

(name) Project
Draft Discipline Report/Technical Memo or EA, EIS, DCE Review

Instructions to Reviewers:

Please read and follow these instructions. Attached please find a (draft discipline report/technical memo/EA, EIS, DCE) prepared for the (name of project).

1. Use the comment form provided. All drafts are formatted with page and line numbers. Note these on the comment form in the columns provided to help us locate the subject of your comment. This will also make it easier to compare and consolidate comments from multiple reviewers.

When entering your comments, please use the example on the form (in blue). In the page number column, please only write the actual number or roman numeral of the page, not the word "Page #." Comments will be sorted according to priority and page number.

2. Distinguish between substantive and editorial comments. As a reviewer you should consider:

- Is the information factually correct?
- Is the analysis complete and at the appropriate level of detail?
- Can it be clearly understood?

Use the following priority system to characterize your comments:

- 1: Critical issues pertaining to policy or important conclusions.
- 2: Factual or substantive errors or omissions.
- 3: Suggestions to improve the general quality of the report.

Please explain your comments. Comments that make re-writes without a clear explanation of why the revision is needed may not be addressed.

Comments MUST be returned in time for consolidation by the stated due date.