



## GENERAL PUBLIC REVIEW INSTRUCTIONS

The complete public review packet consists of the draft standard and a public review response form. The packet may also include a report on the last public review comments and their resolutions, or a background statement about the problem in the industry or the errors in an existing standard that the document is meant to ameliorate.

Members of the materially affected public are invited to review the draft standard and to offer opinions about the requirements or recommendations in the draft standard. Please tell the standards committee if you think the requirements and recommendations stated in the draft are good as they are (not too lax, not onerous, and not simply wrong); or if they are good, but you have some suggestions or comments; or if you have serious concerns about the document and feel it must be changed. Check the appropriate radio button on the form.

If you offer comments or objections, please be as specific as you can about what needs to be changed, where, and why. For example, a comment such as, "Ropes should be longer," would not be very helpful. How long should they be? Where in the document should the rope length specification be changed? How or why will the suggested change make the draft standard a better document?

Please cite sections or quote the parts that need to be changed and offer language that would satisfy your concerns. Do not return a mark-up copy of the draft standard, in any format. It will not be accepted as part of your review response.

The standards committee may not act on a comment or objection if no suggested text is offered and the comment or objection is not clearly worded. The standards committee will make a good faith attempt to respond to objections, but cannot be expected to modify a document with no indication that any particular change will make the document better in the eyes of the commenter. Questions posed without a statement of what the desired answer would be are rarely helpful, and are unresolvable.

The response form can be filled out with a PDF application, saved, and returned via email. Do not fill it out in a web browser; download the form to your local hard drive first, then fill it out. Attempting to complete the form in your web browser will result in a blank form submission if the form is not first saved. If you choose to offer your comments in a document other than the form, please submit your comments and suggested text in an electronic form that can be copied and pasted into a new document - e.g., Word, OpenDocument, or plain text format. Comments not submitted in electronic form may be rejected.

Please also look for protected intellectual property in the draft standard. ESTA does not intend to adopt any standard that requires the use of protected intellectual property unless that property is necessary for technical reasons and can be licensed and used by anyone, without prejudice or preference, for a reasonable fee. If you see any protected intellectual property in the document, please point it out in your comments.