Editing Portfolio

KARI L. SCARE

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Discounted Microsoft Products

Client: Perrigo

Audience: Perrigo Employees

Purpose: Provide details for obtaining discounted Microsoft products

Editing Performed:

- Formatting revisions include creating consistency with headings.
- Suggestions for rewording aim toward conciseness and improved syntax.
- Includes questioning of key information for clarity.

Value Added:

- Copyediting results in making the text correct, consistent, accurate, and complete.
- Reorganization changes create improved understanding of the process and its benefit

Kari L. Scare
17321 Birchleaf Ct.
Three Rivers, MI 49093

April 21, 2019

Adam McDonald
Perrigo IT&S Asset Manager
515 Eastern Ave.
Allegan, MI 49010

Dear Adam:

Thank you for asking me to edit the “Discounted Microsoft” document for your department. It certainly provides a complete picture of every aspect of the process, and this provided a great basis to work from.

Formatting recommendations for the document includes creating consistency with headings and working toward conciseness and improved syntax through rewording suggestions. The overall copyediting approach aims at making the document correct, consistent, accurate, and complete.

Note that the all the copyediting suggestions for this document are either detailed in comments within the document and summarized on the included editing table. Please let me know if you have any questions regarding these suggestions. Also, I would be happy to edit the document a second time after it has been revised to meet the goals discussed.

Thank you again.

Sincerely,

Kari L. Scare

Copyediting – Editing Table			
Page	Section	Line	Edit Summary (See comments for additional details.)
1	Heading	1	Use standard heading formatting.
1	1st paragraph	3 & 4	Reword for conciseness.
1	1st paragraph	4	Correct for spacing.
1	2nd paragraph	5	Reword for conciseness.
1	2nd paragraph	8	Pricing information needs clarified.
1	Bulleted list	11	The article “the” can often be deleted for conciseness.
1	Bulleted list	12	Series items need corrected for sentence structure.
1	Bulleted list	13	Correct for spacing.
1	3rd paragraph	18	DVD terminology needs clarified.
1	4th paragraph	20	Wording needs adjusted for better syntax.
1	4th paragraph	21	Change word to correct compound adjective format.
1	Numbered list	24 & 25	Item 1 needs corrected for syntax and terminology.
1	Numbered list	26	Eliminate unnecessary word.
1	Numbered list	27	Reformat the note spacing and layout.
1	Numbered list	28	Correct for better syntax.
1	Numbered list	31	Insert comma for correct grammar.
1	Numbered list	31	Reword to eliminate passive voice.
1	5th paragraph	33 & 34	Revise for conciseness.
1	5th paragraph	34 & 35	Reword date and time information for clarity.

Discounted Microsoft products available for Perrigo employees

When you think of the benefits offered to you as a Perrigo employee, you may think about health benefits, an incentive plan or paid time off. However, there is another valuable benefit that is lesser known – discounted software from Microsoft.

As a result of our on-going business relationship with Microsoft, Perrigo employees who currently use Microsoft Office on their office computer or laptop are eligible to participate in Microsoft's Home Use Program (HUP). This program allows you to purchase and download the following four Microsoft products for $9.95 (US$):

- **Microsoft Office 365 Professional Plus** – includes Word, Excel, PowerPoint, Outlook, OneNote, Access & Publisher
- **Microsoft Office 2016 for the Mac** – includes Word, Excel, PowerPoint, Outlook
- **Microsoft Project Professional 2016** – helps you effectively manage a wide range of projects and programs
- **Microsoft Visio 2016** – helps you create organizational charts, network diagrams, business processes and more

If downloading the products is not possible for you, you may also purchase these products on DVD discs for an additional $13.99 (US$).

This is an optional offer from Microsoft to install these products at home for personal use. You may continue using this software while you are a Perrigo employee and Perrigo maintains its enterprise (companywide) agreement with Microsoft.

To take advantage of the Microsoft home Use Program:

Visit http://www.microsofthup.com/hupus/chooser.aspx?culture=en-US

1. Select the country to which you want your order to be shipped to and choose the language for viewing the order Web site.
2. Enter your Perrigo e-mail address and insert the following program code **5BF2A738C1**.

   (Note: This program code is assigned for use by Perrigo employees only. You may not share this number with anyone outside our organization.)
3. Click "Buy Now" in the e-mail sent from Microsoft confirming your enrollment in the HUP program.
4. Place your order online and it will be shipped to the location you have chosen.

Keep in mind that this purchase agreement is between you and Microsoft. Therefore, all installation and support questions should be directed to Microsoft or Digital River (the company MS uses to administrate this program). You may contact them directly at 1-877-237-3165 - 8AM-8PM CST M-F.

Commented [KS1]: The general style for headings like this is to capitlize the first letter of each of the major words. For example, this heading would be: Discounted Microsoft Products Available for Perrigo Employees

Commented [KS2]: Consider replacing with "valuable, lesser-known benefit" for conciseness.

Commented [KS3]: Dash should have a space on each side of it.

Commented [KS4]: Optional wording for conciseness: Because of

Commented [KS5]: Is this price per each purchased? For example, what if there are multiple computers in the home with different operating systems? Can multiple versions be purchased?

Commented [KS6]: Word not necessary. Consider deleting for conciseness.

Commented [KS7]: Insert "and"

Commented [KS8]: Need space before and after dash.

Commented [KS9]: Are they DVD or compact discs?

Commented [KS10]: Consider replacing with "since"

Commented [KS11]: This word should be hyphenated: company-wide

Commented [KS12]: Change "which" to "where" for better syntax.

Commented [KS13]: Unecessary word.

Commented [KS14]: Consider that "website" has become a more standard spelling. Either is correct though.

Commented [KS15]: Unecessary word.

Commented [KS16]: Consider reformatting the spacing for this bulleted list. For example, place extra spacing after each bulleted item, and make the spacing for this note bring it closer to point 2 rather than evenly between 2 and 3.

Commented [KS17]: Consider using "the" instead as it fits better with usage in the rest of the document.

Commented [KS18]: Insert a comma after "online" for proper grammar.

Commented [KS19]: Consider using "choose" instead for better syntax and to eliminate passive writing.

Commented [KS20]: Consider replacing with "that administrates" for conciseness.

Commented [KS21]: Consider rewording: "from 8AM to 8PM CST, Monday through Friday."

Asset Allocation

Client: Perrigo

Audience: Personnel who deploy, move, or retrieve Perrigo IT assets

Purpose: Describes responsibilities for above personnel

Editing Performed:

- Formatting revisions include using indenting for visual appeal.
- Suggestions for rewording aim toward conciseness and clarity.
- Formatting suggestions included specifically for the bulleted list.
- Spelling recommendations made for increased professionalism.
- Punctuation changes needed in some areas.

Value Added:

- Copyediting results in making the text correct, consistent, accurate, and complete.
- Document as a whole looks and sounds more professional.
- Improved visual appeal aids in increased readability.

Kari L. Scare
17321 Birchleaf Ct.
Three Rivers, MI 49093

April 21, 2019

Adam McDonald
Perrigo IT&S Asset Manager
515 Eastern Ave.
Allegan, MI 49010

Dear Adam:

Thank you for asking me to edit the “Asset Allocation” document for your department. The document certainly provides a concise and complete picture of every aspect of the process, which is essential for effective communication.

Formatting recommendations for the document include changes for visual appeal along with suggestions for rewording aimed toward conciseness and clarity. Formatting suggestions are also included. These changes will serve to increase the professionalism and visual appeal of the document.

Note that the all the copyediting suggestions for this document are detailed in comments within the document and summarized in the included editing table. Please let me know if you have any questions regarding these suggestions. Also, I would be happy to edit the document a second time after it has been revised to meet the goals discussed.

Thank you again.

Sincerely,

Kari L. Scare

Copyediting – Editing Table			
Page	Section	Line	Edit Summary (See comments for more details.)
1	Purpose, Responsibilities, & Accountability	4, 15 & 22	Consider left indent for paragraphs beneath all main headings.
1	Purpose	8-11	If main paragraphs intended, this bullet list would also be indented.
1	Purpose	4 & 5	Replacing “in regard to the deployment” with “for deployment” creates more concise wording.
1	Purpose	8-11	Only the first word of each bulleted item needs capitalized.
1	Purpose	8-11	Revise bullet list for parallelism.
1	Purpose	10 & 11	Consider rewording these two bullet items per suggestions in the comment.
1	Responsibilities	15	Replace “It is the sole responsibility of the deploying personnel to update” with “Deploying personnel are solely responsible for updating” for conciseness.
1	Responsibilities	15 & 16	Placing a period after TAG makes sense if implementing the change suggested for the rest of the sentence.
1	Responsibilities	16	Consider starting a new sentence after TAG. See comment for suggested wording.
1	Responsibilities	16	Double quotation marks are typically used in these instances.
1	Responsibilities	16	Spelling out “and” instead of using “&” is more professional.
1	Responsibilities	16	Delete semicolon and insert “and” instead. Not correct use of semicolon here.
1	Responsibilities	18	Spelling out “numbers” is more professional than using “#s.”

1	Responsibilities	18	Use quotation marks around words instead of italicizing for correctness.
1	Accountability	22	Changing to “This process” will add clarity.
1	Accountability	25	Using “process” instead of “document” would be more consistent with use of terminology.
1	Accountability	25	Need a comma after introductory phrases; Add one after “document” for correctness.

ASSET ALLOCATION

1. PURPOSE

This document describes the responsibilities of the deploying personnel in regard to the deployment, movement or retrieval of Perrigo IT assets. This is applicable for the following scenarios:

- Asset Deployment
- Retrieval of Assets
- Moving Assets
- Movement within Warehouse

2. RESPONSIBILITIES

It is the sole responsibility of the deploying personal to update the asset record within TAG with the 'Assigned To' & 'Location' at the time of deployment; prior to leaving the warehouse. Any additional location details should be recorded as available. In addition, any asset #'s involved in a *request* or *incident* should be documented in the TAG ticket.

3. ACCOUNTABLITY

This will be a measurable objective for technicians on performance appraisals.

For questions relating to this document please contact the IT&S Asset Manager at adam.mcdonald@perrigo.com.

Commented [KS22]: Consider a left indent for each of the paragraphs underneath the main headings. The paragraph would allign with the first letter of the heading above. If this is implemented, the bulleted list would also be indented additionally (i.e., bullets would line up under the first letter of lines above).

Commented [KS23]: Consider replacing this phrase with "for" for conciseness.

Commented [KS24]: Two formatting suggestions for this bulleted list. First, only the first word of each bulleted item needs to be capitalized. Second, consider revising for parallelism. Suggested revision: Deployment of assets; Retrieval of assets; Moving of assets; and Moving assets within warehouse.
A second note for this bulleted list involves the 3rd and 4th items. Are they different scenarios? If so, is there a way to note that difference?

Commented [KS25]: Consider revising this text for conciseness. Suggested wording: "Deploying personnel are solely responsible for updating"

Commented [KS26]: Insert a period here and begin new sentence per suggestion in next comment.

Commented [KS27]: Consider revising the start to this sentence. Suggested wording: "This involves recording..."

Commented [KS28]: Double quotation marks are typically used in these instances. Also, spell out "and" instead of using the ampersand for increase professionalism.

Commented [KS29]: Delete semicolon and insert place "and" instead. Not correct use of semicolon here.

Commented [KS30]: Spell out "numbers" for increased professionalism.

Commented [KS31]: If these words are italicized because they are references specific items, consider placing them in quotation marks instead. Suggested revision: "Request" or "Incident"

Commented [KS32]: Consider adding word "process" here.

Commented [KS33]: Consider using "process" instead of "document" here if appropriate.

Commented [KS34]: Need a comma after this introdctory phrase.

Transfer Process

Client: Perrigo

Audience: Employees and supervisors involved in a transfer

Purpose: Detail the process and responsibilities related to a transfer for U.S. employees

Editing Performed:

- Reorganization involves moving current sections and creating new ones.
- Visual design changes include spacing, fonts, and use of color.
- Visual design suggestions also include using MS Word formatting features.
- Style changes focus on conciseness.

Value Added:

- Document is more user-friendly.
- Visual appeal is significantly increased.
- Document is overall more professional.

Kari L. Scare
17321 Birchleaf Ct.
Three Rivers, MI 49093

April 21, 2019

Adam McDonald
Perrigo IT&S Asset Manager
515 Easter Ave.
Allegan, MI 49010

Dear Adam:

Thank you for asking me to edit the “Transfer Process” document for your department. The document provides a complete picture of every aspect of the process essential for its effective implementation.

Analysis of the context along with the overall flow of the document indicates the broad goals of editing including those related to organization and visual design. There are also some style issues needing addressed, but they are simple adjustments. The recommended changes provide opportunities for increased readability as well as professionalism, aspects we discussed as being a priority for you with this document.

Please contact me at your earliest convenience to discuss the comprehensive editing needs for this document in detail. When we meet, I can share my editing summary with you for additional guidance in your revision process. Also, I would be happy to edit the document a second time after it has been revised to meet the goals discussed.

Thank you again. I look forward to meeting with you.

Sincerely,

Kari L. Scare

Comprehensive Editing Summary of Needs	
Editor(s)	Kari L. Scare
Document Title/Description	Perrigo Transfer Process (United States)
Readers and Purpose (Situation)	Communicates the process related to cost center and employee access changes resulting from a transfer. Documents the transfer process and prevents access accumulation and software licensing issues.
Evaluation	
Content Development	Information is complete and appropriate. Note that many editing comments apply to the entire document and not just where noted.
Organization	
Overall	Reorganize content to create a more user-friendly document. This will help ensure all the information needed is accessed when applicable.
Sections	Create sections to better suit user needs and to promote complete communication and clarity of process. Add an introductory section followed by sections for each type of transfer and for the failure process. Reorganize current information only. No new information needs added to create suggested sections.
Paragraphs	Move text within recommended sections as noted within comments. Repeat some information for clarity. For example, some steps are the same for both transfer types, so creating a similar list of steps within each may ensure clarity for each process.

Visual Design	
Page Design	Avoid section breaks between pages to keep information from being inadvertently missed. Revise left margin spacing. Change to more professional font. Revamp spacing between elements for improved visual impact.
Headings	Create section headings to better orient users. Use consistent formatting for all headings.
Color	Avoid use of color for emphasis. Use font, paragraph and style features to more efficiently and consistently direct users.
Illustrations/Graphics	Use visual emphasis to separate email sample from rest of text. Reference the sample email where applicable within steps.
Style	
Word Choice	Revise for conciseness and professionalism.
Sentence Structure	Minor changes needed.
Grammar	Minor changes needed.
Punctuation	Minor changes needed.
Mechanics	Minor changes needed.
Spelling	Minor changes needed.

Transfer Process (United States)

1. Transfer is Communicated to the IS Service Center

IS Service Center enters transfer ticket for all cost center changes. They receive transfer notification from one of two ways:

- Transfer form
- HR Notification (weekly from Dixie Billings)

Transfers are defined as a cost center change. All cost center changes need to be assigned to Asset Administration who will update Altiris and Billport. These changes cover all charge back costs for hardware.

There are two basic categories of transfers:

- Administrative Transfers: These transfers can be promotions/demotions within a department where the person's cost center may change but they still will require the same access as what they had before. In these cases, existing access will not be removed unless requested by the old or new supervisor of the transferring employee.
- Job Role Transfers: These transfers are when employees are transferring to a job which requires different access and duties. Even if they may still need some similar access to their old positions, any access above the standard build (even if they had it before) will need to be requested by the transferring employee's new supervisor.

If the transferring employee is changing job roles, System Administration, SAP Security, Desktop Support, Voice also need to be assigned to the ticket. IMAC Coordinator will schedule appointment on the IMAC Calendar.

For transfer on the spreadsheet:

Job role transfers are determined when the following two conditions are met

- Cost center is changing (Current Dept # vs. New Dept # columns)
- Last two letters in the location field changes (Current Location vs. New Location)

Cost center changes that do not meet the two above requirements will be determined to be Administrative transfers.

For transfers that notification is after the fact, IS Service Center will still schedule a transfer date so that access and equipment can be adjusted per this process.

2. EMAIL Sent to New Supervisor and Transferring Employee

For job role change transfers only:

EMAIL sent by System Administrator states that transferring employee's AD and SAP accounts will be reduced to standard accounts on transfer date. EMAIL also will state that the user's MY DOCUMENTS will be removed and that any folders that the user may need beyond the transfer date must be approved by the current (old) supervisor. EMAIL also states that the new supervisor can request what will be needed for the new job of the transferring employee.

3. New Access Will Be Recorded on Outlook Appointment

Commented [KS35]: Organizaton:
•Begin by choosing a professional font (e.g., Cambria, Times, or Arial) for the entire document.
•Adjust spacing between elements throughout the document for improved readability. One example is spacing after this and other headings. The goals with spacing include visual appeal as well as creating cohesiveness within sections. Also, be consistent with spacing throughout the document.

Commented [KS36]: Organization: Consider creating

Commented [KS37]: Style: The article "the" is not used

Commented [KS38]: Visual Design: This is one example

Commented [KS39]: Style: Consider rewording to

Commented [KS40]: Organization: This section would

Commented [KS41]: Style: Change to "are" for

Commented [KS42]: Style: Change to "updates" for

Commented [KS43]: Style: Make hyphenated word (i.e

Commented [KS44]: Visual Design: Using spacing optio

Commented [KS45]: Organization: This line and the tw

Commented [KS46]: Style: Change to "are" for

Commented [KS47]: Style: Consider changing to

Commented [KS48]: Style: Insert a comma after chang

Commented [KS49]: Style: Delete for conciseness.

Commented [KS50]: Style: Delete for conciseness.

Commented [KS51]: Style: Suggest rewording this

Commented [KS52]: Organization: This paragraph wou

Commented [KS53]: Style: Insert "and" for correct

Commented [KS54]: Style: Delete these words for

Commented [KS55]: Style: Delete this article per

Commented [KS56]: Organization: This section would

Commented [KS57]: Organization: Consider either

Commented [KS58]: Visual Design: Be consistent with

Commented [KS59]: Style: Consider replacing with

Commented [KS60]: Organization: This sentence

Commented [KS61]: Style: "Email" does not need to be

Commented [KS62]: Organization: All information

Commented [KS63]: Organization: This would be a goo

Commented [KS64]: Visual Design: Color is not general

Commented [KS65]: Style: Replace with "states" for

Commented [KS66]: Visual Design: Consider changing

Commented [KS67]: Style: Quite often, the word "that

Commented [KS68]: Style: Replace with "is" for

Commented [KS69]: Visual design: As per earlier

Any new access granted to the transferring employee before the transfer date will be recorded in the Outlook transfer appointment by System Administrator. This is done so that when access is removed from the user, the newly approved and granted access will remain.

Any approved MY DOCUMENT folder access pre transfer date should also be recorded on the Outlook appointment.

4. Transfer Date Arrives

For job role change transfers only:

Accounts are reduced to standard accounts (minus any new access received).

Desktop or laptop is replaced with a clean built replacement desktop or laptop by Deskside Support.

User's MY DOCUMENTS are moved to archive location. Only pre approved folders remain in the users MY DOCUMENT area. The user's MY DOCUMENTS will remain in the archive location for one month and then will be deleted. As with before the transfer date, the user can only have their folders moved back under their MY DOCUMENTS area with approval from their old supervisor.

Altiris and Billport updated with new cost center number by Asset Administration.

5. EMAIL Sent to Transferred Employee

For job role change transfers only:

EMAIL sent by System Administrator that states that their accounts have been cleaned to standard account and any new access can be requested. Also restates that their MY DOCUMENTS have been cleaned.

EMAIL sent to old supervisor to remind them to remove the user from any Sharepoint sites that they should no longer have access to.

FAILURE PROCESS

A "failed" transfer would include:

- IS Service Center is notified of a transfer after the fact
- IS Service Center is incorrectly notified of where transferred employee is going to
- User access is either incorrectly removed or retained by Access Administration
- Transfer ticket is not entered by IS Service Center
- False information fed to IS Service Center to get around this process

For any failures, a Service Center ticket will be entered and assigned to IS Security for them to follow up on.

SAMPLE TRANSFER EMAIL

Commented [KS70]: Style: Reminder to consider deleting this and other usages of "the" as per earlier comment.

Commented [KS71]: Style: Consider replacing with "As a result," for conciseness and increased professionalism.

Commented [KS72]: Style: Should be a compound adjective (i.e., "pre-transfer"), so add hyphen.

Commented [KS73]: Visual design: As per earlier suggestion regarding wording of numbered items, suggested revision for this item is as follows: "Transfer date arrival"

Commented [KS74]: Organization: Consider creating a bulleted list for the items within this section. If one is created, it would need an introduction such as "Expect the following changes on the transfer date:"

Commented [KS75]: Style: These parenthesis do not need to be here in this case.

Commented [KS76]: Style: Create a compound adjective.

Commented [KS77]: Style: Create a compound adjective.

Commented [KS78]: Style: Consider replacing "user" with "employe" in all instances for concistency throughout the document. In addition, the posessive "user's" or "employee's" would be correct grammar here.

Commented [KS79]: Style: Replace with "before being deleted" for improved syntax.

Commented [KS80]: Style: Could delete this word.

Commented [KS81]: Style: Consider replacing with "into" for clarity.

Commented [KS82]: Visual design: Reminder to consistently punctuate and use parallel wording for all numbered items. Above changes incorporated into this item results in the following: "Email sent to transferred employee"

Commented [KS83]: Organization: This would also be a good place to refer to the sample email provided at the end of the document.

Commented [KS84]: Organization & Style: Rewording t...

Commented [KS85]: Style: These words could be delet...

Commented [KS86]: Style: Add "will also be" for clarity.

Commented [KS87]: Style: Consider replacing with "as ...

Commented [KS88]: Style: Another reminder to delete ...

Commented [KS89]: Visual Design & Organization: A ...

Commented [KS90]: Style: Replace this text with ...

Commented [KS91]: Style: Replace with "after the ...

Commented [KS92]: Style: Consider rewording to ...

Commented [KS93]: Style: Insert "is" for correct ...

Commented [KS94]: Style: Consider rewording to "for ...

Commented [KS95]: Style: Replace with "follow up" for ...

Commented [KS96]: Visual Design: Reminder to apply ...

We have received notification of the following transfer:

Employee Name: Name
New Department: Department
New Supervisor: Supervisor
Date of Transfer: Date

To maintain compliance of Perrigo's data and computer systems, all non standard access will be removed from Name's SAP and XP accounts on Date.

At that point, Name's SAP account will contain the following roles:
Z_LPC_DSPONLY
LPCTOOLS

Name's AD (Windows) Account will contain the following:
Microsoft Office (including EMAIL)
Internet Access (and normal Intranet Access)

Note that their MY DOCUMENTS will be removed on the transfer date. If Name needs any of their MY DOCUMENTS folders after the transfer date, their current supervisor must send an EMAIL to the IS Service Center approving access to specific folders.

If Name needs anything beyond the standard listed above, it will be requested as a new request. New software can be requested by sending an EMAIL to IS Service Center and new SAP Roles can be requested at: https://inside.perrigo.com/Employee%20Services/Lists/SAP%20Roles/AllItems.aspx

Note that new software and SAP roles can be requested before the transfer date occurs.

The reason for the cleaning of accounts at a transfer is to prevent the unneeded accumulation of access as a person moves from department to department throughout the company. Access accumulation in the past has created segregation of duties issues (Sarbanes Oxley) as well as software licensing issues where licenses are being taken where they are not being used. By going through the request (and approval) procedure for a transfer as if they were a new hire, Perrigo will have the required documentation and approvals for permissions and software that the transferred employee will need. This includes software and roles that they may have had in their previous role.

For more information on the Information Security policy, go to:
https://inside.perrigo.com/sites/legal/Policies/Forms/AllItems.aspx

Have a nice day.

Commented [KS97]: Visual design: Instead of using color to make this stand out, consider using "[Name]" instead. This not only fits with standard style for indicated inserted information, but it will actually provide a better emphasis than color does. Apply this change to all instances in this sample email.

Commented [KS98]: Style: Should be a compound adjective.

Commented [KS99]: Style: Replace with "the transferring employee's" for clarity.

Commented [KS100]: Visual design: Apply formatting suggestins for titles and names within this sample email too.

Commented [KS101]: Organization & Visual Design: Consider creating headings for each of these sections for increased readability. Headings would be formatted as suggested for other headings in the document. Heading suggestions: "My Documents" "Status" and "Additional Requests"

Commented [KS102]: Style: This could be included in the "Additional Requests" section suggested above.

Commented [KS103]: Style: Parenthesis are not needed in this instance since the information is essential to the meaning.

Commented [KS104]: Organization & Visual Design: This section of the email also needs a heading and possibly other formating to increase readability. This could include breaking te information into two paragraphs. Second paragraph start could be at "By going through..." Possible heading for this section: "Access Accumulaton"

Commented [KS105]: Style: Delete this phrase for increased professionalism.

Technical Report – ST 507

Client: Armstrong International

Audience: Employees involved in testing the performance of steam traps

Purpose: Detailing a steam trap performance testing process

Editing Performed:

- Organization changes involve tightening text and adding a bulleted list.
- Visual design changes include margin spacing and heading consistency.
- Visual design suggestions also include using MS Word formatting features.
- Style changes recommend improved use of commas, dashes and acronyms.

Value Added:

- Visual appeal is increased through consistency with formatting.
- Document is more professional.
- A somewhat technical document is more readable.

Kari L. Scare
17321 Birchleaf Ct.
Three Rivers, MI 49093

April 21, 2019

Rex Scare
Global Director of Product Configuration
816 Maple St.
Three Rivers, MI 49093

Dear Rex:

Thank you for asking me to edit the “Technical Report – ST 507” document for your department. The document is well-written and needs relatively few alterations.

Organization changes involve tightening text, and visual design suggestions include adjusting spacing. Some changes are also included related to style. Overall, these suggestions will serve to increase visual appeal and make the document more professional.

Please contact me if you have any questions regarding the editing needs for this document. For your convenience, an editing summary is included for additional guidance in your revision process, and comments detailing suggested revisions can be found within the document itself. Also, I would be happy to edit the document a second time after it has been revised.

Thank you again. I look forward to meeting with you.

Sincerely,

Kari L. Scare

Comprehensive Editing Summary of Needs	
Editor(s)	Kari L. Scare
Document Title/Description	Technical Report for Steam Trap Performance Testing
Readers and Purpose (Situation)	Communicates a common method for testing steam traps to determine performance characteristics.
Evaluation	
Content Development	Information is complete and appropriate.
Organization	
Overall	Overall organization is solid.
Sections	Section organization is solid.
Paragraphs	Overall, paragraph content is solid, though there are suggestions for tightening up some of the information. Additional suggestions include using a bulleted format for clarity and visual appeal.
Visual Design	
Page Design	For spacing between items, consider using MS Words Spacing options under the Paragraph section of the Home tab along with Tab settings where suggested. These features will help obtain spacing consistency. Several suggestions work toward consistency with margin spacing. These spacing suggestions will help make the document more visually appealing.
Headings	Use consistent formatting for all headings. Paragraph and Styles features in MS Word can help with this goal
Color	Generally, avoiding use of color for emphasis is recommended. Using it for heading emphasis can work if done consistently and not over-used.
Illustrations/Graphics	Consider adding more detail to visual and adjusting formatting to make it more visually appealing.

Style	
Word Choice	Some revisions needed for conciseness and professionalism.
Sentence Structure	Minor changes needed.
Grammar	Minor changes needed.
Punctuation	Minor changes, such as several associated with commas and dashes, are needed.
Mechanics	Minor changes needed. Style of acronyms needs adjusted in several places.
Spelling	Spelling is solid throughout the document.

May 8, 2007

Technical Report – ST 507

Steam Trap Performance Testing

Maintaining an efficiently operating steam and condensate system is a major step in energy management. A key component to insure the steam energy is utilized effectively is the steam trap. The correctly applied steam trap removes condensate, air, and CO_2 from the system as fast as they form. The correct trap also prevents loss of live steam, resists corrosion, handles dirt and scale, and provides long, dependable service.

Different steam conditions and condensate return applications require specific steam trap designs. Traps designed for high pressure, superheat conditions would not be recommended for high capacity heat exchangers or tracer service. Along with selecting the correct trap for the application, the trap design must insure efficient operating performance and be tested by approved methods accepted throughout the industry.

In January 1975, ASME (American Society of Mechanical Engineers) authorized the Performance Test Codes Supervisory Committee to write a test code on condensate removal devices. The committee proposed and approved the writing of two codes, PTC 39.1 on Condensate Removal Devices for Steam Systems and PTC 39.2 on Condensate Removal Devices for Air Systems.

The committee was composed of design engineers from the major steam trap manufacturers from the United States and Europe as well as noted industrial and utility experts and academia.

The Code for Condensate Removal Devices for Steam Systems was approved by the ASME Performance Test Codes Supervisory Committee in April,1980 and was further approved as an American National Standard by the ANSI Board of Standard Review in July, 1980. Through ANSI (American National Standards Institute), the international community adopted the ASME test method resulting in International Standard ISO 7841 "Automatic steam traps – Determination of steam loss – Test methods" in 1988.

ASME PTC39.1 and ISO 7841 provide a common method for the testing of steam traps in order to determine performance characteristics. The test is based on the use of accurate instrumentation and the best analytical and measurement procedures currently available.

The current ASME PTC 39-2005 revision was adopted by ANSI in May, 2005.
In 1980, Armstrong International adopted the original ASME PTC 39.1 – 1980 code to conduct industry accepted performance tests of steam traps. The test apparatus was constructed

Commented [KS106]: Visual Design: Consider using Paragraph spacing options and Styles options under Home tab in MS Word to create a more professional heading for this document.

Commented [KS107]: Style: This word can be deleted for conciseness and not lose meaning.

Commented [KS108]: Style: Consider replacing with "a" for better syntax.

Commented [KS109]: Style: Consider replacing with "long-term" for better syntax.

Commented [KS110]: Visual Design: Using paragraph spacing options (Home tab of MS Word) instead of hard returns between paragraphs can provide better spacing consistency throughout a document. Apply this comment to other areas in the document where a hard return is used to provide spacing between elements.

Commented [KS111]: Style: Consider adding "also" here for better syntax.

Commented [KS112]: Style: Reverse these items. First use should have full name outside parenthesis and acronynm within parenthesis. All uses after this can just use the acronym.

Commented [KS113]: Style: Consider using a colon here instead.

Commented [KS114]: Organization: These paragraphs coul be combined into one since the second paragraph expands on an aspect of the last sentence in the first paragraph.

Commented [KS115]: Style: Consider this rewording for better syntax: "The committee was composed of design engineers from major steam trap manufacturers in the United States and Europe as well as of noted industrial experts, utility experts, and academia."

Commented [KS116]: Style: No comma needed here.

Commented [KS117]: Style: See next comment for suggested revision here.

Commented [KS118]: Style: No comma needed here.

Commented [KS119]: Style: Correct style here involves moving the full name to before the first use of the acronym, then placing that first use of the acronym in parenthesis. Any reference after this first use can be just the acronym.

Commented [KS120]: Style: Could be deleted for conciseness without losing meaning.

Commented [KS121]: Style: Could be deleted along with "the" before "testing" and not lose meaning. Makes ...

Commented [KS122]: Style: The phrase "in order to" can often be reduced to simply "to" and not lose meaning. ...

Commented [KS123]: Style: No comma neede here.

according to the Instrument & Apparatus (I&A) Supplement and the testing personnel were qualified to perform the procedures. See photo 1.

Photo 1

Commented [KS124]: Style: Insert a comma here.

Commented [KS125]: Organization & Style: Place reference to the photo immediately after where it is talked about, so right after "test apparatus" earlier in the sentence. Correct mechanics for this referal, and for naming this type of visual in a document, are as follows: (see figure 1).

Commented [KS126]: Style: Change to "Figure 1" and center this caption and the photo on the page. Also, create a capton to describe an give context to the image.

Live Steam Loss Data per ASME PTC 39-2005 Testing Procedures:

Notes:

1. All steam traps new when tested, two identical traps.
2. All steam traps tested at 150 psig saturated steam.
3. Live Steam Loss figures do not include radiation losses.
4. Testing procedure per ASME PTC 39-2005 at Armstrong Research Lab.
5. Trap Type: IB – Inverted Bucket, 2-bolt connector
   FF - Free Float and Thermostatic, 2-bolt connector
   Disc – Thermodynamic, in-line configuration
   Thermo – Thermostatic Wafer, in-line configuration

Trap Manufacturer	Trap Model Type	#	Live Steam Loss Lbs/Hr			
			Test #1	Test #2	Test #3	Average
ARM #1	IB	2011	2.06	1.86	0.84	1.59
ARM #2	IB	2011	0.97	1.80	1.87	1.55
TLV #1	FF	FS3-18	1.98	2.05	2.61	2.21
TLV #2	FF	FS3-18	1.89	2.18	2.01	2.02
YAR #1	Disc	710/720	3.33	4.40	-	3.86
YAR #2	Disc	710/720	2.61	1.66	-	2.13
GES #1	Thermo	MK25	1.69	1.98	-	1.84
GES #2	Thermo	MK25	1.52	1.82	-	1.67

Test Results:

All the steam traps tested above have a metal to metal seating arrangement and as a result display similar shut-off characteristics when new. The cost of ownership now becomes a function of first cost, longevity, and replacement and/or repair costs.

First cost and longevity should be evaluated together because a low first cost steam trap with a short, inefficient operating life may not prove to be the optimum choice. Steam costs and process performance far outweigh any initial cost differential.

The cost to replace or repair failed steam traps can also be substantial. The physical location as well as the installation environment can make access difficult and time consuming. Limited available manpower is an important issue as well.

Commented [KS127]: Visual Design: Consider using Styles options for headings in Home tab of MS Word to create consistency among document headings.

Commented [KS128]: Style: Colon not needed after a heading like this.

Commented [KS129]: Visual Design: Consider using paragraph spacing options (Home tab in MS Word) to make this list more visually appealing and readable.

Commented [KS130]: Visual Design: Consider placing this list of types on the next line and using bulleted formatting for better visual appeal and readability.

Commented [KS131]: Style: Consider replacing commas in this list with "with" for better syntax.

Commented [KS132]: Style: Use em dash as with other items in list.

Commented [KS133]: Visual Design: Using paragraph spacing throughout this table would make it more visually appealing and easier to read.

Commented [KS134]: Style: Semicolon not needed here.

Commented [KS135]: Style: Insert a comma before and after this phrase for correct punctuation and better syntax.

Commented [KS136]: Organization: The information in this paragraph and the next may work well in bullet format since they expand on what the paragraph above states. Thi would add to visual appeal and increase readability.

Standard for Performance Testing

Client: Armstrong International

Audience: Manufacturers, consumers and public users of the product

Purpose: Communicates the American National Standard for testing of secondary pressure drainers.

Editing Performed:

- Organization suggestions involve combining two sections for conciseness.
- Visual design changes involve using MS Word spacing features for consistency with margins, text and tables.
- Recommend consistent formatting for headings to increase visual appeal.
- Recommended style changes for correct use of commas and dashes.
- Formatting and style of numbered list to increase readability.

Value Added:

- Visual appeal is increased.
- Document style is more concise, correct and professional.
- A technical document with increased readability.

Kari L. Scare
17321 Birchleaf Ct.
Three Rivers, MI 49093

April 21, 2019

Rex Scare
Global Director of Product Configuration
816 Maple St.
Three Rivers, MI 49093

Dear Rex:

Thank you for asking me to edit the “Standard for Performance Testing” document for your department. The document is well-written and needs relatively few alterations.

Organization changes involve combining some of the information, and visual changes involve using MS Word spacing features to help with consistency. Also, recommend consistent formatting for headings serve to increase visual appeal. Overall, the document will be more readable and professional.

Please contact me if you have any questions regarding the editing needs for this document. For your convenience, an editing summary is included for additional guidance in your revision process, and comments detailing suggested revisions can be found within the document itself. Also, I would be happy to edit the document a second time after it has been revised.

Thank you again. I look forward to meeting with you.

Sincerely,

Kari L. Scare

Comprehensive Editing Summary of Needs	
Editor(s)	Kari L. Scare
Document Title/Description	Standard for Performance Testing of Secondary Pressure Drainers
Readers and Purpose (Situation)	Communicates the American National Standard for testing of secondary pressure drainers to manufacturers, consumers and the public.
Evaluation	
Content Development	Information is complete and appropriate.
Organization	
Overall	Overall organization is solid.
Sections	Consider integrating information on p. iii into the Forward.
Paragraphs	Overall, paragraph content is solid.
Visual Design	
Page Design	For spacing between items, consider using MS Words Spacing options under the Paragraph section of the Home tab along with Tab settings where suggested. These features will help obtain spacing consistency. Several suggestions work toward consistency with margin and other spacing. These spacing suggestions will help make the document more visually appealing.
Headings	Use consistent formatting for all headings. MS Word Paragraph spacing and Styles features can help with this.
Color	Generally, avoiding use of color for emphasis is recommended. Using it for heading emphasis can work if done consistently and not over-used.
Illustrations/Graphics	Spacing adjustments within tables needed for improved visual appeal.

Style	
Word Choice	Some revisions needed for conciseness, correctness, and professionalism.
Sentence Structure	Minor changes needed.
Grammar	Minor changes needed.
Punctuation	Minor changes needed such as correct comma and dash use.
Mechanics	Minor changes needed. Several are in the numbered list.
Spelling	Spelling is solid throughout the document.

Commented [KS137]: Visual Design: This comment applies to all of this first page. Consider using "Spacing" options under the "Paragraph" formatting in the "Home" tab of MS Word. This will provide consistency with spacing that can be difficult to obtain with hard returns.

AMERICAN NATIONAL STANDARD

STANDARD FOR PERFORMANCE TESTING OF SECONDARY PRESSURE DRAINERS

Fluid Controls Institute, Inc.

Sponsor:

Fluid Controls Institute, Inc.
1300 Sumner Ave
Cleveland, Ohio 44115-2851

Commented [KS138]: Visual Design: This comment applies to this entire page. Consider using a table or spacing options under the "Paragraph" section on the "Home" tab in Microsoft Word. This would help to better line up the elements on this page and provide conistent alignment that using tabs and hard returns cannot give.

AMERICAN NATIONAL STANDARD

Standard for Performance Testing of Secondary Pressure Drainers

The following Institute members contributed substantively to the development of this standard:

Armstrong International, Inc.
Three Rivers, MI

Circor / Leslie & Spence Eng.
Walden, NY

TLV CORPORATION
Charlotte, NC

Watson McDaniel Co.
Pottstown, PA

American National Standard

American National Standard implies a consensus of those substantially concerned with its scope and provisions. An American National Standard is intended as a guide to aid the manufacturer, the consumer, and the general public. The existence of an American National Standard does not in any respect preclude anyone, whether he has approved the standard or not, from manufacturing, marketing, purchasing or using products, processes, or procedures not conforming to the standard. American National Standards are subject to periodic review and users are cautioned to obtain the latest editions.

CAUTION NOTICE:

This American National Standard may be revised or withdrawn at any time. The procedures of the American National Standards Institute require that action be taken to reaffirm, revise, or withdraw this standard no later than five years from the date of publication. Purchasers of American National Standards may receive current information on all standards by calling or writing the American National Standards Institute.

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Suggestions for improvement of this standard will be welcome. They should be sent to the Fluid Controls Institute, Inc.

Printed in the United States of America

Commented [KS139]: Visual Design: This comment applies to the heading placed in a text box to the left of this paragraph. Consider a consistent style structure for headings in this document. For example, "American National Standard" uses Ariel font while the other headings as well as the rest of the text use Times New Roman. Also, instead of using a text box, a table or columns could be used to better align information.
Visual Design: This comment applies to this and headings throughout the document: Some of the headings are all capital letters while others, like this on, are both upper and lower case. Be consistent with alignment and spacing throughout the document. Consider using a style guide such as the Chicago Manual of Style to revise this heading structure.

Commented [KS140]: Visual Design: Note that the right margins for this, the next, and the final paragraphs on this page do not line up with one another. Using the same right margin setting will provide better visual appeal for the document.

Commented [KS141]: Style: Consider revising this text to read "to guide" for conciseness.

Commented [KS142]: Style: Insert a comma for correctness.

Commented [KS143]: Style: Insert a comma for correctness.

Commented [KS144]: Visual Design: This is another example where paragraph spacing (see comments from first two pages) could be used. Consider implementing this approach throughout the entire document.

Commented [KS145]: Visual Design: Consider bolding this text to set it apart as a heading for the information that follows.

Commented [KS146]: Style: Add "including" here for clarity of meaning.

Commented [KS147]: Style: Replace with "are" for active voice.

Commented [KS148]: Visual Design: Delete hard return before this sentence and place it directly after the sentence above.

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2. Definitions 1

3. Technical Terms 1-2

4. Performance Parameters 2

5. Test Methods for Performance Evaluation 2-3

6. Performance Evaluation 3

FIGURE

Figure 1 - Schematic for Secondary Pressure Drainer Performance Testing 4

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Foreword

The following voluntary standard has been developed as a cooperative effort by the Secondary Pressure Drainer Section of the Fluid Controls Institute, Inc. to provide manufacturers, users and specifiers of the products with uniform methods and requirements to conduct performance testing of secondary pressure drainers.

The standard was developed by a technical subcommittee of the Secondary Pressure Drainer Section. The subcommittee completed its work in late 1999 and the standard was submitted to the section for approval as an FCI standard and was approved May 22, 2000. The standard was approved as an American National Standard in 2014.

FCI recognizes the need to periodically review and update this standard. Suggestions for improvement should be forwarded to the Fluid Controls Institute, Inc., 1300 Sumner Avenue, Cleveland, Ohio, 44115-2851. All constructive suggestions for expansion and revision of this standard are welcome.

The existence of a Fluid Controls Institute (FCI) standard does not in any respect preclude any member or non-member from manufacturing or selling products not conforming to this standard nor is the FCI responsible for its use.

While the recommendations for performance testing and evaluation herein are technically sound, it is not intended that they be considered the only method for testing and evaluation. These recommendations should not be interpreted as superior to or a standard that would necessarily be preferred in lieu of an engineer's design for a particular system.

These recommendations for performance testing and evaluation originate from the collective experience of leading personnel in the fluid controls industry, but must, due to the nature of the responsibilities involved, be presented only as a guide for the use of a qualified designer or engineer. Thus, the Fluid Controls Institute, Inc. expressly disclaims any responsibility for damages arising from the use, application or reliance on the recommendations and information contained herein by designers or by engineers.

Please visit the FCI web site for all of the latest technical articles and standards.

Commented [KS151]: Style: Consider replacing this text with "is" for conciseness.

Commented [KS152]: Style: Insert a comma for correctness.

Commented [KS153]: Style: Consider replacing with "this" for clarity.

Commented [KS154]: Style: Insert a comma here for correctness.

Commented [KS155]: Style: Consider ending the sentence with a period after "standard" and replacing "and" with "It" for clarity.

Commented [KS156]: Content Development: There is some repetition with this information on p. iii. Consider eliminating one or the other for conciseness. If the information on p. iii could be integrated with the information on this page, that would make for a much more concise document as page iii could then be eliminated.

Commented [KS157]: Style: Consider rewording to "they should not be" for conciseness.

Commented [KS158]: Style: Consider rewording to "for use by" for correctness.

Commented [KS159]: Style: Insert comma here for correctness and clarity.

Commented [KS160]: Style: This word could be eliminated for conciseness.

ANSI/FCI 99-1-201x

PROPOSED AMERICAN NATIONAL STANDARD

Standard for Performance Testing of Secondary Pressure Drainers

1.0 SCOPE

1.1 This standard specifies performance tests that are considered to be applicable to secondary pressure drainers.

1.2 These tests may be conducted to evaluate the performance of a particular design, either currently in production or under consideration for production.

2.0 DEFINITIONS

2.1 Secondary Pressure Drainer (SPD) - A vessel which collects and discharges liquid by alternately pressurizing and depressurizing through a given valve arrangement, utilizing a secondary, compatible vapor or gas pressure as the motive source.

2.2 Operating Mechanism - Sensing and valving arrangement of the SPD that alternately provides and relieves pressure from a secondary motive source in accordance with predetermined fluid levels within the SPD.

2.3 Performance Characteristics Tests - Tests that are carried out to determine the operational and performance characteristics of secondary pressure drainers.

3.0 TECHNICAL TERMS

3.1 Maximum Allowable Pressure (PMA) - Maximum pressure to which the SPD can safely be subjected without failure of the pressure boundary members.

3.2 Maximum Operating Pressure (PMO) - Maximum rated motive pressure at which the operating unit will function correctly.

3.3 Motive Pressure (PM) - Compatible gas or vapor pressure from a secondary source used to discharge the liquid medium from the SPD.

3.3.1 Steam Motive Source - Saturated steam (at the temperature that corresponds to the boiling temperature of water at an existing pressure) used as compatible vapor to discharge liquid from SPD.

3.3.2 Air or Inert Gas Motive Source - Compressed compatible vapor to discharge liquid from SPD.

3.4 Static Fill Head Pressure - Pressure created in the vertical column of liquid, at a defined point and before the SPD, providing the force to fill the SPD during its filling cycle.

3.4.1 Static Fill Height from Top of SPD (FHT) - The distance from the top of the SPD to the liquid level that provides the static fill head pressure.

3.4.2 Static Fill Height from Bottom of SPD (FHB) - The distance from the bottom of the SPD to the liquid level that provides the static fill head pressure.

Commented [KS161]: Visual Design: A reminder to continue considering application of earlier comments regarding heading format consistency and spacing consistency.

Commented [KS162]: Visual Design: This comment applies to all the numbered points. Instead of using the space bar, set & use tab spacing. This will provide consistency with spacing between the numbers and the text that follows.

Commented [KS163]: Style: Change to just "considered" for conciseness.

Commented [KS164]: Style: Consider using an em dash (–) to provide better visual separation between term and definition. Apply to all numbered points.

Commented [KS165]: Style: Eliminate these words for conciseness.

Commented [KS166]: Page Design: If suggested changes on this page do not allow this item to be on one page (not split between p. 1 & p. 2), consider adjusting spacing slightly to avoid this break.

3.5 Back Pressure (PB) - Pressure measured at the discharge of the SPD under static head (non-flowing) conditions.

3.6 Hot Condensate Capacity (QH) - Maximum mass of condensate that the SPD can discharge in one (1) hour at a defined set of operating conditions (i.e. motive type/pressure, back pressure, static fill head, hot condensate temperature as defined in 5.2.1).

3.7 Complete cycle - consists of basic elements: fill, charge, discharge, vent.

3.8 Cycle time - point to point time interval over consecutive complete cycles.

3.9 Test time - Time to complete test.

4.0 PERFORMANCE PARAMETERS

A manufacturer shall describe the performance of the SPD by testing for the following parameters. Further details on appropriate test methods are specified in 5.0.

4.1 Motive Source - SPD shall be tested using saturated steam and/or air/inert gas as the motive source to determine condensate capacity at various sets of defined operating conditions (i.e., motive type/pressure, back pressure, static fill head, hot condensate temperature as defined in 5.2.1).

4.2 Motive Pressure (PM).

4.3 Maximum Operating Pressure (PMO).

4.4 Back Pressure (PB).

4.5 Hot Condensate Capacity (QH).

4.6 Static Fill Head Pressure.

4.7 Check Valves

4.7.1 Check valves supplied by the manufacturer upon which the performance testing is conducted are critical to determining the capacity ratings and operational characteristics of the SPD.

NOTICE: Any change in check valves other than the manufacturer's standard upon which the performance testing is conducted will most likely result in an adverse effect on the operation of the SPD.

5.0 TEST METHODS FOR PERFORMANCE EVALUATION

5.1 Test Cycle Description - The SPD shall be fed with hot water from a receiver at the defined static fill head pressure above the SPD. Hot water will flow through the inlet check valve until the sensing or valve arrangement is activated, thus introducing the motive source, charging the SPD. When the liquid has been discharged, the sensing or valve arrangement is activated to vent and depressurize the SPD so liquid can flow into the vessel. (Refer to Figure 1).

5.2 Atmospheric Test - Tests shall be conducted with the SPD vent valve connection exposed to atmosphere.

5.2.1 Entering test fluid shall be hot water at or above 190°F. The water temperature shall be measured with

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Commented [KS168]: Style: Capitalize to fit formatting of other terms in numbered items.

Commented [KS169]: Style: Insert "and" for correctness.

Commented [KS170]: Style: Capitalize to fit formatting of other terms in numbered items.

Commented [KS171]: Style: This should be hyphenated "point-to-point" since it is a compound adjective.

Commented [KS172]: Style: Capitalize to fit formatting of other terms in numbered items.

Commented [KS174]: Style: Consider removing the comma and inserting "and" here for clarity.

Commented [KS173]: Style: Insert "and" for correctness.

calibrated equipment (i.e., thermocouples) before liquid enters the SPD. Temperature must be maintained for test duration.

5.2.2 Test fluid shall be hot water, which may contain a corrosion inhibitor, or any other suitable liquid that does not have a viscosity greater than that of water.

5.2.3 Motive source shall be clearly stated.

5.2.4 Static fill head pressure shall be determined and defined for each set of operating conditions. Constant static fill head pressure must be maintained throughout the range of testing and duration of testing as defined below.

5.2.5 Back pressure shall be determined and defined for each set of operating conditions. Constant back pressure must be maintained throughout the range of testing and duration of testing as defined below.

5.2.6 Motive pressure shall be defined and held constant throughout the range of testing and duration of testing as defined below.

5.2.7 Record mass discharge using a density compensated calibrated tank or weight scale.

5.2.8 Minimum test cycles - Minimum number of consecutive complete cycles for flow measurement shall be as follows:

Inlet Nominal Pipe Size	Minimum Number of Consecutive Complete Cycles
Thru 1-1/2" (DN40)	20
2"-3" (DN50-80)	15
4" and larger	3

5.2.9 Record test time.6.0 PERFORMANCE EVALUATION

6.1 Determination of Maximum Operating Pressure (PMO) – The maximum operating pressure of the SPD may be determined by carrying out test cycle as defined by 5.1 while successively increasing the defined test motive pressure up to the SPD maximum operating pressure not to exceed the PMA. The SPD shall be cycled throughout the process to observe proper function.

6.2 Determination of Capacity – The capacity of the SPD shall be determined by 5.2.7 divided by 5.2.9 under specified conditions. Test shall be run at various operating parameters to determine SPD capacity at each set of conditions.

Commented [KS176]: Visual Design: Consider using Alignment options under the Layout tab for this table to make it more visuall appealing.

Commented [KS177]: Visual Design: Need spacing to match other numbered points here.

Commented [KS175]: Style: This is not a complete sentence since there is no verb. Since other numbered items use full sentence structure, consider revising this one to do so also. Possiby change "must use" to "using" to create a complete sentence.

FCI Standard Schematic for Secondary Pressure Drainer Performance Testing

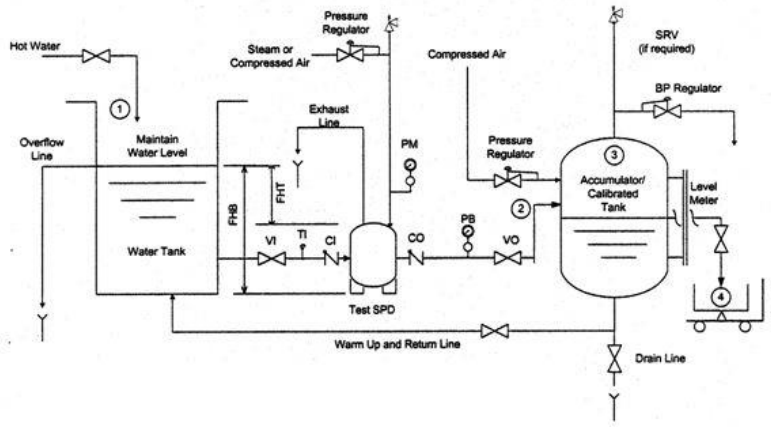

Figure 1

PM:	Motive Pressure
TI:	Inlet Condensate Temp
PB:	Operating Back Pressure
CI:	Inlet Line Check Valve
CO:	Outlet Line Check Valve
VI:	Inlet Line Valve (Full Port)
VO:	Outlet Line Valve (Full Port)
FHT:	Fill Height to Top
FHB:	Fill Height to Bottom

Notes:

1) Maintain Water Level
2) Discharge into vapor space
3-4) A Calibrated Tank with Level Meter (3) or Weight Scale (4) can be used for measurement

Disclaimer

This drawing is not to scale and is for illustrative purposes only. This drawing is not intended for "build-to" purposes. All local code regulations and engineering principles must be applied to the actual testing apparatus employed.

Commented [KS178]: Visual Design: Note that this spacing does not match that of headings before it. Apply previous comments regarding headings and spacing to this as well.

Commented [KS179]: Visual Design: Use Table features of MS Word to make the remaining information on this page look better visually. See additional related comments below.

Commented [KS180]: Visual Design: Add spacing between items on this list to make it easier to read. Consider using lines between items (see Table Styles under Design in Table Tools) in for increased visual separation.

Commented [KS181]: Visual Design: Use Numbering feature of MS Word to give this list consistent spacing.

Commented [KS182]: Visual Design: Consider separating points 3 & 4 for clarity.

Commented [KS183]: Style: Replace with "It" for conciseness.

FCI SECONDARY PRESSURE DRAINER SECTION ADDITIONAL STANDARDS

ANSI/FCI 97-1, Standard for Production Testing of Secondary Pressure Drainers
FCI 18-1, Standard for Sizing & Selection of SPD Type 1 Systems
FCI 18-2, Standard for Installation for SPD Type 1 Systems

FCI SECONDARY PRESSURE DRAINER SECTION TECHNICAL BULLETINS

Tech Sheet #SPD201 What is a Secondary Pressure Drainer?

Tech Sheet #SPD 202 Stall: Definitions, Causes, and Effects

Tech Sheet #SPD 203 Proper Check Valve Selection and SPD Operation

Tech Sheet #SPD 204 Fill Height and Available Filling Head: Definitions and Measurement

Tech Sheet #SPD 205 Secondary Pressure Drainer (SPD) Receiver / Reservoir Sizing

SPD vs. Electric Centrifugal Condensate Pumps

Commented [KS184]: Visual Design: This heading's formatting is not consistent with the other headings in this document. Same for other headings on this page.

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DDA Fundraising Tips

Client: City of Three Rivers

Audience: Downtown Development Authority (DDA) members

Purpose: Provide tips for soliciting funds for various DDA projects

Editing Performed:

- Formatting revisions included alignment of lists and consistency with heading styles.
- Language revisions cover correct sentence structure, wording adjustments, conciseness, consistency with period use, and parallelism throughout the document.
- Mechanical suggestions involve mostly spacing and capitalization adjustments.
- Substantive editing provides suggestions for rearranging major sections and for removing time-based information.

Value Added:

- Document now applies to future fundraising endeavors and is no longer only applicable to a specific one already completed.
- Process was clarified to promote consistency among fundraising efforts.
- Professionalism of DDA and the City of Three Rivers is better represented through a cohesive and structurally sound document.
- A more accessible document for users was created.

Kari L. Scare
17321 Birchleaf Ct.
Three Rivers, MI 49093

April 10, 2019

Joe Bippus
Three Rivers City Manager
333 W. Michigan Ave.
Three Rivers, MI 49093

Dear Joe:

Thank you for asking me to review the “DDA Fundraising Tips” document and suggest revisions for use beyond a single fundraising effort. The document is very detailed and contains a lot of solid information to work with.

My suggestions include formatting revisions for improved visual appeal, language and mechanical revisions for increased professionalism, and reorganization ideas for accessibility by volunteers. For your convenience, changes are detailed through comments in the document itself and summarized in the enclosed editing table. Also, as discussed, the document now applies to future fundraising endeavors and is no longer only applicable to a specific one already completed.

Please let me know if you have any questions regarding my suggestions. Also, I would be happy to proofread the revised document for you if you would like.

Thank you again.

Sincerely,

Kari L. Scare

Types of Edit: Format, Language, Mechanical & Substantive
Summary & Review of Suggestions

Format

- Align all bullet/numbered lists along same spot in left margin. This will improve visual impact.
- The Steve Martin quote may provide a better balance visually if placed at the end of the document. If left where it is, adjusting it so it is centered within its space will provide a better visual balance.
- Making all headings the same color & font style adds visual consistency.
- Using the same bullet style throughout a document creates a more cohesive document. Using both numbered and bulleted lists together can also work well.
- The logo already indicates "THREE RIVERS DDA" as the organization, so doing so in the heading is unnecessary. Also, spelling out an acronym for its first use is usually protocol; however, in this case it is not necessary since the audience for this document are members of the DDA.

Language

- A few of the comments in this section work toward creating correct sentence structure. Examples include adding "and" after a comma to create a compound sentence, adding a comma after an introductory phrase, and making sure to have connecting words to avoid run-on sentences.
- Sentence fragments are missing a subject, a verb, or both. Correcting these errors makes for a more professional document. Example: Changing “How the cause has touched you.” to "How has the cause touched you?"
- Reading out loud helps with finding wording adjustments that can bring clarity to a document. Editing for clarity involves adding, deleting and changing words. These are often difficult to find when reading a document silently.
- Conciseness means not using unnecessary words. As with clarity, adjustments for conciseness are often best found by reading a document out loud. If meaning does not change when words or phrases are eliminated, they are usually okay to eliminate.
- Conistency is a definite must with period use. For example, make sure items in bulleted lists all end with periods if they are all complete sentences, and always put periods inside of quotations marks.
- Paralellism means using the same wording or structure within sentences and documents. It makes documents easier to read, helps keep readers engaged, and makes a document more memorable. An example in this document is rewording headings so they all begin with words that end in “ing.”

MECHANICAL
• Spacing and capitalization are typical mechanical adjustments made during document revision. Making sure there is parallel structure with both makes a more visually appealing document. Examples include capitalizing the first word of each item in a bullet list, making sure spacing in bullet lists is consitent throughout a document, and capitalizing all headings in the same ways.
SUBSTANTIVE
• Substansive changes include rearranging, rewording and/or eliminating text. Such changes give a document more impact and make it more memorable.
• Revising the closing section of this document as suggested will not only help the document be more concise, but it will also emphasize volunteering more than it currently is.
• Making “What does it take to be successful?” the focus on the callout box would make this visual applicable to the contents as a whole and not just one section as with the current callout contents.
• Making “Achieving Success in Fundraising” the first section would provide general information before getting into more detailed instructions.
• Making the document not tied to specific events (e.g., the dated events in #4 of the bullet list) would allow for easier document reuse for future campaigns.
• Moving the current content of the callout box to the email section will help with organization of the document’s content.

THREE RIVERS
DDA/MAIN STREET

THREE RIVERS DDA FUNDRAISING TIPS

Writing an email to friends and family:

- Start by explaining your connection to the cause and why it's important to you. How the cause has touched you. Be yourself.
- Use a small explanation of the work the DDA is doing to advance the cause.
- Be clear to supporters about what you are looking for, make a direct ask for financial support.
- Include a link to the website.
- Thank your contacts for their time and support.

"Be so good they can't ignore you." – *Steve Martin*

EMAIL

Day 1 – email 10 very close contacts.

Day 2 – email 10-50 close contacts

Day 3 – email everyone else, co-workers, friends of friends, distant relatives, etc.

Day 4 – use Social Media

Facebook and Instagram

GETTING STARTED ON SOCIAL MEDIA

- Start by tagging people that have donated and thank them. This will get shared in the activity fee and other people's feed as well.
- Set goals, give updates of your progress and ask people to help you.
- Don't make every post an "ask". Share inspiring stories.

WHAT IT TAKES TO BE SUCCESSFUL

- ✓ A belief in the cause.
- ✓ A commitment to following through.
- ✓ A dose of individual creativity

1. Know the why. Why the DDA? Why now? Why should I care?
2. Understand the Donor. People want to give so that they feel they've made a difference. Giving creates joy. Where are the poepl who care about what you care about? How can you share your story with them?
3. Create connection to get them to donate. Do you need to tug on their heartstrings or offer clear, concise proof of effectiveness?
4. Offer the right opportunities. Some people like a evening of entertainment others just want to write a check and be done with it. Know which is which. Notify them of upcoming fundraising activities, Adult Halloween Crawl, Oct 26, 7-10 pm, Upstairs Downtown, first Friday in November.
5. Make the ask. All the planning in the world falls flat if you don't ask.

Want to continue to see downtown TR a destination to live, work, play and eat it? Also, we are looking for volunteers to help with fundraising, events, center stage and behind the scenes. What's your flavor?

Commented [KS186]: Format: Could delete "THREE RIVERS DDA" since logo indicates this already.

Commented [KS187]: Format: Making this heading the same color as the other headings would add visual consistency.

Commented [KS188]: Format: Use same font style as other headings.
Mechanical: Make all caps as with other headings.
Language: Rewrite for similiar structure (i.e. parallelism) as other headings. Suggested wording: "Writing and Sending Email"

Commented [KS189]: Note: These comments apply to the blue callout box.
Mechanical: Capitalize first word of each description in a bullet list.

Commented [KS190]: Format: Use same bullet style

Commented [KS191]: Language: Consider rewording to

Commented [KS192]: Language: Consider rewording fo

Commented [KS193]: Language: Replace the comma

Commented [KS194]: Format: Consider adjusting so

Commented [KS195]: Language: Reword for improved

Commented [KS196]: Language: For conciseness, repla

Commented [KS197]: Language: Add a comma after

Commented [KS198]: Language: Periods always go insi

Commented [KS199]: Language: Add "too" after stories.

Commented [KS200]: Language: Reword to make para

Commented [KS201]: Substantive: Consider making th

Commented [KS202]: Format: Align numbered list alon

Commented [KS203]: Language: Should be "they" inte

Commented [KS204]: Mechanical: Not capitalized sinc

Commented [KS205]: Language: Eliminate "that" for

Commented [KS206]: Language: Correct typo.

Commented [KS207]: Language: Delete "to get them t

Commented [KS208]: Language: Need a connecting wo

Commented [KS209]: Language: Eliminate "and be dor

Commented [KS210]: Language: Eliminate "them" for

Commented [KS211]: Substantive: Could elimiate this

Commented [KS212]: Language: Put "ask" in quotation

Commented [KS213]: Substantive: Consider eliminatin

Commented [KS214]: Substansive: Consider rewriting

Commented [KS215]: Substantive: Consider eliminatin

How to Use Anti-Fog Solution

Client: Safety Glasses USA

Audience: Safety Glasses customers and potential customers

Purpose: Provide tips for proper use of anti-fog solution on safety eyewear

Editing Performed:

- Formatting revisions include correcting headings for proper upper- and lower-case use.
- Language revisions cover eliminating passive voice.
- Substantive editing provides suggestions for rearranging, rewording and eliminating text.
- Substantive editing also involves format suggestions specific to blog posts.

Value Added:

- Writing is clear and concise.
- Improved organization results in increased impact.
- Content is more memorable.
- Information better fits within the scope of the article's purpose.

Kari L. Scare
17321 Birchleaf Ct.
Three Rivers, MI 49093

April 10, 2019

Mike Eldridge
Safety Glasses USA
150 KDF Drive
Three Rivers, MI 49093

Dear Mike:

Thank you for asking me to review the blog post “How to Use Anti-Fog Solutions” and to suggest revisions for its reposting. The article has solid content and will make for an informative piece on your blog.

My suggestions all aim toward making the document more concise and clearer. As you can see from the comments within the document, some simple rewording, reorganizing, and eliminating text will serve to do just that. For your convenience, changes are detailed through comments on the document itself and summarized in the enclosed editing table.

Please let me know if you have any questions regarding my suggestions. Also, I would be happy to proofread the revised document for you before it is reposted on your blog.

Thank you again.

Sincerely,

Kari L. Scare

Types of Edit: Format, Language & Substantive Summary & Review of Suggestions
Format
• Heading format involves capitalizing first letters for all words except articles (e.g., a, an, and the) and prepositions (e.g., on, from, or by).
Language
• Conciseness involves not using unnecessary words. Adjustments for conciseness are often best found by reading a document out loud. If meaning does not change when words/phrases are eliminated, they are usually okay to eliminate.
• Eliminating the passive voice is a common way to attain more concise writing. A few suggestions for this document involve rewriting to eliminate any passive voice.
• Reading out loud can also help find wording adjustments that can bring increased clarity to a document. Editing for clarity involves adding, deleting, and changing words. These are often difficult to find when reading a document silently.
• When making changes for any reason, adjustments often need made somewhere else in the sentence or paragraph so the text correctly fits with the changes made.
• Clarity often means adding smooth transitions from one idea to the next.
Substantive
• Substantive changes include rearranging, rewording, and/or eliminating large portions of text. Such changes give a document more impact and make it more memorable.
• Especially for blog posts, check documents for repeated ideas. Since blog posts need to be concise, it is often a good idea to delete repeated ideas.
• A significant suggested change for this article is to create an introduction and a conclusion for the bulleted list. In addition, rewording some of the bulleted items as suggested will make that content more precise as well.
• A couple of suggestions consider information that may be outside of the audience's need and/or beyond the scope of the purpose of this article.
• Blog posts often need more frequent section headings than longer prose. For this reason, some suggestions involve adding headings.

How To Use Anti-Fog Solutions

Anti-fog solutions are an effective way to reduce and prevent fog from forming on a variety of surfaces. Typical applications for anti-fog lens treatments include prescription glasses, sunglasses, safety glasses and goggles, and safety shields. In addition to theses common uses, anti-fog solutions can also be effective for refrigerator and freezer doors, bathroom mirrors, windows, cameras, and binoculars.

Anti-fog sprays and gels work by reducing surface tension resulting in water droplets being unable to form. While these treatments provide only a temporary fog-resistant layer, they can be the perfect solution for individuals who do not have glasses with built-in anti-fog coatings. In some cases, anti-fog glasses are an essential tool because of an environment where fog is a constant challenge. However, in many other cases, only using an anti-fog treatment is an efficient way to prevent fog from impairing vision.

An important part of anti-fog treatments is making sure the solution is applied correctly and with the appropriate frequency. In general, the following steps will assure that the solution is properly implemented, whether to plastic or glass surfaces.

How To Apply Anti-Fog Solutions

1. Clean the surface before applying anti-fog treatment. For details on how to properly clean safety glasses, please see "How to Clean Your Safety Glasses." Note that extremely dirty surfaces may require a second application. However, be sure to clean surfaces as best as possible before applying the anti-fog solution.
2. Shake the solution several times before applying.
3. Apply the solution. For safety glasses/goggles, apply the solution to both sides of lenses making sure the entire surface is covered with the product.

Commented [KS216]: Format: Not capitalized in headings

Commented [KS217]: Language: Reword to "effective for reducing and preventing" for conciseness.

Commented [KS218]: Language: Suggest deleting for conciseness.

Commented [KS219]: Language: Reword to eliminate passive voice: "Anti-fog solutions are also"

Commented [KS220]: Language: Reword for conciseness and to eliminate passive: "reduce surface tension to keep water droplets from forming."

Commented [KS221]: Language: Reword for conciseness: "Anti-fog glasses are essential in environments"

Commented [KS222]: Language: Suggest deleting.

Commented [KS223]: Language: Reword for conciseness: "sufficiently prevents imparied vision caused by fogging."

Commented [KS224]: Language: Possibly replace with "To be effective" for a clearer transition.

Commented [KS225]: Language: If change introduction phrase as suggested in previous comment, also replace this text with "must be" for correctness.

Commented [KS226]: Language: Could delete for conciseness.

Commented [KS227]: Language: Consider replacing with "proper application of anti-fog solutions" for clarity and conciseness.

Commented [KS228]: Language: Replace with "on" for correctness.

Commented [KS229]: Substantive: Consider moving this entire paragraph immediately after "How to Apply..." heading and before numbered list.

Commented [KS230]: Format: Not caplitalized in titles.

Commented [KS231]: Language: Consider deleting this text since sentence meaning is clear without it.

Commented [KS232]: Language: Consider deleting these sentences as they may not be necessary.

Commented [KS233]: Language: Replace with "thoroughly" for conciseness.

Commented [KS234]: Language: Consider replacing with "Make sure the entire surface of the lens is covered, and consider applying it" for clarity.

Commented [KS235]: Language: If making change as recommended earlier in this sentence, this text would also get deleted. Both changes together make the sentence much more concise.

4. Wait. Many solutions recommend waiting a minute before wiping off the solution, but some do not. Check package directions. Note that colder surfaces may require additional drying time.
5. Wipe surfaces with a dry, lint-free cloth. A wet cloth may be counterproductive since many anti-fog solutions can be easily removed with clean water. Make sure the solution is evenly distributed over the surface of the lens.
6. Buff surface with a dry, lint-free cloth until clear. After removing excess solution, buffing with a separate dry cloth or simply a dry part of the same material can give the surface a clean shine.

Additional Considerations for Using Anti-fog Treatments

- Swim goggles and diving masks require special anti-fog solutions because of constant contact with water. Buy a solution specifically made for these circumstances. Other solutions will likely wash off easily.
- Eliminating fog may not be entirely possible in extreme conditions such as going from freezing temperatures to a hot and humid environment. Keep this in mind when choosing between an anti-fog solution and other options such as anti-fog eyewear.
- While following the proper steps when applying anti-fog solution is important, the frequency with which it is applied is another crucial aspect of keeping surfaces fog-free. Because many anti-fog solutions can be easily removed with clean water, rainy conditions could wash off the coating. Be sure to reapply anti-fog solutions if lenses get wet. Also, reapplying anti-fog solution before any physical activity is important to ensure that fog does not impair vision when it's needed most. For sports, apply before each

Commented [KS236]: Language: This text may not be necessary sice this is implied in the text before it.

Commented [KS237]: Language: Replace with "remove some" for clarity and conciseness.

Commented [KS238]: Language: This text may not be necessary as it is implied in the first part of the sentence.

Commented [KS239]: Language: This sentence may be unecessary since this was covered in another point already.

Commented [KS240]: Language: Replace with "another" for clarity in the directions.

Commented [KS241]: Substantive: Consider deleting this since it seems repetitive.

Commented [KS242]: Language: Add "This will" before "give" for correctness if decide to delete previous text as recommended.

Commented [KS243]: Substantive: Consider adding an introductory sentence before this bulleted list. Possible wording includes: "In addition to adhering to the basics for correctly applying anti-fog solution, keep in mind a few additional considerations.

Commented [KS244]: Language: Add "their" before "constant" for clarity.

Commented [KS245]: Substantive: Consider deleting this sentence as it may not be necessary for the audience.

Commented [KS246]: Substantive: Consider deleting this sentence since it seems beyond the scope of the point and article.

Commented [KS247]: Substantive: Consider deleting this transitional statement as it is not needed when moving from one bullet point to another in this context.

Commented [KS248]: Format: Capitalize "The" if decide to delete introductory statement as suggested.

Commented [KS249]: Language: Replace with "anti-fog solution" if decide to delete introductory phrase as recommended.

Commented [KS250]: Language: Consider rewording for conciseness to "coating, so be sure to reapply if lenses get wet."

Commented [KS251]: Substantive: Consider deleting this sentence as it is covered in other areas of the article.

event, game or practice. In an environment where fog can be a constant challenge (such as for construction, manufacturing, service and retail workers), applying anti-fog solution daily and sometimes more than once a day may be necessary. For everyday wear, however, applying anti-fog solution every other day is usually sufficient.

The cost for anti-fog sprays and gels is quite reasonable with most falling between $4-$15. Super Strength Anti-Fog Treatment and Smith Optics Fog Master (both sprays) and Bangerz Anti-Fog Solution (gel) all provide a reasonably-priced option for preventing fog on a variety of surfaces. Both gels and sprays work equally as well, and the choice between the two is one of preference. Anti-fog cloths such as Smith Optics Elite No-Fog Anti-Fog Cloth and Smith Optics Elite Smudgebuster Cleaning Cloth are another inexpensive option.

With the proper tools as well as a consistent process, keeping glasses and other surfaces clear of fog is an easy task. From sports safety to safety in work environments to everyday wear of glasses and sunglasses, anti-fog solutions can fight fog and help keep vision clear.

Commented [KS252]: Language: Replace with "multiple times a day" for conciseness.

Commented [KS253]: Substantive: Consider deleting this sentence as it is implied in the point already.

Commented [KS254]: Substantive: Consider adding a section heading here. Suggested wording: "Anti-Fog Solution Costs"

Commented [KS255]: Language: Add "a" here.

Commented [KS256]: Substantive: This could become the start of the concluding section to follow this bullet list. In other words, consider making it into a new paragrph here without a bullet.

Commented [KS257]: Language: Replace with "and" for conciseness.

Commented [KS258]: Language: Consider deleting both "an" and "task" for conciseness.

THANK YOU

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