

USER'S GUIDE



CommentCounts is an online database of the public comments received in response to the *Control of Air Pollution from Aircraft Engines: Emission Standards and Test Procedures (EPA-HQ-OAR-2019-0660).* Comment Excerpts from the public comment text is organized in CommentCounts by outline headings. CommentCounts also contains all significant comment document files from the docket. Use this User's Guide to get started using CommentCounts.

Depending on your access level, you can use CommentCounts to:

- Search the database of organized comment excerpt text in many different ways
- View, download, and print the original comment document files
- Generate MS Word or Excel reports of the categorized comment excerpt text or of statements of concern/responses
- Move comment excerpt text from one outline section to another
- Draft, edit, and finalize responses to comment excerpts (NOTE: the Response Module will remain closed until the text of the public comments is added to the database. The "What's New" alert on the Comment Counts homepage will let you know when the response module opens.)

Please submit all questions to David Cooley, Abt Site Administrator, who can be reached at <u>David Cooley@abtassoc.com or</u> (919) 294-7793.



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Con t

LOGGING IN

Go to: <u>https://www.commentcounts.com</u> and select 'client portal' (see yellow box below).



Select EPA (EPA-HQ-OAR-2019-0660).

RuleMakings BLM (BLM-2016-0001) CommentCounts Demo Sile DOT PHMSA (PHMSA 2011-0023) Vening and Flaring: Wate Prevention Demonstration sile to showcase the features of CommentCounts Predice Softy: Safety of Gas thornamic and Gathering Pipelines Resource Conservation Import Import Import DOT PHMSA (PHMSA-2011-0023) EPA (EPA-HQ-OAR-2015-0827) EPA (EPA-HQ-OAR-2016-0004) EPA (EPA-HQ-OAR-2017-0091) Long to instructional SouthWatery Deal's Recht of Southwatery Midlem Evolución of Light/Duty Whice Greenhouse Date Emission Stindards for 2013 and Sinnau-Brased Desel Volume for 2018 Endandre for Model Years 2022-3025 Renewable Fuel Standard Program Standards for 2018 and Biamas-Based Diesel Volume for 2019 EPA (EPA-HQ-TRI-2016-0390) EPA (EPA-HQ-OPA-2006-0090) EPA (EPA-HQ-OAR-2015-0827) Notice of intention to Reconsider the Final Determination of the Mid-Term Evaluation of Greenhouse Gos Emissis Standards for Model Year 2022-2025 Light Duty Vehicles ational OI and Hazardous Substances follution Contingency Plan: Proposed Facilities to the Toxics Release inventory Login # Logn-# Light DU Justice Department (D.J. Ref. No. 90-5-21-10973(1) NOAA (No Docket) Despendent Hotips of Lipit Lawiana Despendent Hotips of Lipit Lawiana Samemeril Under the Clean Air Acti content Clean Air Acti Clean Air Acti content Clean Air Act EPA (EPA-HQ-OAR-2018-0167; FRL-7780-37-OAR) CMS (CMS-2018-0077) Medicate and Medicaid PA und (cms-2018-0077) helicition and Nedical Programs CY 2019 Hones Health Propaction Paryment System Role Update and CY 2020 Cate-Na Aglumment Methodology Referements I kome Health Quality Reporting Requirements Kenne Induson Therapy Requirements and Training Requirements Source Information Accessifies Chapanizations Renewable Fuel Standard Program: Standards for 2019 and Biomass-Based Diesel Volume for 2020 in .* Lugin rt



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Please Login Below Email: Password:	Email – your agency email address Password – use the temporary password located in your new account email for initial login, then create a unique password Use this link if you forget your password.
LOG IN Request Password Reset Quick Start Guide	The User Guide will help you get started.

HOME PAGE







SEARCH COMMENTS

To view categorized comment text or the original comment documents, use the links under the "Search Comments" on the home page. Comment documents can also be accessed under the "Comments" or "Reports" tabs on the top of the page.

Search Comment Excerpts

Home Comments	Search Com	ment Excerpts					
CommentCount	s Demo	Site: Der	no Ru	lemaki	ing (TES	T-2016-0001)	
earch Comment Ex						This page allows you reports of categorized excerpt text using var	l comment
SEARCH CLEAR	w your search. W	hen using the key	word search	, there is an a	automatic wildcard	Use these links to dov reports (current to the or daily reports (from	e previous day
Outline:	in Campine.				_	day).	
Comment Excerpt Keyword (s): more keywords		and	I	\sim		 Click Search to generate which you can save o to delete your search 	r print, or Cle
Search by Date:	From:	1] To:		1		criteria
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Commenter Name:						\sim	
State:							
Comment Document ID Number:						\sim	
Late Record?						\sim	
omment Excerpt ID Number		T.					
Comment Excerpt Move Date	e: From:		To:		1		



View Comment Excerpts

This page displays the results of your selected search criteria. You can export the search results to MS Word or Excel using the link at the bottom of the page (see yellow box below). If you notice that a comment excerpt is mis-categorized and would be more appropriate in another outline (or belongs in both its current outline as well as another outline heading), you can request that it be moved or copied.

Commen	tCount	s Demo	Site: D	emo Rulemaking (TEST-20	16-0001)
View Comr			records f	ound) The tables are customizable these lines to sort or filter or to add or drop columns.	
		S org ≡	c₀ ≡	Comment Excerpt	Det. = Action =
2.2.3 Limits on Rates of Flaring	org Industrial Commission of North Dakota	State Government	66	There is also the potential for significant adverse impacts on state revenues through prescriptive flare volume and production limits. Preliminary estimates indic ate compliance with this rule could impact as much as 33% of North Dakota spacing units. [BLM-2016-0001-0074-A1 p.1]	Thu Mar 24 <u>View / Move</u> 2016 <u>Comment</u> 15:45:40 <u>Excerpt</u> GMT-0400 (Eastern Daylight Time)
2.2.3 Limits on Rates of Flaring	<u>U.S. Senate,</u> <u>North</u> <u>Dakota</u>	<u>State</u> <u>Government</u>	20	Furthermore, most of the drilling in North Dakota is done with multi-well pads and the rule as currently drafted could result in increased flaring rates due to different initial production rates for each well. [BLM-2016-0001-0052-A1 p.1]	Thu Mar 24 <u>View / Move</u> 2016 <u>Comment</u> 13:16:00 <u>Excerpt</u> GMT-0400 (Eastern Daylight Time)
K < Page	e 1 of 1	> >		to access more in	Comment Excerpt
Export to 👿 or	x (🗆 Inclue	de Notes)		comment or to re comment excerpt another outline se	be moved or copied to
				You can export the	ne results of any oft Word or Excel.



When you click on *View/Move Comment Excerpt,* you can see more information about the comment excerpt, including links to the original comment document, which can provide context to the comment excerpt. You may also request that the comment text be moved or copied to another outline section.

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Home	Comments Search Comment Excerpts View Record and Comment Exc	cerpts
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/iew Recor	d and Comment Excerpts (1 records found.)	
1 General Comm	ents	
Organization:	Association of Oil Companies of Nevada	Click here to access the original
Organization Type:	Oil & Gas Associations	comment documents.
Affiliation:	N/A	Click here to request that the comme
Comment Document(s):	Docket2.pdf	excerpt be moved or copied to anoth
Notes:	Docket #2 is a comment document.	outline section.
Comment Excerpt ID:	3	/
Comment Excerpt:	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec interdum, ante et conva velit, sed semper neque mauris in quam. Pellentesque a luctus ex. Fusce euismod pe pellentesque tortor maximus id. Vivamus at nulla pellentesque erat dictum viverra ege vehicula facilisis. Vestibulum sodales lacinia nisi volutpat laoreet. Phasellus magna sa nec lectus. Fusce fringilla porta turpis ut pretium. Cras in dictum nulla. Vestibulum ante luctus et ultrices posuere cubilia Curae; Nulla vestibulum purus nisi, pellentesque lacin fermentum neque eget efficitur posuere. Aenean vitae leo elementum, faucibus odo e Aliquam nec ex non velit fringilla hendrerit. Morbi feugiat dictum nunc, dictum rutrum lii p.1]	lentesque felis, congue It sit amet quam. Morbi laoreet apien, lacinia at suscipit quis, feugiat e ipsum primis in faucibus orci nia nist rhoncus at. Vestibulum at, iaculis est. Sed eu tempor nisi.
	[admin] originally posted by Molly Teague (molly_teague@abtassoc.com) on 2016-06-	-28 09:04:43.0
	[admin] most recently updated by Molly Teague (molly_teague@abtassoc.com) on 20	16-06-28 09:04:43.0
	Is this comment excerpt miscategorized? If so, <u>click here to request that this comment</u> outline.	t excerpt be moved to another
Action:		



Move Comment Excerpt Request

If you click on the link shown on the previous page to request the comment be moved, you are taken to the screen shown on the next page, which is CommentCounts' *Move Comment Excerpt Request* Function. This section explains how you can request that all or part of the comment excerpt text be moved or copied to another outline section.

Do you want to Move or Copy the comment excerpt text?

- Moving the comment excerpt text removes it from the current outline section and puts it into a different outline section.
- Copying the comment excerpt text keeps it in the current outline section and also adds it to another outline section.

Do you want to Move all of the comment excerpt text or only part of the comment excerpt text?

- A *Full Move* means all the comment excerpt text will be moved. Select this option if all of the comment excerpt text is in the wrong outline section.
- A *Partial Move* means only some of the comment excerpt text will be moved. Select this option if only some of the comment excerpt text is in the wrong outline section.

Do you want to Copy all of the comment text or only part of the comment text?

- A *Full Copy* means all of the comment excerpt text will be copied to another outline section. Select this option if all of the comment excerpt text applies to another outline section.
- A *Partial Copy* means some of the comment excerpt text will be copied to another outline section. Select this option if only some of the comment excerpt text applies to another outline section.

Note: The comments are not moved instantly after the requests are submitted, but the requests are filled as promptly as possible.





BROWSE COMMENT DOCUMENTS

You have access to all comment documents and attachment files received in the docket. On the home page, click on *Browse Comment Documents*.

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ents Responses Repor	ts Resources Conf
	page, you have the optior r comments that have yet

This search will allow you to search the comment documents that have been uploaded to the system.

View ALL Comment Documents

View Categorized Comment Documents by Organization

View Comment Documents to be Processed

Home Comments V	'iew Comment Doc	uments View Comment Docuinents by Organization	
CommentCounts D	emo Site	: Demo Rulemaking (TEST-201	6-0001)
		on (10 Comment Documents found)	
Export to R. or		12	
CLEAR ALL TABLE FILTERS			
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Association of Oil Companies of Nevada		Dos ke12.pdi	
Association of VI/astern States		Doe ket9.clocx	_
Doe, Mary		Ooc ket4.docx	_
Earth Protectors Near Mexico		Doc kett .docx	_
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Of & Gas Association of Alaska		Oikket7.ndf	_
00town Colorado city Council		Doc ketS.pdf	_
Peterson Oil Company		Doc ket9D.pdf	_
Resource Extraction Institute		Doc ken. pdf	~
K < Page 1 oft >	>l		1 - 10 of 10 items

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RESPOND TO COMMENTS

There are different levels of access for responding to comment excerpts. Your access level will determine how you can use the Response Module. Some users have read-only access to the comment excerpts and responses. Some users can create, edit, and submit draft responses. Other users can create, edit, and submit final responses.

Use the links under "Respond to Comments" on the home page to create or edit a response.



Add a New Response

Select an Outline





Select Comments Excerpt(s)

Select the comment or comments to which you wish to respond. Selecting two or more comments allows you to create a single response to multiple, related comments.

Select or	ne or more com	ment excerpts to res	pond with one response.			
	No. Contraction	Contraction and the	omment excerpts in this outline with one response.			
Click on	the "Move/Cop	y" link to move all or	aome of the comment excerpt text to a different outline.			
RESPO	ND TO SELECT	FED COMMENT(S)	1			
lect All	Unselect All					
the .	Organization	Ø Org. Type	Commont Excerpt	Comment Excerpt Move Date	Move	
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Create Response

This page allows you to prepare a response to the selected comment excerpt(s) as well as edit the "Comment Excerpt(s)" text box on the left if you wish to provide a summary of comment text.

Once you've prepared your response in the right text box, you can save, submit as draft, or submit as final, depending on your user access level.

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NOTE: If you feel that a comment does not belong in a particular group with other comment excerpts, you may request that it be ungrouped. At that point, you may respond to the comment excerpt individually, group it with other comment excerpts, or request that it be moved to another outline section.

If you feel that the comment excerpt should not be associated with a response, it is important to ungroup the comment to ensure that it can be responded to elsewhere. The procedure for ungrouping a comment excerpt is discussed in more detail below.



Update Existing Response

This function allows you to edit an existing response.

Select an Outline

Click the **Update Existing Response** link on the home page (or **Update**, under the "Responses" tab), select the outline heading of the response you wish to update.



Update Response – Select a response

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		Updata Existing Response Select a response	response and/or the comment.		
Action 4	K	Constrent Excerpt		Response	
Update Response	Group Additional Community Excession to Response Unitrosp Commons	Industrial Commission of North Daketa Due to North Daketa unage hatory of and ownerstig, a significant portion of the Estis consists of suB-estate lands that will be as proposed in the are not considered with North Daketas comprehensive all and gave explaision found all IN-T. Daketa. Annihilatation of programs (BIA-DiceSold -007-44, a) price connect or and too theorit in setting 1.2 of its connect starmatic bacter is setting 1.2 of its connect starmatic bacter is character all the connect starmatic start in setting 1.2 of its connect starmatic start in the control start and the control s	benely afficited by the proposed rule that improperly asserts auffices production over split-state bands, hittiny portions of the Gate (HDAC) Chapter 43-02-31 potentially confide and that with Database addition addition to oil and gas regulatory	Test response for the sake of the user guide	

Update Response

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or reference, the	comment excerpt	is that you selected for th	iis response are listed below			
Organization	 Org. Type 	1			Comment Escent	
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Grouping and Ungrouping Comments to Responses

When you select an outline heading, as part of the *Update Existing Response* function, you also the option to group or ungroup comments associated with a response.

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The **GROUPING** tool allows you to group additional like-comments to a response that has already been prepared. Keep in mind that only comments that are in the same outline heading and are not already linked to an existing response can be grouped using this tool.

If you wish to group a comment excerpt that is currently categorized in a different outline heading, it's necessary to first submit a request to move it to your current outline. Once the request is executed and the desired comment excerpt is in the same outline heading as the target response, you will be able to group the comment excerpt. If you want to change the grouping of a comment excerpt that is already linked to a response, you must first use the ungroup tool (as comments cannot be linked to multiple responses). See instructions "Ungroup Comments from Response" below.

NOTE: When you add an additional comment excerpt to a group, the verbatim text of that comment will be appended to the bottom of the text in the "Comment Excerpt(s)" text box. If you have already edited or summarized the comment text in this text box, you may need to edit it again after you group additional comment excerpts to a response.

Group Additional Comments





Select Comments to Group

This page displays all comment excerpts in the same outline heading that are not already linked to a response. Select the eligible comments that you wish to link to your existing response.

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	unts Dem	Group Additional Comment Excerpts	
response are eligible to b	e grouped. The cu	omments excerpts, and select the "Group Selected Comment Excerpts to Response" button. Only comment excerpts that are a) not already grouped to a response and b) are leted in the sa ent Comment Summary and Response text are at the bottom of this page (for reference). For Grouping to Response	ne outane as the
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Responses & Grouped Comment Excerpts

This page displays a summary of all comment excerpts linked to the response, included those newly grouped.

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Comment Ex	xcerpt(s) 22 hi	ave been linke.	d to Respond	se 2 <u>Edit Response</u> Ti	out	
Response		ave been linker uped Con Response				
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The **UNGROUP** feature allows you to request that a comment excerpt be un-grouped from the response to which it is currently linked. While your request will be executed promptly, please note that this is not an automatic function like the grouping feature.

Ungroup Comments from Response

COU	IMEN NTS (Home Comments Resp	oonses Reports Resources	
	Responses Response - Regulations	Update Existing Response Select a response	Click Ungroup Comment Excerpts from Response next to	
Action		Comment Excerpt	your response of interest.	Response
Upphie Resource	Group Additioned Comment December to Response Unoroso Comment	coosed rule are not consistent with North Delicita's	Play a significant portice of the Totals conduct of sub-existence have the observed within the programmer sub-that inspector's asserts autrino. London to over sub-existe backs, Many portices of the comparements of the assertation and a March Totalca Administrative Code (ICDAC) Chapter 42-52-53 pointed versiting conflicts with North Databaset backs Administrative Code (ICDAC) Chapter 42-52-53 pointed versiting conflicts with North Databaset backs Administrative Code (ICDAC) Chapter 42-52-53 pointed versiting conflicts with North Databaset backs Administrative Code (ICDAC) Chapter 42-52-53 pointed versiting conflicts with North Databaset backs Administrative Code (ICDAC) Chapter 42-52-53 pointed versiting conflicts with North Databaset backs Administrative Code (ICDAC) Chapter 42-52-53 pointed versiting conflicts with North Databaset backs Administrative Code (ICDAC) Chapter 42-52-53 pointed versiting conflicts with North Databaset backs Administrative Code (ICDAC) Chapter 42-52-53 pointed versiting conflicts with North Databaset backs Administrative Code (ICDAC) Chapter 42-52-53 pointed versiting conflicts with North Databaset backs Administrative Code (ICDAC) Chapter 42-52-53 pointed versiting conflicts with North Databaset backs Administrative Code (ICDAC) Chapter 42-52-53 pointed versiting conflicts with North Databaset backs Administrative Code (ICDAC) Chapter 42-52-53 pointed versiting conflicts with North Databaset backs Administrative Code (ICDAC) Code (ICDAC) administrative Code (I	Test response for the sake of the user guide

Select Comments to Ungroup from Response

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NOTE: You cannot select multiple comments to be ungrouped simultaneously. Ungrouping must be requested for each individual comment excerpt that you wish to ungroup from the response.

Response and Grouped Comment Excerpt(s)

This screen confirms your submission and provides a summary of your request.





REPORTS

You have the option to download reports of all comments, reports that contain responses and comments text/summaries, and reports that contain responses, comment summaries and the original comment text via "Downloads" under the "Reports" tab. Reports can be downloaded to either Microsoft Word or Excel.

COMMENT COUNTS OF Home Administration (Comments Responses Reports Resources	Contacts	•
About CommentCounts CommerCounts haps agencies manage and respond to comments in password-protected access to the organized comments, responses, an operagencies/the deserved learn to work with the same content information	nd documents, and allowing a • Response Module close	span Lintil April 22, 2016 3 unité CommentCourilis holds more comment fest	
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Search Comment Excepts Browse Comment Documents	Add New Response Uddate Existing Response Saurch Response	CommentCounts User Guide Proposed Rule & Regulation	

Additional detailed reports (which may or may not have the option to download) can be found under the "Reports" tab at the top of the page. These include comment documents associated with each submitter, and counts of comments in each outline heading, and completed comment move requests and ungroup requests.





QUESTIONS? Use the *Contacts* link at the top right of the home page to send a message either to Abt's site administrators or to other users.

COMMENT COUNTS	Home Administration Comments Responses Reports Resources	Contacts
Home Contacts		
CommentCounts	Demo Site: Demo Rulemaking (TEST-2016-0001)	
Send Message to Site . Select Email Recipient(s):	Administrators or Site User(s)	
Message:		
Enter your message here		
SEND MESSAGE		