

# Responding to TRC Staff Comments for eReview

TRC resubmittals require a “Response to Staff Comments” that were provided with the most recent review. In Bluebeam, this is accomplished inside the “Markup” tab in the plan file containing staff comments.

Addressing staff comments is accomplished by:

1. Exporting the markups from the file containing TRC staff comments.
2. Importing the markup summary file into your newly published plan set and supporting documentation (if necessary).
3. Adding written responses to staff comments in the new documents.

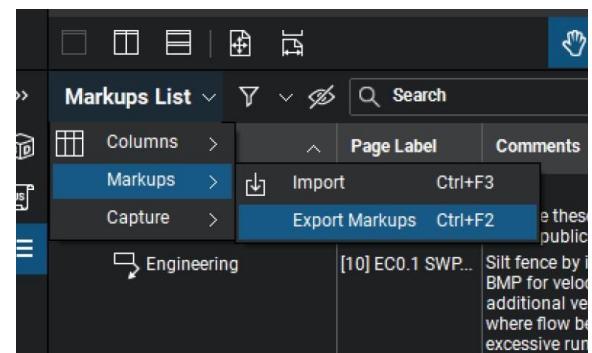
## CSWPPP File Comment Response Addendum:

**Respond to staff comments in the marked-up version of the C-SWPPP reviewed by Stormwater Management. This file that includes comment responses will be resubmitted along with a new, clean version of the CSWPPP file.**

## Exporting TRC Staff Comments

1. Open the file containing TRC comments from previous review.
2. Open the "Markup List" if in BlueBeam or the "Comment List" if in Adobe.
3. Select the "Export Markups" option.
4. Save the Markup file.

**5. REPEAT PROCESS FOR ALL FILES WITH STAFF COMMENTS AND/OR REQUIRED FOR RESUBMITTAL.**



## Importing TRC Staff Comments into New Files

1. Open the newly published version of the project files in BlueBeam/Adobe.
2. Open the "Markup List" if in BlueBeam or the "Comment List" if in Adobe.
3. Select "Import Markups"
4. Open the Markup file that was exported from the previous submittal document(s)

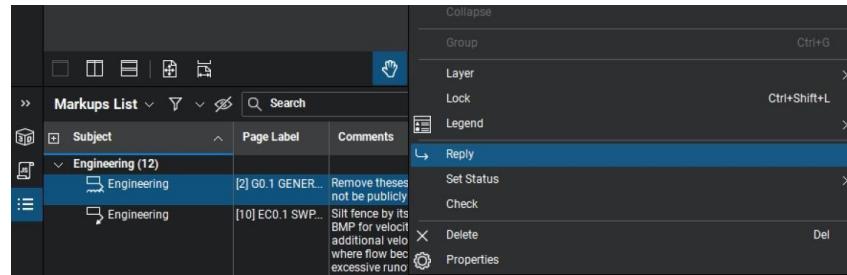
**5. REPEAT PROCESS FOR ALL FILES WITH STAFF COMMENTS AND/OR REQUIRED FOR RESUBMITTAL.**

To ensure your markups transfer properly, please confirm the following:

- The original document and destination document have the same **page dimensions**.
- **Page numbers** on the original document match those on the destination document.
- If you created markups with any scaled tools (i.e., measurements or sketches), the **page scales** of the original and destination documents are consistent.

## Replying to TRC Staff Comments

1. Once Staff comments (Markups) have been imported into the new version of the submittal file, **verify the markups are displayed in the correct location against the reviewed file(s) retrieved from CSS.**
2. Provide written responses to each staff comment by right-clicking on each note in the Markup List and selecting "Reply".



3. Save the document.
4. **REPEAT PROCESS FOR ALL FILES WITH STAFF COMMENTS AND/OR REQUIRED FOR RESUBMITTAL.**