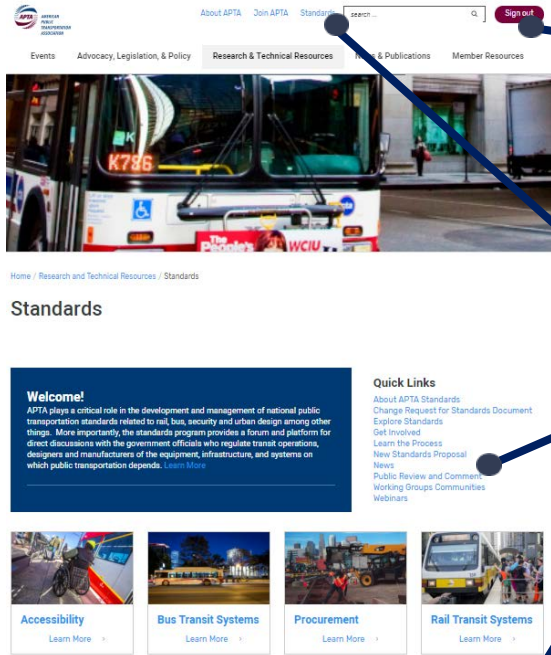


## Public Review and Comment

APTA invites all stakeholders to review and comment on draft documents in-development. The APTA Standards Program publishes documents through a consensus-based process and the public review period is a critical part of the process. The commenting period is 30 days in duration generally starting on the 1<sup>st</sup> day of the month. The public can review or download a draft copy from [www.apta.com](http://www.apta.com) and then submit any questions, comments or concerns online.

## Getting Started



1. **Sign in at [www.apta.com](http://www.apta.com)** using your email address and personal password; you must have a “My APTA” web account to use the site.

**Nonmembers.** Can create an account online by selecting “Sign In” and then “Create new account”.

2. **Navigate to Standards.** After you completing the Sign In process click on Standards on the APTA website homepage or from “Research & Technical Resources” main navigation menu.

3. **Navigate to Public Review and Comment.** Select Public Review and Comment from the list of Quick Links. Be sure to note the current comment period start and end dates.

4. **Review the list of Documents.** Scroll down to the bottom section of the page to view a list of documents. Click on the name of the document to view/download a copy.

**TIP:** Review the list of documents and download the document(s) relevant to you. After reviewing offline return to the APTA website and provide your comments using the online form.

### Public Review of Draft Documents

APTA invites all stakeholders to review and comment on draft documents in development. The APTA Standards Development Program publishes documents through a consensus-based process and the public review period is a critical part of the development process.

**Current comment period: Aug. 1 through Sept. 9, 2019**

### Commenting Instructions

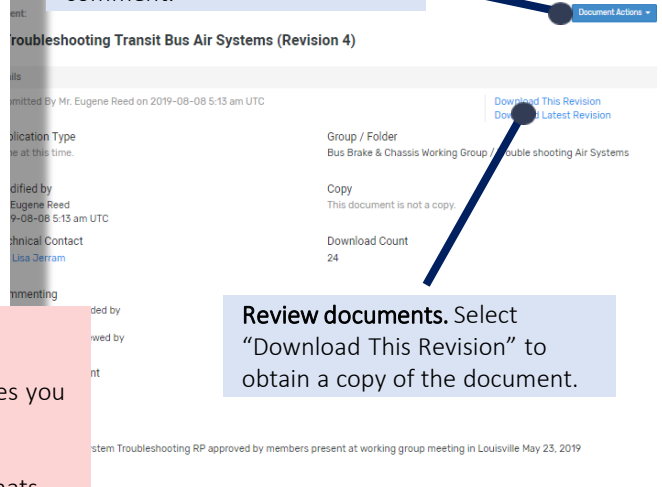
View the latest set of documents in development by APTA’s working groups. Reviewers may submit comments as often as they like during the review period. **Start your review today!**

- Reviewers should scroll down to the bottom of this page
- Select the name of the document to review more details, download or provide a comment
- Select Document Actions to “Add a Comment”
- Comments are accepted from APTA members or nonmembers
- Reviewers should contact [Standards@apta.com](mailto:Standards@apta.com) if you experience any problems with providing your inputs

Title	Category	Working Group	Description
<a href="#">Standard Bus Procurement Guidelines</a>	Bus	Bus Procurement Guidelines	This document outlines a request for proposals for a negotiated bus procurement contract. For additional information you can view a table of changes to the document <a href="#">here</a> .
<a href="#">Remanufacturing or Rebuilding of Transit Bus</a>	Bus	Brake and	This recommended practice provides guidelines for things to consider when deciding to remanufacture

**TIP: Downloading Documents.** Please note that older versions of Microsoft Office and/or Word may not download documents automatically. In these instances you will need to select which application on your PC/Mac computer to open the file with. Choose MS Word to download and view the file if prompted. PDF file formats automatically load in your web browser.

**Commenting.** Select document actions button to submit a comment.



**Review documents.** Select “Download This Revision” to obtain a copy of the document.

The screenshot shows a web form titled "Add Public Comment - Troubleshooting Transit Bus Air Systems". It includes sections for document details, personal information, and a multi-part comment form. The comment form is divided into sections labeled A through F, each with a specific instruction and a text area for input.

Information about the document development team or working group

Update your profile, add or change your profile photo.

**TIP: Details.** This section provides information about the document manager or working group. Individuals providing comments can skip down to the next section.

**TIP: Personal Information.** This section is required to submit a comment. The document manager or working group uses this information to clarify or resolve any issues.

Provide your contact info (e.g. Name, Company Email, and Phone.)

Provide a one sentence explanation of your changes.

**TIP: Add Comment.** This section use to address a single issue or change. The comment form can be completed multiple times to address multiple issues.

Indicate whether or not your suggested changes are "editorial" or "substantive."

Provide the rational for your comment or solution.

Identify the location of the changes you are requesting by section, page and/or line number.

Describe in detail the changes you are requesting

Submit comments. Click "Save" to submit a comment(s).

**TIP: Multiple Comments.** Click "Save and Add Another" to add more than one comment. You may submit as many comments as you like.