

Water UK Standards Board WIS / IGN Commenting – Guidance

Preparing comments on a draft or current WIS or IGN

The Commenting Template (pages 5 & 6) must be used when:

- submitting comments during public consultation on a draft WIS or IGN;
- commenting on an existing WIS or IGN (e.g. to identify errors; suggest updating needs); or
- commenting on a WIS or IGN that is proposed for archiving.

Comments submitted in alternative formats will not be considered.

Submission route

Comments or proposals should be sent to the Technical Secretary of the WUK Standards Board by one of the routes listed on *[slide 13]* of the Standards Board's website *[URL]*.

Submission deadlines

Public commenting on draft WIS or IGN

There is a 3-month window for receipt of public comments on a draft WIS or IGN detailed on *[slide 9]* of the Standards Board's website *[URL]*.

Users having submitted public comments or proposals not satisfying submission requirements will be notified & given the opportunity to resubmit by any relevant deadline.

The Board may consider public comments received outside the window if practicable, but this is not guaranteed.

Existing WIS & IGN

The Board welcomes comments in the approved format at any time. The Board's Technical Secretary will respond to them using the commenting form once any decisions on individual comments have been reached.

Such responses may require referral elsewhere (e.g. to a WUK Network; or via a WUK delegate to a BSi Committee, Sub-Committee or Panel). Where this is the case the Technical Secretary will aim to explain to the Commentor what is occurring.

Use of the commenting template

The commenting template should not be modified in any way (e.g. by deleting/adding columns, merging cells, etc.).

Best practice

- Always use the **latest version** of the commenting template
- Be sure to use a **lowercase file extension** of your comment file (.doc or .docx) so that it remains editable to receive a response

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- Enter only **1 comment per line**
- **Complete at least all mandatory fields** (*Organisation, Page, Clause [and / or Paragraph], Type of comment, Comment*) for each comment line
- Use the **Tab** key to move from one cell to another
- Copy **tables, bigger pictures, and other elements not fitting in cells** into a separate word file, save it on the desktop, and then insert the file, by drag & drop, into the comment cell.

Please don't

- **Modify the layout** of the template (e.g. by adding or removing columns)
- **Split the comment table** into several tables
- **Change the width of individual cells**
- **Merge cells (vertically and horizontally)**. Instead, refer to another comment or duplicate the text
- **Add text, images, etc. outside of the table** (before or after)
- **Insert a table into a cell** Instead, create & save the table in a separate Word file and insert the file in the comment cell by dragging & dropping the file there.
- **Use auto-numbering fields** (*"grey" fields*). Instead, write plain text
- **Password protect** or **write protect** your document

The Commenting Template in Detail

Template Header

The template header contains the main information about the document to be commented upon.

Template Body

The commenting template body is where you enter your comments and observations. The fields in the table below marked with an asterix (*) are mandatory and must be completed for each comment line in the template.

Field	Description
Org / Indiv *	Identifies who submitted the comment. <ul style="list-style-type: none"> • Organizations shall use an acronym (e.g. Future Water Association – FWA; Pipeline Industries Guild PIG) • Individuals shall use their initials <p><i>Comments from The WUK Technical Secretary are indicated by a double asterisk "***"</i></p>
Page Number	Indicate the page number to which your comment refers. This should be the page number of the WIS or IGN as issued for public comment, not the Word page numbering of any softcopy of the document.
Clause / Sub-clause*	Indicate the clause/subclause to which your comment refers.

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	<p>For numerical clauses, enter only the clause number(s), without any additional wording.</p> <p>If the comment applies to more than one clause, then separate the clauses by line breaks (like below).</p> <table border="1" data-bbox="512 376 1007 528"> <thead> <tr> <th data-bbox="512 376 683 439">Org/Indiv *</th> <th data-bbox="683 376 815 439">Page No</th> <th data-bbox="815 376 1007 439">Clause / Sub-clause *</th> </tr> </thead> <tbody> <tr> <td data-bbox="512 439 683 528">BPF PG</td> <td data-bbox="683 439 815 528"></td> <td data-bbox="815 439 1007 528">3.1 3.3 3.5</td> </tr> </tbody> </table> <p>For non-numerical clauses, use the most appropriate heading, for example:</p> <ul style="list-style-type: none"> • General for comments referring to the whole document • Introduction for comments on the Introduction clause • Annex 1 for comments on annexes 1. 	Org/Indiv *	Page No	Clause / Sub-clause *	BPF PG		3.1 3.3 3.5
Org/Indiv *	Page No	Clause / Sub-clause *					
BPF PG		3.1 3.3 3.5					
Paragraph / Figure / Table	Indicate the paragraph (inside a clause), figure or table to which your comment refers.						
Type of comment *	<p>Select the most relevant type of comment for your comment:</p> <ul style="list-style-type: none"> • ge : general comment • te : technical comment • ed : editorial comment 						
Comment *	<p>Enter your comment in this column and explain the reason for it.</p> <p>Insert complex objects (tables, figures, bigger images) as separate files either in this column or the <i>Proposed change</i> column.</p>						
Proposed change	<p>Enter your proposed changes.</p> <p>Comments criticising the current draft without proposing adequate & appropriate replacement content are likely to be ignored, generating the response ‘no adequate & appropriate proposal submitted’.</p>						
Observations of the secretariat	Leave this column empty . Used by the Secretariat to indicate the decision taken on each submitted comment.						

Completed Template Example

Page 4 contains an example of the template with several lines completed in the correct format with the Secretariat’s response. Collectively, actual comments can run to tens of pages of very specific & detailed comments. Where specific textual amendments are required it can help to show text deletions using strikethrough & text insertions using underline.

Blank Template

Pages 5 & 6 contains a blank template that can be copied for use. Inserting more rows in the table will cause the header to roll over to subsequent pages automatically.

Template for comments and WUK Technical Secretary's observations

Date: 21/9/21	Document: WIS 4-08-02 Specification for bedding and sidefill materials for buried pipelines	Project: WIS/IGN Review Autumn 2021
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Org / Indiv 1	Page number (e.g. 17)	Clause/ Subclause (e.g. 3.1)	Paragraph/ Figure/ Table/ (e.g. Table 1)	Type of comment ²	Comments	Proposed change	Observations of the secretariat
BPF PG		General		ge	Needs updating.	Review should reflect need to increase use of as dug & recycled aggregates.	The Standards Board has initiated (January 2022) a preliminary review of the document.
DR		General		te	Requires updating.	Should reflect desirability of incorporating recycled aggregates (principally crushed concrete & roadstone). Recycling plant manufacturers are keen to see this WIS updated to reflect technological advances in equipment.	Ditto
PIG		General		te	Update strongly supported	Key drivers included: the ability to thin-down pipe walls with the correct specification of excavated fill - returned as bedding and sidefill; advances in technology to select & treat excavated material to make it appropriate for reuse; and the carbon, environmental and waste management agendas supporting reuse of materials.	Ditto
BPF PG		General		ed	Header & footer needs updating to reflect current ownership, access & maintenance details.	Footer needs updating to reflect current ownership, access & maintenance details.	Ditto
DR		General		ge	WIS is one of four related WUK documents.	Any review needs to incorporate simultaneous review of WIS 4-08-02A; IGN 4-08-01 Issue 4 & IGN 4-08-01A to Issue 4.	Ditto
**	2	3	British Standards	te	The reference to BS 882 is outdated.	BS 882: 1992 has been withdrawn. Its current successor is BS EN 12620: 2002 +A1 2008	Ditto

Template for public comments and WUK Technical Secretary's observations

Date:	Document:	Project:
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