarded to a group such as a Technical Harmonization Committee, or a Task Group, for discussion or further review.

In Process – Beginning the in-depth review of the Proposal Request and the preparation to include the Proposal Request in a proposal for the standard for preliminary review, ballot, or discussion at an STP meeting.

New – A Proposal Request that has been formally submitted and stored in the Proposal Request Area.

Noted for Editorial Revision – This status is selected when a Proposal Request is received for an editorial change that does not require balloting.

Pending – A Proposal Request can be pending for various reasons including, but not limited to when the proposal contains copyrighted material or there is a Call for Proposals that will take longer than a month.

Returned – The Proposal Request has been reviewed by UL and returned to the Proposal Submitter for one of several reasons. The most likely reason for returning the Proposal Request is that it is not fully developed. Once returned, a new Proposal Request is created with the status **Draft**. The original Proposal Request cannot be acted on.

Withdrawn – The Proposal Submitter has indicated that the Proposal Request is no longer necessary.

Meeting Areas

Where will I find a STP Meeting Agenda?

- You will get a CSDS email announcement when the STP Meeting Agenda is posted and this will have a link to the STP Meeting Agenda.
- Once posted, the Meeting Agenda will be able to be viewed from the **Quick View** menu within the Meeting Area.
- You are also able to view the agenda by selecting **Meetings** from the **STP Info** pull-down menu, selecting the meeting you are interested in attending and clicking on **View Meeting Agenda** in the popup window.

How do I let the Project Manager know I will be attending an STP Meeting?

- STP Members should log into CSDS and indicate whether or not they will attend the meeting, their preferred name for the name badge, and if they would like to send a Substitute in their place if they cannot attend the meeting.
- From your Meetings tab you can click on the **Accepted** or **Declined** button to indicate your attendance. This will open the **Invitee Response** form. Fill in the appropriate information and click the **Submit** button.

The screenshot shows the 'Meetings' tab in the CSDS system. It includes a filter section with radio buttons for 'All My Meetings' (selected), 'All My STP Meetings', 'All My Archived Meetings', 'All Open Meetings', and 'All Archived Meetings'. Below this are checkboxes for 'Attendance Due' and 'Attendance Submitted'. The main table displays meeting details and attendance counts.

Subject	Attending?	Meeting Date(s)	Attendance Summary	Meeting Agenda	Meeting Report
STP 0758 Meeting Scheduled For 2008-10-01, 2008-10-02	<input type="radio"/> Accepted <input type="radio"/> Declined <input checked="" type="radio"/> Not Responded	2008-10-01 2008-10-02	8 Accepted 7 Declined 12 Not Responded	2008-08-20	

UL's Collaborative Standards Development System (CSDS)

Search Type: Standard Number | Search Text: []

Proposals ▾ STP Info ▾ General Info ▾ UL Canada ▾ Links ▾ Help ▾ Admin ▾

User Home > Meetings > My Attendance

STP 1446 Meeting Scheduled For 2015-09-15, 2015-09-16

Meeting Area Home | Location and Time | **My Attendance** | Attendance Summary | Request a Guest | STP Roster

Please review and submit your attendance response for the meeting. Any decision regarding funding will be reviewed and responded to prior to approval.
 Note: Fields marked with an * are required.

Invitee Response

Invitee Information

Name: [ROSS S. WILSON - Underwriters Laboratories Inc.](#)

Attending *: Yes ▾

Name Badge*: []

Special Requests: []

Reviewer Information

Please review the meeting attendance and add any necessary comments.

Comments: []

[Update] [Cancel]

- If you are already in the Meeting Area in CSDS, click on the **My Attendance** tab to access the Invitee Response form.

Work Areas

What are the Work Area Types?

- **Preliminary Review** – This work area allows users to review and comment on preliminary proposals prior to the balloted Proposal Review work area being made available.
- **Proposal Review** - This work area allows users to review, vote (if an STP Member), comment, and post responses to comments on proposals to UL Standards.
- **Re-circulation** - This work area is used to re-circulate proposals and/or responses to comments.

How do I vote on Proposals?

1. From the **Work Area** tab on the **User Home** page, click on the **Vote Now** or **View My Ballot** links under the **Vote Due Date - Action** column.

Name ▾	Type	Open Date	Comment Due Date - Action	Comment Submitted	Vote Due Date - Action
UL 1236 Ed. 8 - Proposal Review - Opened 2015-08-07	Proposal Review	2015-08-07	2015-09-21 Add/View Comments		2015-09-21 View My Ballot View Vote Summary

Or, if you are already in the Work Area, click on the **Ballot** tab. You will be directed to your Ballot for the proposal.

Tip: Only STP Members designated as voting members will see this function.

2. Vote on Proposals

- The Ballot information is system generated to show the current user's name, the *ballot question*, *ballot due on*, and *last modified*. Note you may need to use the scroll bar on the right side of the screen to scroll down to the voting area.
- Click on **Vote Yes to All**, if you want to vote yes to every item, or
- Select **Yes**, **No**, or **Abstain** for each Topic being balloted.
- Click on the **Submit** button to record your votes. A popup box will confirm that your votes were recorded.
- If you vote No on a Topic without posting a comment, a popup box will appear to remind you that your No vote will not be counted until a comment is posted. A link to **Provide Comment Now** will also appear in the Comment Count column of the ballot.
- Review your Ballot to make sure that all votes were properly recorded and comments were added as appropriate.

UL 1236 Ed. 8 - Proposal Review - Opened 2015-08-07

Work Area Home Add/View Comments **Ballot** Vote Summary STP Roster Effective Date

Ballot For: CHRISTOP J. DOTY - Underwriters Laboratories Inc. - Testing & Stds Org

Ballot Question(s): Should UL 1236 be reaffirmed as an ANSI Standard?

Ballot Due On: 2015-09-21

Last Modified: 2015-09-10

Ballot Instructions

"NO" VOTES: In order to receive consideration, objections must be accompanied by supporting reason. Where possible, proposals for a solution to the problem raised should be included. A negative ballot not accompanied by supporting reasons or a negative ballot accompanied by a non-germane reason will be recorded as a "No without comment" and is not required to be circulated. This also applies to negatives with comments not related to the proposal under consideration and negatives with comments on certification issues (Examples of certification issues are issues that relate to UL's conformity assessment services, such as comments on UL's effective dates or Listing or Follow-Up Services). These types of negative votes shall not be factored into the numerical requirements for consensus (in other words, will be treated similar to abstentions in the numerical calculation of consensus).

"YES" Votes with Comments - If comments accompany an affirmative vote, the vote is considered affirmative regardless of the content of the comments.
If the voter intends to submit a "conditional" affirmative, meaning that the vote is affirmative only if the accompanying comment is accepted, then the vote should be submitted as a negative vote by the submitter.

After you Submit your vote(s), a confirmation message will be displayed to indicate that your vote(s) were recorded.

To add comments from this location, click on the topic description (underlined text) under the Topic Summary heading in the table. The proposal will appear. Click on the "Add Comment" button to enter your comment. When you have finished composing your comment, click the submit button.

The number of comments you have posted within each Topic will be indicated under the Comment Count heading.

By clicking on the link under the Comment Count heading, you are able to view all of your comments for that Topic.

Ballot Question: Should UL 1236 be reaffirmed as an ANSI Standard?

Voting	Topic Summary	Comment Count
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	1. Reaffirmation and Continuance of the Eighth Edition of the Standard for Battery Chargers for Charging Engine-Starter Batteries, UL 1236, as an American National Standard	0

Voting	Topic Summary	Comment Count
<input checked="" type="button" value="Vote YES To All"/>		
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	1. POLYMERIC MATERIALS	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	2. POWER-SUPPLY CONNECTIONS	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	3. WALL-HUNG APPLIANCES	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	4. DUAL-VOLTAGE APPLIANCES	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	5. DIRECT PLUG-IN APPLIANCES	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	6. WET SHAVERS	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	7. HOT-LATHER DISPENSERS	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	8. DOUBLE-INSULATED APPLIANCES	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	9. ADDITIONAL IMPORTANT SAFEGUARD REQUIREMENTS	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	10. DELETION OF PARAGRAPH 1.7	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	11. INSULATED GROUNDED CONDUCTORS	0
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	12. REVISION TO PROVIDE FOR TWO SEPARATE MANUALS	0

Tip: You may modify your ballot as many times as necessary up to the ballot closing date. Each time you must go into your *Ballot* and click on the **Submit** button to record your new votes.

How do I comment on Proposals?

- If you have voted “No” on a topic, you can click on the **Provide Comment Now** link in the ballot to open the comment form.
- Otherwise, click on the topic description (underlined text) under the Topic Summary heading in the table to display the proposal.
- Click on the **Add Comment** button to enter your comment. Selecting **Add Comment** will open an additional screen, which will allow you to submit your comment.
- Enter in the **Comment** field the comment which you wish to make on the proposal.
- Enter in the **Suggested Changes to the Proposal** field changes that you suggest be made to the proposal to address the concerns raised by your comment. This box is formatted to allow you the tools to submit the text of your comment in the properly formatted style.
- Upload **Supporting Documentation** if necessary by clicking the **Add File** button at the bottom of the comment form.
- At the bottom and top of the comment form are buttons to **Submit** (to complete submittal of your comment), **Save As Draft** (to save your comment for future editing), or **Cancel** (to cancel the submission of the comment).

Tip: The Comment Period closes at 11:59PM Central Standard Time in the U.S on the comment close date.

Top of Comment Form:

Comment: Topic 1. Proposed New Section for Altitude Requirements

Note: Fields marked with an * are required.


Save As Draft Submit Cancel


Comment Form


Subject *

Comment *

Instructions: Provide your comment in the space below regarding the above subject and any proposed changes need to be provided in the **Suggested Changes to the Proposal** section.





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Suggested Changes to the Proposal


Instructions: Show proposed additions to existing requirements with underlined text and proposed deletions with ~~lined out~~ text.


Bottom of Comment Form:

Suggested Changes to the Proposal

Instructions: Show proposed additions to existing requirements with underlined text and proposed deletions with ~~lined out~~ text.





Font Family Font Sizes A **A** 

Supporting Documentation

Document Name	Document Description	Size (KB)	Add File
There are no files attached.			

Save As Draft Submit Cancel