



OSAC Standards/Guidelines Registry Approval Process

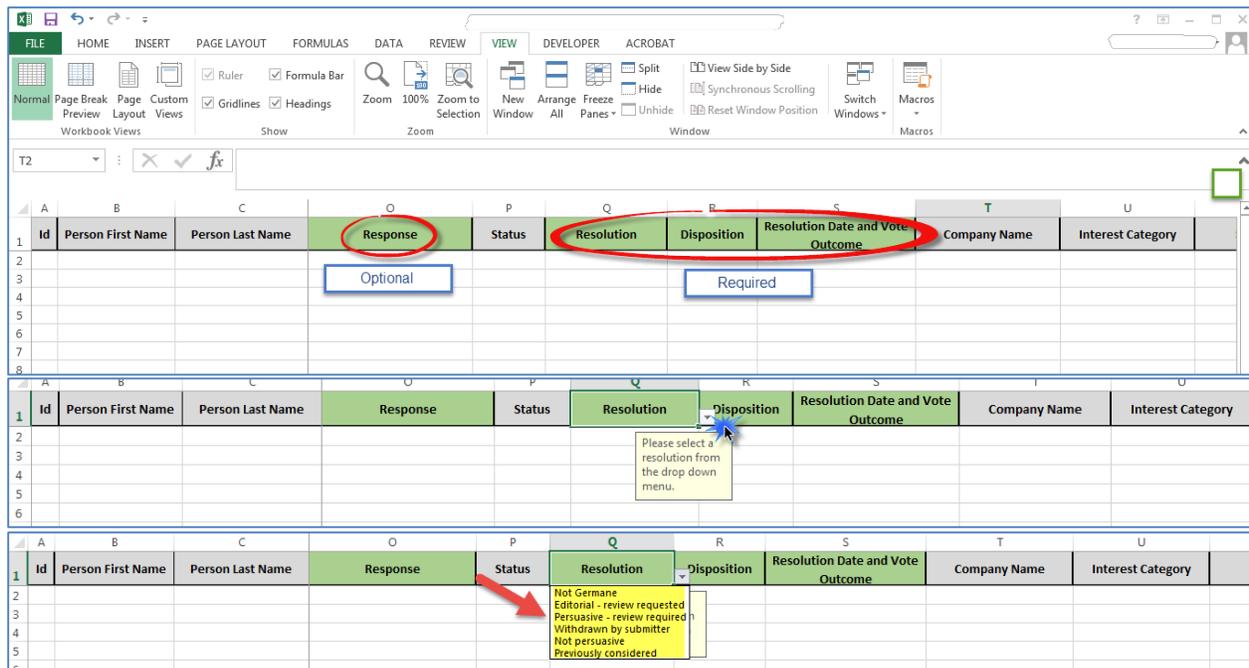
RA-700: Adjudication of Public Comments for Addition to the Registry

Once a public comment period ends, the Subcommittee that submitted the document for addition to the OSAC Registry adjudicates all comments provided by the public.

OSAC Subcommittees must use the *Comment Adjudication Template* (a separate Excel file) to record:

1. **Response from the Subcommittee** – any explanatory or other statements the Subcommittee would like to highlight in response to a comment. (This open text field is optional.)
2. **Resolution of the comment** – how the comment has been resolved according to the various resolution categories. *Select from the provided drop-down menu.*
3. **Status of the comment** – if the comment has been resolved or remains currently unresolved. *Select from the provided drop-down menu.*
4. **Resolution Date and Vote** – the date the comment was resolved and the numerical voting outcome.

These fields are shown in green on the *Comment Adjudication Template*. See images below. All other information is provided in the Kavi system-generated CSV file which can be simply cut and pasted into the template. Some fields (such as interest category) may not apply. Subcommittees can assign comments to particular member(s) or task groups to suggest resolutions, however, the full Subcommittee must vote on the final resolution of the comments.





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The table below indicates the definition and result of each possible resolution of a comment about the addition of a document to the OSAC Registry.

Term	Definition
Not germane	Comment is not relevant to the subject of document being considered
Editorial - review requested	There is general agreement with edit given, edit by Standard Development Organization (SDO) will be requested
Persuasive - review required	General agreement with negative comment given, further review by Subcommittee required and/or return of the document to the SDO for revisions.
Withdrawn by submitter	Comment withdrawn by submitter
Not persuasive	Justification for non-persuasive rationale is indicated in the response column by Subcommittee action
Previously considered	Topic of comment was previously discussed and resolved by Subcommittee
No response required	Comment does not require a response

Once a resolution is selected, it must be voted on by the entire Subcommittee. If the resolution passes, the comment has been resolved and can be indicated as such in the Disposition field of the spreadsheet. The Subcommittee must also record the date the comment was resolved and the resulting vote (a majority vote of a quorum [2/3 members] required to pass). All comments must be resolved before the documents can advance in the process. Once adjudication is complete, the Subcommittee as a whole reviews the comments and comment adjudication and votes on whether to advance to the next stage of the registry approval process. No document can advance with any persuasive comments. If they elect to advance, the Quality Infrastructure Committee (QIC) is notified to begin a process control review. Once the QIC has completed their review, the packet is sent to the Scientific Area Committee (SAC) (and subsequently the Forensic Science Standards Board [FSSB] when applicable) for a review of the packet, comments, and comment adjudication. Comments/comment adjudication will be posted publicly on Kavi in the appropriate SAC workspace at the appropriate stage in the process.

	A	B	C	O	P	Q	R	S	T	U
1	Id	Person First Name	Person Last Name	Response	Status	Previously considered	Disposition	Resolution Date and Vote Outcome	Company Name	Interest Category
2							Resolved			
3							Unresolved			
4										
5										
6										