**<Insert name of project>**

**Instructions to Reviewers:**

Please read and follow these instructions. Attached please find <insert the type of document that is being reviewed>

* Use the comment/response from provided. All draft materials are provided as PDF files, which facilitate printing but do not allow modification. **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 first row. 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.

* Prioritize your comments as shown in the footnote on the comment-response form. 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 the level of importance of your comments:

1. Critical issues requiring discussion/resolution
2. Substantive comment (including issues pertaining to Agency policy or precedent setting conclusions)
3. Factual or substantive issue (regarding legal principles or regulatory error that should be corrected prior to publication)
4. Editorial comment (suggestions to improve readability of the document/report or typographical error)
* Please explain your comments. It is appropriate to insert a comment on a high priority issue that states: “We need to discuss this”, however, Comments that request rewrites without a clear explanation of why the revision is needed, can’t be addressed appropriately.
* All comments will be consolidated, addressed, and circulated back to the reviewers it a timely manner.

**Because we are on a schedule to deliver this project document on time and on budget, it is imperative that comments are returned in time for consolidation by the stated due date.**

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| WSDOTlogogreen<insert name of project> | **FOR INTERNAL USE ONLY**  | Task Order # |       |
|  | QA Reviewer:  |      | Date:  |       |
| **Title of Document** | **Type of Document** | **Version of Document** | **Date Released for Review** | Comments:       |
|  |  |  | Mm/dd/yyyy |  |
| **Name and Affiliation of Document Author & Contact Information** | <insert name of author> | <enter phone number> |  |
|  | <insert name of secondary contact> | <enter email address> |  |
| **Name and Initials of Reviewer(s) & Agency Represented** | <to be entered by reviewer> |  |
| **Date of Request** | <Beginning of the review cycle> | **COMMENTS DUE BY** | <end of review cycle> | [ ]  | Pass | [ ]  | Resubmit |

| **No.** | **Chapter** | **Resource****Section** | **Page\*** | **Line No.** | **Exhibit No.** |  **Priority\*\*** | **Reviewer Comment** | **ReviewerInitials** | **Author Response** | **StatusCode\*\*\*** | **ResponderInitials** | **QCBack-check** | QACheck |
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| 1 | 3 | Water Quality | 3 | 22 | n/a | 1 | <insert your comment that relates to critical issues that require immediate attention> | xxx | <insert how the issue was resolved> |  |  |  |  |
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