

## **TWDB Review Guidelines for SB3 Draft Reports**

1. Each Reviewer will be provided with a copy of the draft report and a copy of the study scope of work along with a memo requesting their review. The basis of the review will be evaluating how well the report addresses the study goals and objectives as described in the study scope of work.
2. Reviewers will be given up to two weeks to return their comments. If more time is needed, the Reviewer should notify TWDB Contracts Administration ([contracts@twdb.texas.gov](mailto:contracts@twdb.texas.gov)) as soon as possible.
3. Reviewers' comments should be compiled into **one** Microsoft Word document and emailed to TWDB Contracts Administration ([contracts@twdb.texas.gov](mailto:contracts@twdb.texas.gov)) either as an attachment or in the context of the email.
4. The TWDB Contract Manager may edit comments to ensure they are germane to the study scope of work.
5. Reviewers' comments should not be editorial or philosophical in nature.
6. Reviewers' comments should not pose questions about the study.
7. Reviewers' comments are **not** to be written in the actual draft report for submission.
8. List the specific section, page number, paragraph, or figure/table number to which the comment refers.
9. It is only necessary for Reviewers to review that portion of the draft report that pertains to their particular expertise. However, if time allows, the Reviewers are welcome to review the entire report.