

FACTS FOR MEMBERS

ASTM INTERNATIONAL COMMITTEE D02

ON

PETROLEUM PRODUCTS

AND

LUBRICANTS

DECEMBER, 2010

PREFACE

A short history, basic philosophy, rules, and information that guide committee D02 are provided in this pamphlet. It is not meant to be a substitute for either the formal Bylaws of ASTM International or the Regulations Governing ASTM International Technical Committees. It does include the Bylaws governing ASTM International Committee D02 on Petroleum Products and Lubricants. This document's intent is to assist Committee D02 members with information on the committee's operation, organization, and procedures.

Other documents that will be of value to D02 members include the following, available from ASTM International Headquarters and from the ASTM International website (www.astm.org):

1. ASTM International Directory
2. Regulations Governing ASTM International Technical Committees (Green Book)
3. Form and Style for ASTM International Standards (Blue Book)
4. ASTM International Technical Committee Officer Handbook (Red Book)

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PETROLEUM PRODUCTS AND LUBRICANTS

Section 1 – Introduction

ASTM was formed in 1902 for the purpose of promoting knowledge of the materials of engineering and for standardizing specifications and methods of testing. Each of the more than 130 technical committees is responsible for developing standards in its own area of interest and expertise, while following the principles of due process, open debate, and fair treatment of all interests that have been established by the parent ASTM organization.

Committee D02 on Petroleum Products and Lubricants is one of these technical committees. At present, approximately 2000 individuals are engaged in the work of Committee D02 and its Subcommittees. It is the largest ASTM technical committee.

Committee D02 has the responsibility for developing standards in the fields of petroleum products and lubricants within the limits imposed by its scope (ARTICLE 2, D02 By laws).

Section 2 – History

The beginnings of Committee D02 were quite modest. ASTM was only two years old when its Executive Committee recognized the need for standards in the petroleum industry. In a meeting at the Engineer's Club in Philadelphia, Pennsylvania, on October 22, 1904, ASTM appointed a Committee on Standard Tests for Lubricants. The new committee, Committee N, held its first meeting during May 1905, in the rooms of the Engineers Society of Western Pennsylvania, Pittsburgh, Pennsylvania.

Committee N was small, but flourished from the start. It had a charter membership of only ten persons. The Chairman was W. M. Davis (American Sheet and Tin Plate Company) and the Secretary was J. M. Jeffers (National Tube Company). The other eight members were:

- | | | |
|----------------|---|--|
| W. A. Converse | - | Dearborn Drug and Chemical Works |
| A. H. Gill | - | Massachusetts Institute of Technology |
| E. D. Nelson | - | Pennsylvania Railroad System |
| W. M. Marks | - | Navy Department, Bureau of Steam Engineering |

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J. H. Pew	-	Sun Oil Company
S. W. Stratton	-	National Bureau of Standards
G. H. Taber	-	Gulf Refining Company
C. E. Ward	-	Pittsburgh Coal Company

As the Society grew, it ran out of letters for the naming of committees and as a consequence adopted a new system for committee designation. Committee N was renamed Committee D02, and the designation has remained. In 1920, the title of Committee D02 was changed to "Petroleum Products and Lubricants" and its scope broadened in keeping with the new title.

By 1923, the Committee had a membership of eighty persons, i.e., less than the number of people that currently serve on just one of the larger subcommittees in D02. These early members created the foundations of philosophy that have guided the Committee to this day. As the hard work of the few early members bore fruit, more persons and organizations were attracted.

Each decade has confronted the Committee with new challenges. To meet these challenges and ever-increasing requirements to develop more standards, the Committee has added subordinate organizations called subcommittees. Presently Committee D02 has an Executive Subcommittee, 12 subcommittees organized around specific products, 14 subcommittees organized on the basis of physical properties or analytical techniques, and five Coordinating Subcommittees that handle matters pertaining to D02 Standards; Interlaboratory Crosscheck Programs; International Standardization Activities; Quality Assurance and Statistics; Terminology; and Inservice Lubricant Testing.

The Committee has been led by many outstanding chairmen from the beginning.

W. M. Davis	1904-1906
A. H. Gill	1906-1914
C. P. VanGundy	1915-1928
F. A. Hull	1928-1931
T. A. Boyd	1931-1946
C. Dantsizen	1946-1949
O. L. Maag	1949-1955
H. M. Smith	1955-1966
J. O. Stephens	1966-1967
L. B. Sargent, Jr.	1967-1976
S. D. Andrews	1976-1981

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P. L. Strigner	1981-1987
E. W. White	1988-1993
N. D. Smith	1994-1999
W. J. Bover	2000-2005
K. O. Henderson	2006-

The Committee D02 Secretaries have been an important factor in the overall success of the Committee. The following have served as Secretary of D02.

H. V. Wille	1905-1906
J. M. Jeffers	1906-1914
K. G. Mackenzie	1914-1922
V. H. Manning	1922-1925
R. P. Anderson	1925-1945
D. V. Stroop	1945-1946
W. T. Gunn	1946-1967
R. R. Wright	1968-1976
B. R. Hall	1976-1982
E. B. Woods	1982-1983
R. J. Young	June 1983-December 1983
E. A. Thompson	1984-1992
J. K. Walters	1992-1994
K. O. Henderson	1994-1999
W. J. Bover	1994-1999
M. A. Collier	2000-2005
J. L. Lane	2000-2005
R. A. Cherrillo	2006-
M. A. Collier	2006-

Section 3 – Committee Activities

A. Principal Activities

The principal activity of Committee D02 is the development of standard test methods, specifications, practices, terminology and classifications for petroleum, petroleum products including petrochemical and liquefied petroleum gases and lubricants. Since its inception, the committee has developed more than 600 standards Approved by ASTM. Publications in which these methods or specifications appear include:

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1. ASTM Annual Book of Standards, Volume 05.01, 05.02, 05.03, and 05.04
Petroleum Products and Lubricants
2. ASTM Annual Book of Standards, Volume 05.05, Combustion Characteristics;
Manufactured Carbon and Graphite Products; Catalysts
3. ASTM Annual Book of Standards, Volume 05.06, Gaseous Fuels; Coal and Coke.
4. ASTM - API - EI Petroleum Measurement Tables (D1250). These tables were produced
as a joint effort among ASTM, the American Petroleum Institute (API), and the Energy
Institute (EI) in London. The tables encompass the American, British, and Metric
dimensional systems.
5. MNL 50 CHARACTERIZATION and PROPERTIES of PETROLEUM FRACTIONS.
6. MNL 47 FUEL AND FUEL SYSTEM MICROBIOLOGY: Fundamentals, Diagnosis, and
Contamination Control.
7. MNL 44 Guide to ASTM Test Methods for the Analysis of Petroleum Products and
Lubricants: 2nd Edition.
8. MNL 37 FUELS AND LUBRICANTS HANDBOOK: Technology, Properties,
Performance, and Testing
9. STP 1468 ELEMENTAL ANALYSIS of FUELS and LUBRICANTS: Recent Advances
and Future Prospects
10. STP 1407 Turbine Lubrication in the 21st Century
11. STP 1404 Bench Testing of Industrial Fluid Lubrication and Wear Properties Used in
Machinery Applications

There are many other ASTM publications on Petroleum Products and Lubricants, which can be found on the ASTM web page: www.astm.org.

B. Liaison Activities

ASTM Committee D02 on Petroleum Products and Lubricants is probably the best-known standards body formulating methods of test, specifications, practices and guides, standardized terminology and other standards in its field. Its reputation has spread beyond the borders of the United States to countries throughout the world. Committee D02 maintains a close liaison with the Energy Institute (EI), London, United Kingdom. Committee D02 cooperates with the American Petroleum Institute (API) in the development of U.S. positions for the International Organization for Standardization (ISO) Technical Committee 28 (TC 28) on

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Petroleum Products and Lubricants. Many of the Committee D02 Sections serve also as Technical Advisory Groups to the US TAG for ISO/TC28.

Within the ASTM family, Committee D02 maintains contact with a number of other technical committees which are active in fields of interest to D02 members. The material covered by the work of those committees is, of course, excluded from the scope of the Committee D02 activities. Some of those committees are:

D01 on Paint and Related Coatings, Materials and Application

D03 on Gaseous Fuels

D04 on Road and Paving Materials

D11 on Rubber

D16 on Aromatic Hydrocarbons and Related Chemicals

D27 on Electrical Insulating Liquids and Gases

E20 on Thermometry and Hydrometers

E47 on Biological Effects and Environmental Fate

F07 on Aerospace and Aircraft

C. Miscellaneous Activities

The committee's other activities fall within the area defined in its scope as promotion of knowledge of Petroleum Products and Lubricants. To achieve this objective the committee sponsors special technical publications, symposiums, workshops, research reports, and conducts cooperative test programs.

Generally symposiums are held when there is a specific need within Committee D02 to present and discuss new developments in technology and testing techniques. Papers and discussions presented at symposiums are often published as an ASTM publication.

Subcommittees of Committee D02 conduct cooperative laboratory test programs to evaluate new test methods and improvements in existing methods. Subcommittees are required to officially file Research Reports with the Society to receive assigned permanent RR numbers for these cooperative laboratory test programs. These reports provide a convenient means to reference the information in standards or other relevant publications. Individuals may

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avail themselves of this information by requesting the appropriate RR number from ASTM Headquarters.

Some members of D02 also promote knowledge as instructors for the ASTM Technical & Professional Training courses. Courses currently being offered related to petroleum are Aviation Fuels: Specifications and Test Methods; Marine Fuels: Specifications, Testing, Purchase, and Use; Gasoline: Specifications, Testing, and Technology; Crude Oil: Sampling, Testing, and Evaluation; Diesel Fuel: Specifications and Test Methods.

Coordinating Subcommittee 92 on Interlaboratory Cross-Check Programs oversees a program which provides participating laboratories an opportunity to check their property measurement performance. The program covers a number of commercial products which are sent to participating laboratories periodically. The results are returned to the ASTM Proficiency Testing Department for tabulation and analysis. Copies of the coded data and analysis are then returned to the participating laboratories. Copies are also provided to the subcommittees responsible for the test methods in the program. Both cases provide interested parties with the capability to evaluate their performance in making the measurements or evaluate the performance of the test method.

Section 4 – BYLAWS

Initially adopted by Committee: 26 June 1997
Initially approved by COTCO: 28 August 1997
Revised by Committee: December, 11, 2008
Revision approved by COTCO: March 3, 2009

Article 1 – Regulations

1.1 These bylaws are subject to the Regulations Governing ASTM International Technical Committees, hereinafter referred to as the Regulations, and are in accordance with the Bylaws of ASTM International. Committee D02 will hereinafter be referred to as the Committee when used in a general sense, The term "Main Committee" will be used when referring to the Approved members of Committee D02 and especially to the final meetings of each semiannual meeting where the Subcommittees report on their activities and recommend actions.

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1.2 This edition of the Committee Bylaws was adopted and Approved under the Regulations.

Article 2 – Scope

2.1 The scope of the Committee shall be the promotion of knowledge and the promulgation of standard specifications, classifications, test methods, practices, guides, and terminology in the following technical fields:

2.1.1 Liquid fuels derived from petroleum or from the liquefaction of coal, shale, tar sands, or other naturally occurring materials; liquefied petroleum gas (LPG); and oxygenates as automotive fuels or components thereof. Such liquid fuels encompass fuels used for aviation, automotive, burner, diesel, gas turbine, and marine services.

2.1.2 Liquid and semi solid lubricants derived in whole or in part from petroleum, synthetics (such as ester lubricating oils), or biological products;

2.1.3 Hydraulic fluids whether derived in whole or in part from petroleum or from other sources;

2.1.4 Gaseous or liquid hydrocarbons, and mixtures of hydrocarbons, for chemical and special uses, and fuel products derived therefrom;

2.1.5 Petroleum coke, industrial carbons, and industrial pitches derived in whole or in part from petroleum liquids;

2.1.6 Petrolatum and petroleum waxes;

2.1.7 Additives and other substances which affect the product characteristics of fuels, lubricants, or other products within the scope of the Committee.

2.2 Also included within the scope of the Committee shall be the promotion of knowledge and the promulgation of standards on the environmental persistence (biodegradation), ecotoxicity, and bioaccumulation of the products indicated in Section 2.1.

2.3 Specifically excluded from the scope of the Committee are standards related to the following technical areas:

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2.3.1 Gaseous fuels, including natural gas and manufactured gases such as water gas;

2.3.2 Aromatic and naphthenic hydrocarbons containing six or more carbon atoms, and used in chemical manufacture;

2.3.3 Road and paving materials, bituminous waterproofing and roofing materials;

2.3.4 Paint thinners;

2.3.5 Electrical insulating materials.

2.4 The work of this Committee shall be coordinated with other ASTM International committees and with organizations having mutual interests.

Article 3 – Membership

3.1 Procedure - The Regulations describe the procedures for becoming a Committee member. Membership on the Main Committee and its Subcommittees shall include individual members, official representatives of organizational memberships, and affiliates. All members of the Society showing ability and willingness to contribute to the work of the Committee are eligible.

3.2 Committee Balance - The Main Committee is a classified committee, which means the combined number of voting user, consumer, and general interest members shall equal or exceed the number of voting producer members. Therefore, appointment to voting membership may be made whenever the balance between producer members and the combination of members in the user, consumer, and general interest categories permits. A Committee Secretary shall act on each application for membership and shall assign a classification and voting status. All membership actions are subject to confirmation by the Executive Subcommittee.

3.3 Termination of Committee Official Vote

3.3.1 A Main Committee member's official vote may be terminated for failure to return Main Committee ballots. Notices of failure to return Main Committee ballots and pending

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termination of official votes shall be sent by Headquarters. Failure to return three consecutive main committee ballots shall result in termination of official votes in the absence of circumstances acceptable to the Executive Subcommittee.

3.3.2 A committee member may appeal first to the Executive Subcommittee and then, if necessary, to COTCO for consideration of reinstatement of the official vote.

3.4 Termination of Subcommittee Official Vote

3.4.1 A Subcommittee member's official vote may be terminated for failure to return Subcommittee ballots. Notice of failure to return subcommittee ballots and pending termination of official votes shall be sent by Headquarters. Failure to return three consecutive subcommittee ballots shall result in termination of official votes in the absence of circumstances acceptable to the subcommittee chairman.

3.4.2 A subcommittee member may appeal to the subcommittee chairman and then, if necessary, to the committee's Executive Subcommittee for consideration of reinstatement of the official vote.

3.5 Affiliate Members

3.5.1 A person having special knowledge either as a technically qualified individual or as an ultimate consumer may be invited by the Committee to participate on the Main Committee or on a Subcommittee.

3.5.2 Such individuals shall be considered for approval as Affiliate Members by the Executive Subcommittee.

3.5.3 The Executive Subcommittee shall annually review the list of affiliate members to determine whether there is a continuing need for their expertise.

3.6 Changes in Membership Status

3.6.1 Resignations shall be sent to ASTM International Headquarters by the member or by the Committee/Subcommittee Secretaries. Changes in employment, including retirement, shall also be reported promptly to the Committee/Subcommittee Secretaries. Either a resignation or a membership application shall be submitted to ASTM International Headquarters.

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3.6.2 A member changing employment but not tendering a resignation shall remain on the Committee/Subcommittee roster without vote pending Executive Subcommittee/Subcommittee Advisory approval of a new membership application.

Article 4 – Classification and Voting Interest

4.1 Classification - The General Classification System of the ASTM International Regulations shall be used with each member being classified according to the Committee scope.

4.1.1 Producer - a member who represents an organization that produces or sells materials, products, systems, or services covered by the Committee or Subcommittee Scope.

4.1.2 User - a member who represents an organization that purchases or uses the materials, products, systems, or services other than for household use covered in the Committee or Subcommittee Scope provide that the member could not also be classified as a producer.

4.1.3 Consumer - a member who primarily purchases, or represents those who purchase, Products and services for household use within the Committee or Subcommittee Scope.

4.1.4 General Interest Member - a member who cannot be categorized as a producer, user, or consumer. Government and university employees are examples of those who may be in this category.

4.1.5 Members as Representatives - Members normally in the General Interest category but retained by an organization under an arrangement, which includes representing it on the Committee, shall be given the same classification as the organization by which they are retained.

4.1.6 Dual Classification - A member may be a user or general interest member on one Product Subcommittee but a producer on another Product Subcommittee. However, a member classified as a producer on any Subcommittee, must be classified as a producer on the Main Committee.

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4.2 Voting Interest (Also, see Appendix X1)

4.2.1 A voting interest is an organization, a subsidiary of an organization, a joint venture among organizations or an unassociated individual member having a distinctly separate interest from any other interest with regard to the Main Committee or Subcommittee scope.

4.2.2 A subsidiary of an organization or a joint venture among organizations is an operational unit that functions in a nearly autonomous fashion. The Executive Subcommittee acting for the Main Committee, or an Advisory Section acting for a Subcommittee, shall decide whether a subsidiary or a joint venture is sufficiently autonomous to warrant a separate voting interest.

4.2.3 A member dissatisfied with his/her classification or voting interest may request reconsideration by the Executive Subcommittee. A member still dissatisfied following such a reconsideration may appeal to the ASTM International Committee on Technical Committee Operations (COTCO).

Article 5 – Officers and their Election

5.1 Committee officers

5.1.1 The Committee officers shall be a Chairman, First and Second Vice Chairmen, and First and Second Secretaries. Each officer shall hold the same office in the Executive Subcommittee.

5.1.2 No more than three officers may be producers and no two officers shall represent the same voting interest.

5.2 Chairman

5.2.1 The Chairman shall preside at meetings of the Main Committee and of the Executive Subcommittee.

5.2.2 The Chairman shall have cognizance of all Committee activities. He/she shall be an ex officio member of all Subcommittees and of all Executive Subcommittee task groups.

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5.2.3 The chairman is responsible for forwarding directives and queries to Subcommittees and for coordinating responses.

5.3 First Vice Chairman

5.3.1 The First Vice Chairman shall preside at Main Committee or Executive Subcommittee meetings in the absence of the Chairman, and shall present the report of the Executive Subcommittee at Main Committee meetings.

5.3.2 The First Vice Chairman shall be responsible for all matters relating to awards.

5.3.3 The First Vice Chairman shall be responsible for coordinating orientation and training activities for new members and for officers of Subcommittees and Task Groups.

5.3.4 The First Vice Chairman shall be an ex officio member of all Subcommittees and Task Groups reporting to the Executive Subcommittee.

5.3.5 The First Vice Chairman shall perform such other duties as may be designated by the Chairman.

5.4 Second Vice Chairman

5.4.1 The Second Vice Chairman shall preside at Main Committee and Executive Subcommittee meetings if both the Chairman and First Vice Chairman are absent, and shall be an ex-officio member of all Subcommittees.

5.4.2 The Second Vice Chairman, or an individual designated by the Second Vice Chairman or the Chairman, shall chair all Executive Subcommittee task groups and, in that capacity, shall keep the Chairman advised of task group progress.

5.4.3 The Second Vice Chairman shall be responsible for the long range planning activities of the Committee and shall recommend to the Chairman and to the Executive Subcommittee the adoption of such actions as may be needed to fulfill the long-range plans and goals adopted by the Executive Subcommittee.

5.4.4 The Second Vice Chairman shall perform such other duties as may be designated by the Chairman.

5.5 Committee Secretaries

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5.5.1 The First and Second Secretaries shall be responsible for the various Secretary duties as identified in these bylaws. They shall divide the duties between them and shall perform other associated duties assigned by the Chairman.

5.5.2 The Committee Secretaries shall attend all Main Committee and Executive Subcommittee meetings. They shall prepare the minutes of those meetings and, within 45 days of the meeting's conclusion, shall send them to ASTM International Headquarters for duplication and mailing to the members. {Mail includes traditional as well as electronic.}

5.5.3 The Committee Secretaries shall maintain a current and complete roster of Main Committee and Executive Subcommittee members, together with the classification, voting interest, and record of return of Main Committee letter ballots of each. They shall work closely with ASTM International Headquarters on all membership matters.

5.5.4 The Committee Secretaries shall review all membership applications and shall place applicants on the membership rolls with classification and voting interest as deemed suitable, subject to confirmation at Executive Subcommittee meetings.

5.5.5 The Committee Secretaries shall report the numbers of members in each classification at each Executive Subcommittee meeting.

5.5.6 The Committee Secretaries shall coordinate requests for Subcommittee membership with appropriate Subcommittee chairmen.

5.6 Term of Office

5.6.1 The term of office for each officer shall be two years. Officers shall be eligible for not more than three consecutive terms in anyone office.

5.6.2 Succeeding officers shall be inducted as the last order of business prior to adjournment at the last Main Committee meeting (usually held in December) of odd numbered years and shall serve until relieved of duty by the succeeding officers.

5.7 Vacancies - Appointees to fill vacancies in an elective office shall be suggested by the remaining officers subject to confirmation by the Executive Subcommittee. The appointee shall serve until the next regular biennial election of officers. Filling an unexpired term shall not affect the eligibility requirements for Election of officers in the Regulations.

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5.8 Nomination and Election

5.8.1 A Nominating Committee shall be appointed in the spring of each odd numbered year to prepare a slate of candidates for each office.

5.8.1.1 The Nominating Committee shall consist of one representative of each Subcommittee, designated by the Subcommittee chairman, plus four Main Committee representatives appointed by the Executive Subcommittee, plus the Nominating Committee Chairman appointed by the Main Committee Chairman. Members of the Nominating Committee shall be eligible for nomination and election.

5.8.1.2 The number of producer members on the Nominating Committee shall not exceed the number of combined user, consumer, and general interest members.

5.8.2 The candidate slate developed by the Nominating Committee shall be presented to the Main Committee at its June meeting, at which time additional nominations for office may be made from the floor.

5.8.3 The final slate of candidates shall be sent to letter ballot vote of the Main Committee by 15 September of the odd-numbered year. Space shall be provided on the letter ballot for write-in votes.

5.8.4 Ballots shall be returned to ASTM International Headquarters and the ASTM International Staff Manager shall report the results at the subsequent December Executive Subcommittee meeting.

Article 6 – The Executive and other Subcommittees

6.1 The Executive Subcommittee

6.1.1 The Executive Subcommittee shall be responsible for the executive direction of the Committee. The Executive Subcommittee shall be balanced between producer and non-producer-interests.

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6.1.1.1 It shall approve the formation of Subcommittees to carry out the work of the Committee. It shall approve all Subcommittee and subgroup scopes and objectives, and shall review the appointment of all Subcommittee officers.

6.1.1.2 It shall approve, modify, or reject applications for Main Committee membership and associated proposed classification and voting status proposed by the Committee Secretaries.

6.1.1.3 It shall review and act on the Second Vice Chairman's recommendations for the Committee's long-range plans and their means of accomplishment.

6.1.1.4 It shall be responsible for recommending revisions to the Committee Bylaws.

6.1.2 The Executive Subcommittee membership shall consist of the Main Committee officers, all Subcommittee chairmen, plus a minimum of six members at large. More members at large may be chosen if required to achieve balance.

6.1.3 Members at large shall be selected by the members of The Executive Subcommittee at its first meeting following the biennial election. They shall be selected for up to two years for their special expertise, affiliation, or to provide a balance between producer and non-producer interests. They shall perform duties as assigned to them by the Chairman.

6.2 Subcommittees

6.2.1 Subcommittees shall be of three types: Product, Property, and Coordinating.

6.2.1.1 Product Subcommittees - are those whose functions include promotion of knowledge of the product(s) in its scope, and the development of product standards and correlations. Only Product Subcommittees may develop specifications and classifications.

6.2.1.2 Property Subcommittees - are those whose main functions are the promotion of knowledge and the development of test methods for specified properties and standard practices, guides, and terminology.

6.2.1.3 Coordinating Subcommittees - are those Approved by The Executive Subcommittee to perform functions covering relations among Subcommittees of the Committee, relations between the Committee and other organizations, or both; and to perform functions not covered in the scopes of Product and Property Subcommittees.

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6.2.2 Subcommittee Leadership

6.2.2.1 The Chairman of the Committee, with Executive Subcommittee approval, shall appoint the chairmen of the subcommittees.

6.2.2.2 The chairman of the subcommittee shall appoint the subcommittee officers, subject to the approval of the Executive Subcommittee. No two officers of a Product Subcommittee shall represent the same voting interest. The subcommittee officers shall consist of a chairman, vice chairman, secretary, and other subcommittee level officers necessary to accomplish the subcommittee's work. These officers shall constitute the Subcommittee Advisory whose function shall be to plan and administer the subcommittee program of work.

6.2.2.3 The scope, organization, and officers of a subcommittee, and any subsequent revisions, shall require Executive Subcommittee approval.

6.2.3 Subgroup Leadership

6.2.3.1 The chairman of the Subcommittee may appoint additional subgroup leadership, or reorganize, as needed, to achieve efficient operation. Where possible, no two officers of a subgroup of a Product Subcommittee shall represent the same voting interest. Examples of subgroups are: Section and Task Group (taskforce, working group, study group, panel, etc.). Note – Task Groups use many names, however, they are essentially the same.

6.2.3.2 Sections are standing subgroups, which may manage the work of several task groups on related topics of the subcommittee. The chairman of the section, subject to the approval of the Subcommittee chairman, may appoint additional subgroup leadership within the section, or reorganize, as needed, to achieve efficient operation.

6.2.3.3 Task Groups are subgroups with a specific scope, objective and term. Task groups report to a section; when none, they report directly to the subcommittee.

6.2.3.4 Society/Committee/Subcommittee membership, and subcommittee balloting procedure is not a requirement for subgroups.

6.2.3.5 Changes within the Subcommittee subgroups should be an information item in the report to the main committee.

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6.2.4 The scope, organization, and officers of a Subcommittee, and any subsequent revisions thereof, shall require Executive Subcommittee approval.

6.2.5 All Product Subcommittees promulgating specifications or classifications shall be balanced, i.e., the combined number of voting user, consumer, and general interest members shall equal or exceed the number of voting producer members. Subcommittee members shall be classified on the basis of the Subcommittee's scope and in accordance with Article 4 of these bylaws.

Article 7 – Meetings

7.1 Meetings

7.1.1 Number of Meetings - Regular meetings shall be held twice a year or more often if needed to carry out the business of the Committee. Special meetings may be held at the call of the Chairman, with Executive Subcommittee approval, or at the written request of at least ten voting interests of the Committee.

7.1.2 Time and Place - The time and place of meetings shall be set by The Executive Subcommittee which shall act on the recommendations of the Chairman. Meeting places for regular meetings shall be established at least two years in advance after consideration of the wishes and convenience of the members.

7.1.3 Meeting Notices - Committee and Executive Subcommittee meeting notices shall be mailed to all members by ASTM International Headquarters at least six weeks in advance of the meeting. {Mail refers to traditional mail as well as electronic.}

7.1.4 Quorum - Committee members, or their authorized representatives, representing at least five percent of the voting members, shall constitute a quorum.

7.2 Executive Subcommittee Meetings

7.2.1 The Executive Subcommittee shall meet in conjunction with the regular meetings of the Committee, at the call of the Chairman, or by written request of at least five of its members.

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7.2.2 A simple majority (50%) of the members shall constitute a quorum for conducting business.

7.3 Subcommittee Meetings

7.3.1 Time and Place - Subcommittees and their subgroups should schedule meetings in conjunction with the regular semiannual meetings of the Committee. Special meetings may be held at any time on thirty day's (30) notice from the Subcommittee chairman or by written request by at least ten voting members.

7.3.2 Meeting Notices and Agendas - All Subcommittee members and Main Committee officers and the Staff Manager shall be notified at least 30 days in advance of all meetings of a Subcommittee, and shall receive meeting notices, agendas, and minutes.

7.3.3 Quorum - Subcommittee members, or their authorized representatives, representing at least ten (10) percent of the voting members, shall constitute a quorum.

7.4 Lack of Quorum - In the absence of a quorum at a Main Committee or Subcommittee session, a meeting may be held but any resolutions must be confirmed at a later meeting when the quorum requirement is met or, alternatively, by letter ballot.

7.5 Meeting Rules

7.5.1 Robert's Rules - The current edition of Robert's Rules of Order shall govern all Committee meetings, except where those rules are in conflict with the ASTM International Regulations, ASTM International Bylaws, or Committee Bylaws.

7.5.2 Proxies – “A voting member wishing to vote at a subcommittee meeting or main committee meeting via proxy shall designate a member from the applicable subcommittee or main committee or an individual from the voting member’s voting interest. A voting member wishing to vote via proxy shall personally contact the member or individual from their voting interest whom the member wishes to exercise the proxy and must complete the proxy form in its entirety. Failure by the member to sign the form and complete all sections by hand will invalidate the proxy. The duly executed hand-written proxy form shall be mailed, e-mailed as a scanned attachment, or faxed by the voting member, or hand delivered by the proxy holder to the chairman of the committee or subcommittee prior to the applicable meeting or action. A separate proxy form shall be completed for each individual meeting of a subcommittee or a

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main committee. The solicitation of proxies from voting members is prohibited. Solicited proxies will not be accepted. No voting interest shall hold or exercise proxies for more than one voting member in any subcommittee or main committee meeting.” The chairman shall announce proxies at the beginning of the meeting. The acceptable proxy form can be found at the ASTM website www.astm.org under “Technical Committees,” “Key Documents and Forms.”

Article 8 – Ballots

8.1 Committee and Subcommittee Ballots on Standards - Procedures for standards reviews and balloting shall conform to the latest ASTM International Regulations.

8.2 Committee Administrative Ballots

8.2.1 Administrative matters such as Committee positions and amendments to bylaws shall be submitted to the Main Committee members by ballot.

8.2.1.1 To pass an amendment or a Main Committee administrative action, an affirmative vote of a simple majority of the combined approvals and disapprovals is required. To be valid, there must be not less than a fifty-percent return of ballots.

8.2.1.2 Disapproval votes on an administrative ballot shall be accompanied by a written explanation or proposed changes. All comments shall be evaluated by The Executive Subcommittee.

8.3 Subcommittee Administrative Ballots

8.3.1 Such administrative matters as changes in scope of activities or Subcommittee organization shall be submitted to its membership by voice vote action at a meeting or by ballot.

8.3.1.1 Subcommittee members shall receive at least two weeks advance notice of any such administrative matters to be addressed at a meeting, either by inclusion in the meeting agenda or by separate mailing.

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8.3.1.2 Any voting member of the Subcommittee on the losing side in a voice or hand vote has the right of requesting a ballot be sent to all voting members within six weeks after the meeting.

8.3.1.3 A simple majority of those voting for or against an administrative action shall be required for approval. In a ballot, a minimum of fifty-percent return of ballots is required for a valid ballot.

8.3.1.4 All comments received on an administrative ballot shall be evaluated by the Subcommittee's Advisory Section.

8.3.2 All administrative changes voted by a Subcommittee shall be sent to The Executive Subcommittee for approval.

Article 9 – Reports and Minutes

9.1 Reports

9.1.1 Meeting Reports - The chairman of each Subcommittee shall submit a report to the Committee at each regular meeting. The oral portion of the report shall be limited to items on which the Committee must take action (for example, the handling of negative votes) and to major informational items (for example, a change in the chairmanship of the Subcommittee). Other membership matters and informational items shall be included in the written report which shall be given to a Committee Secretary at the meeting.

9.1.2 Failure to Report - If a Subcommittee fails to present a report at two consecutive meetings of the Committee, it shall be required to show cause to the Executive Subcommittee why it should not be discharged.

9.2 Liaison Reports

9.2.1 In conformance with ASTM International Regulations, the Committee shall maintain liaison representation and cooperation with other committees when mutual interests or possible conflicts exist.

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9.2.2 Every Committee member appointed as a liaison member to another committee or group shall submit a written report to the Committee Chairman and to the Committee Secretaries covering meetings attended and minutes received, and shall note specifications or activities of interest to Committee members. The liaison member may request permission to make, or may be requested to make, an oral presentation to The Executive Subcommittee.

9.3 Minutes

9.3.1 Minutes shall be taken at all Main Committee and Subcommittee meetings and copies shall be sent to all members of the Committee or Subcommittee, to the Main Committee Secretaries, and to the Staff Manager at ASTM International Headquarters,

9.3.2 Minutes shall be circulated within 60 days following a meeting.

Article 10 – Amendments

10.1 Initiation and Approval of Amendments - Amendments to these bylaws may be proposed by any member at a regular meeting of the Main Committee, or by the Executive Subcommittee. A letter ballot shall be authorized by approval of two thirds of the members in attendance at a Main Committee meeting. An amendment shall be adopted under paragraph 8.2 of these bylaws.

10.2 COTCO Approval - All bylaw amendments are reviewed by the ASTM International Committee on Technical Committee Operations (COTCO). After an amendment has been Approved by COTCO, the amended bylaws shall be distributed to all members of the Committee.

10.3 Subcommittee Scopes - The current scopes of all Subcommittees, as Approved by The Executive Subcommittee shall be published with these bylaws.

Approved by Committee D02: June 29, 1999

In these days of corporate consolidations and joint ventures, Committee D02 is obligated to provide policy guidance on voting representation in the Main Committee and classified subcommittees. This policy discusses several different types of voting interests and recommends voting assignments for each case.

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Section 4 – Bylaws - Appendixes

X1. Member Voting Representation

X1.1 The policy is based on Section 6 of the Regulations Governing ASTM International Technical Committees. Addenda A1 of this policy quotes pertinent portions of the Sections 6 and 7 of the Regulations.

X1.1.1 The Committee D02 Bylaws specify that the Executive Subcommittee rules on voting representation for D02 Main Committee. This policy provides guidance to the D02 Executive Subcommittee.

X1.1.2 Upon adoption by Committee D02 this policy will become part of the D02 Bylaws.

X1.1.3 A voting interest, as defined in A1.1.1.2, shall have one vote. A company or other organization shall be considered voting interest and have one vote.

X1.1.4 If an organization considers itself entitled to more than one vote, the organization must prove to the Executive Subcommittee that each division has distinctly separate interests.

X1.1.4.1 *Examples of distinctly separate voting interests*

X1.1.4.1.1 Two divisions of a company, organization, or agency with completely different product slates or distinctly separate interests.

X1.1.4.1.2 A subsidiary or affiliate with a significant difference in ownership.

X1.1.4.1.3 A joint venture among companies.

X1.1.5 *Criteria for separate voting interests*

X1.1.5.1 Separate voting interests must be perceived by their structure, actions and voting records as truly separate. The following criteria may be used by the Executive Subcommittee as indications whether separate voting interests exist.

X1.1.5.1.1 No coordination on product specifications can exist.

X1.1.5.1.2 There can only be minimal coordinated operations. One organization cannot report to the other.

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X1.1.5.1.3 Two organizations are not separate voting interests where one organization reports to the other.

X1.1.5.1.4 There should be minimal transfer of personnel.

X1.1.5.1.5 No coordination on D02 ballots can exist. Any occurrence of identical ballot comments or negatives shall be prima-facie evidence of common interests.

X1.1.5.1.6 Apparent multiple representation may be resolved through assignment of non-official voting memberships.

X1.1.6 *Consultant classification*

X1.1.6.1 Consultants shall be classified per section A1.2 of the Addenda.

X1.1.6.2 When first accepted as voting ASTM International members, consultants shall declare the classification of their major client and shall be assigned that classification. If clients are from both producer and user/consumer classification, the consultant may recommend a classification or be assigned to the general interest category.

X1.1.6.3 If the client interest changes, the consultant shall advise a Committee Secretary of the change and request assignment to the classification of the current major client.

X1.1.6.4 If the consultant's major client is a voting member of the Committee or subcommittee, the consultant shall be barred from voting on any matter where the client has an interest. However, the consultant is free to vote according to his/her classification on all other matters. (Also see 4.2 regarding consultant voting on specifications.)

X1.1.6.5 Consultants shall have the same classification as their last fulltime employer for one year, unless they submit proof that a different voting category should be assigned because their main client is in a different voting classification.

X1.1.6.6 After one year, such a consultant shall declare the classification of their major client per 4.1 and voting classification shall be assigned accordingly. If the consultant has no clients, the assigned former employer's classification shall continue until a client classification is declared.

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X1.1.6.7 A consultant without clients can appeal to the Executive Subcommittee to be a general interest member by making a case for acting independently of any company and in effect representing the general public.

X1.1.7 *Consultant voting*

X1.1.7.1 Consultants classified as General Interest are strongly urged to abstain when voting on product specifications. Under ASTM International rules comments attached to an abstention must be addressed in the handling of votes. Such abstentions would place the responsibility for product decisions upon the stakeholders and the parties directly impacted by product specifications.

ADDENDA to Appendix X1

ASTM International policy on voting (from Section 6. of the Regulations Governing ASTM International Technical Committees, March 2010)

A1.1.1 Pertinent definitions from regulations

A1.1.1.1 *official vote, n—in a committee or subcommittee*, one cast by a voting member on a ballot or motion, and that is used for calculating the numerical requirements of these regulations.

A1.1.1.2 *voting interest, n—an organization, a subsidiary of an organization or unassociated individual member having a distinctly separate interest from any other interest with regard to the scope of a committee or subcommittee.*

A1.1.1.3 *voting member, n—of a committee or subcommittee*, a member who has the official vote on letter ballots or motions concerned with ASTM International Standards.

A1.1.1.4 *non official voting member, n—of a committee or subcommittee*, a member whose votes and comments on all letter ballots or motions shall be fully considered, but whose votes are not included in the calculation of the numerical voting requirements for standards.

ASTM International policy on consultants (from Section 7.2 of the Regulations Governing ASTM International Technical Committees, March 2010)

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A1.2.1 A member serving as a consultant retained by a voting interest, whereby the arrangement includes representing it on an ASTM International committee or subcommittee, shall be considered the same classification and voting interest as that by which the member is retained.

A1.2.2 A member serving as a consultant for multiple voting interests of exclusively the same classification shall be classified in accordance with their principal business activity.

X2. Committee D02 Awards

X2.1 Awards Panel

X2.1.1 Chairman: The chairman of the Awards Panel shall be the First Vice Chairman of Committee D02.

X2.1.2 Membership: The membership of the Awards Panel shall consist of the Panel Chairman (X2.1.1) and eleven members serving staggered three-year terms. New members will be appointed each June by the Awards Panel to begin serving the following December. Five members shall be chosen from Product Subcommittees, five members from Properties Subcommittees, and one member from Coordinating Subcommittees. No Subcommittee shall be represented by consecutive terms. The Chairman of the Subcommittee or appointed designee will serve.

X2.1.3 Meetings: The Awards Panel shall meet during the regular semiannual D02 meetings and at such other times as deemed appropriate by the Chairman. The D02 Staff Manager will coordinate meeting arrangements and attend meetings.

X2.1.4 Responsibilities: It shall be the responsibility of the Awards Panel to nominate or seek nominations of worthy individuals for the awards bestowed by Committee D02 and ASTM International.

X2.1.5 Funding: The costs associated with the Awards Panel, the awards and their presentation shall be paid from the D02 Activity Fund.

X2.2 Committee D02 Awards

X2.2.1 Recipients of D02 Awards are typically D02 members; however, non-members may

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receive these awards with a majority approval by the Awards Panel.

X2.2.2 The Sydney D. Andrews Scroll of Achievement

X2.2.2.1 Description: This is ASTM International Committee D02's highest award. This award honors one or more members selected by the Awards Panel and the D02 officers, who are considered to be individuals most worthy of recognition because of their contributions to Committee D02 achievements and related standardization activities.

X2.2.2.2 Nominating Procedure: Nominations are submitted on an annual basis by the membership to the Awards Panel. Based on merit, one or more persons may be selected. Many subjective factors enter into the selection. The Awards Panel provides recommendation to the D02 First Vice Chairman who makes a final recommendation to the D02 officers. Depending on the number of eligible candidates, the award can be presented on a semiannual or annual basis, but normally the award is presented annually during the December meeting.

X2.2.2.3 Arrangements: The luncheon arrangements are organized by ASTM International and the D02 Staff Manager. It should be held at the same hotel location that hosts the D02 Committee meetings. Luncheon tickets may be purchased before or during the committee meetings through the designated arrangements person at the registration desk. A brief historical description of the awardee is published by D02 as part of the agenda. The Subcommittee chairmen should publicize the pending award to their membership prior to the D02 Committee meetings and encourage luncheon participation.

X2.2.2.4 Citation Description: The citation for the D02 Sydney D. Andrews Award of Achievement Scroll should be formatted as follows:

*ASTM International Committee D02 Sydney D. Andrews Award of Achievement Presented to
John H. Smith*

*At location on this date day of December year, by his/her friends of Committee D02 of
ASTM International in appreciation for his/her many contributions to advancing the aims of
the Committee and the Society and as an expression of high personal esteem.*

We who are present on this occasion gratefully affix our signatures:

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X2.2.2.5 Protocol: Addresses by a toastmaster and principal speaker, presentation of the D02 Scroll and response by the nominee are part of the ceremony. The toastmaster prepares a 10 to 15 minute address covering the biographical outline and work history. The principal speaker follows with a 10 to 15 minute address on the nominee's qualities and his/her relationships (as opposed to his/her accomplishments covered by the toastmaster's remarks). This speaker is followed by the presentation of the Scroll, signed by the attendees, and is usually made by the Committee Chairman or a Vice Chairman. The Guest of Honor then makes the acceptance address.

X2.2.3 The Lowrie B. Sargent, Jr. Medal

X2.2.3.1 Background: The Lowrie B. Sargent, Jr. Medal is presented at the discretion of the Committee to a member, or former member, who has exhibited outstanding leadership in the standardization work of the Committee. The award, established in 1982, honors Dr. Lowrie B. Sargent, Jr., a member of the ASTM International Board of Directors from 1974 to 1977, a recipient of the ASTM International Award of Merit in 1974, and Chairman of Committee D02 from 1966 to 1975. Dr. Sargent was Senior Scientific Associate and former manager of the Lubricants Division of the ALCOA Research Laboratories who specialized in the physical chemistry of lubricating fluids.

X2.2.3.2 Criteria: This award is to be bestowed on a person who is widely recognized within Committee D02 for his/her excellence in continuing leadership, or outstanding short-term leadership in a particular area. The Award is to be awarded to persons anywhere in the D02 organization who possess and clearly demonstrate the qualities described below. It is not limited to Committee D02 Subcommittee or section officers or those with long continuous service. The recipient should clearly exemplify excellence in the following areas:

X2.2.3.2.1 *Decision making* - Arriving at sound conclusions and judgments based on personal competence, foresight, and fair consideration of the opinions of others.

X2.2.3.2.2 *Communication* - Creating understanding and cooperation by effective listening, speaking, and writing.

X2.2.3.2.3 *Motivation* - Inspiring, encouraging, and inducing people to take effective action to accomplish tasks that are either assigned or assumed.

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X2.2.3.2.4 *Personal Integrity* - Instilling in others a feeling of confidence and trust through forthright dealings in a straightforward manner.

X2.2.3.2.5 *Maturity* - Exercising tolerance for contrary views and demonstrating the ability to harmonize such diversity for the common good of all concerned.

X2.2.3.3 Rules Governing the Award

X2.2.3.3.1 Recommendations shall be made by the Awards Panel to the Committee D02 officers eight months prior to the desired presentation, e.g., October for a June presentation and April for a December presentation. Each recommendation shall be accompanied by documentation of the candidate's qualification for the award.

X2.2.3.3.2 No award shall be given if it is believed that there are no qualified recipients for any given year.

X2.2.3.3.3 The name of the candidate selected by the Committee D02 officers shall be conveyed in writing to the Executive Subcommittee of Committee D02 for their consideration. The nomination shall be approved if at least two thirds of the members present vote affirmative.

X2.2.3.3.4 No record of the discussion of the award shall be kept, and the minutes of the Executive Subcommittee shall reference the decision only if the vote is favorable of the nominee.

X2.2.3.3.5 The award shall be presented to the nominee at a regular meeting of Committee D02, unless otherwise authorized by the Committee.

X2.2.3.3.6 If the candidate is a member of the Executive Subcommittee, the officers may modify the method of the Executive's Subcommittee consideration so that deliberations are not revealed to the candidate. This may be accomplished by correspondence or other means.

X2.2.3.3.7 The recipient chosen to receive the award shall be notified by a letter from the Chairman of Committee D02 as soon as the selection is made.

X2.2.3.3.8 The ASTM International Public Relations Department will be notified by the Committee, or staff committee manager of the Committee's selection no later than two (2) months prior to the anticipated date of presentation to the recipient.

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X2.2.3.3.9 The ASTM International Public Relations Department will prepare appropriate publicity announcements on the recipient and will order all related materials to be received by the recipient.

X2.2.3.4 Award: The Lowrie B. Sargent Jr. Medal shall consist of a Lucite block containing a bas-relief medallion of Lowrie B. Sargent Jr. and a plate to be engraved with the name of the recipient and the year awarded. The block will be suitable for tabletop or wall display.

Wording on the plate in the Lucite block will read:

The L. B. Sargent Jr. Medal is presented by ASTM International Committee D02 on Petroleum Products and Lubricants to NAME OF RECIPIENT for outstanding leadership in the work of the Committee (Date of Presentation)

Signature

Signature

Chairman of the Board

Chairman of Committee D02

A plaque is mounted in the ASTM International Headquarters Building containing the names of all recipients of this award and the year in which they received it. The plaque consists of an aluminum design with black enamel lettering and featuring a sculptured bas-relief portrait of Lowrie B. Sargent, Jr., a 3-inch ASTM International disk, and a 3-inch Committee D02 disk.

Wording on the plaque reads:

The Lowrie B. Sargent, Jr. Medal presented by Committee D02 on Petroleum Products and Lubricants In memory of his outstanding leadership as Chairman of Committee D02 from 1966 to 1975, and as a member of the ASTM Board of Directors from 1974 to 1977.

Dedicated September 21, 1982 Donated by ALCOA

X2.2.3.5 Financing of the Award: The Lowrie B. Sargent, Jr. Medal plaque mounted at ASTM International headquarters and the first five Lucite blocks awarded were financed with funds donated by the Aluminum Company of America (ALCOA). The annual fee for engraving nameplates and all subsequent costs are the responsibility of the Committee through the D02 Activity Fund.

X2.2.4 The George V. Dyroff Award of Committee D02 Honorary Membership

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X2.2.4.1 Description: An honorary member of Committee D02 shall be a member or retired member who has retired from fulltime employment. This individual shall be of widely recognized eminence in an area of interest to the Committee. The candidate for this honor shall satisfy at least three of the following five requirements:

X2.2.4.1.1 Shall have been an officer of Committee D02 or a member of its Executive Subcommittee for six or more years

X2.2.4.1.2 Shall have been an active and progressive Subcommittee, section or task group officer for 10 years or more

X2.2.4.1.3 Shall have been active in Committee D02 work for 15 or more years

X2.2.4.1.4 Shall have made a significant contribution in one or more areas of Committee D02 activities

X2.2.4.1.5 Shall have attained prominence in his/her profession

X2.2.4.2 Nominating Procedure

X2.2.4.2.1 A candidate for honorary membership shall be proposed to the Executive Subcommittee by at least 10 members of Committee D02. The unanimous vote of the Executive Subcommittee is required.

X2.2.4.2.2 No record of the discussion of the award shall be kept, and the minutes of the Executive Subcommittee shall reference the decision only if the vote is favorable of the nominee.

X2.2.4.2.3 The nominee is subsequently elected to Honorary Membership by letter ballot of Committee D02. A 90 percent affirmative vote by those D02 members voting is required for election to honorary membership.

X2.2.4.3 Protocol: The candidate is advised of his/her election to honorary membership and is consulted on the meeting at which it can be bestowed, at the nominee's convenience.

X2.2.4.4 Funding: ASTM International Membership fees of D02 Honorary Members shall be paid by the D02 Activity Fund throughout their lifetime.

X2.2.5 Award of Excellence

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X2.2.5.1 Description: This award recognizes a member's continued or long-term service or leadership that has contributed to the overall enhancement of excellence in the standardization process in Committee D02. The award is intended to honor service that exceeds the requirements for the Award of Appreciation. This award may be given more than once.

X2.2.5.2 Nominating Procedure: The nomination of candidate for the Award of Excellence is made by the Advisory Section of a Subcommittee, or Subcommittees, to the Chairman of the Awards Panel. The approval of the nomination requires unanimous consent of the Committee D02 officers.

X2.2.5.3 Protocol: A framed award written in old English script with a specific citation of up to 25 words, stating the reason for presentation. The award is presented by a Committee D02 officer at a meeting of the recipient's choice.

X2.2.6 Fifty Year Service Award

X2.2.6.1 Description: This award recognizes fifty years of dedication and commitment to Committee D02 in the development of high quality and globally recognized petroleum standards.

X2.2.6.2 Nominating Procedure: The Awards Panel Chairman obtains a D02 membership list which includes the years of service from ASTM International Headquarters. A break in D02 membership due to a change in employment may affect the total years according to this list; therefore, any member of Committee D02 may make a nomination to the Chairman of the Awards Panel. A follow-up may be necessary to confirm the nominee's total number years of service

X2.2.6.3 Protocol: The Award shall consist of a tray or platter which includes the following inscription:

Committee D02 on Petroleum Products and Lubricants
Fifty Year Service Award
presented to

--INSERT NAME--

In recognition of 50 years of dedication and commitment to the development of high quality and globally recognized petroleum standards

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--INSERT MONTH and YEAR--

X2.2.7 Award of Appreciation

X2.2.7.1 Description: This award honors meritorious service (technical achievement, leadership, etc.) within a Subcommittee. This award is intended to recognize a member's outstanding contribution to Committee D02 or its Subcommittees. This award is given only once.

X2.2.7.2 Nominating Procedure: The nominations of candidates for the Award of Appreciation are made by the Advisory Section of a Subcommittee to the Chairman of the Awards Panel. The approval of the nomination requires unanimous consent of the Committee D02 officers.

X2.2.7.3 Protocol: A framed certificate, written in old English script is presented by a Committee D02 officer at a meeting of the recipient's Subcommittee.

X2.3 ASTM International Awards

X2.3.1 ASTM International Award of Merit

X2.3.1.1 Description: This award is granted to members for distinguished service to the cause of voluntary standardization. The purposes is to recognize outstanding contributions from unusually productive service in ASTM International committee work; leadership in Society activities; publication of papers; outstanding service that has advanced the Society's prestige, standing or interest; and service to the Society not herein otherwise specifically provided for. Recipients shall receive the honorary title of Fellow of the Society.

X2.3.1.2 Nomination: The Awards Panel selects the candidate(s). The candidate(s) are approved by the D02 officers and his/her (their) name(s) with full justification is (are) submitted by the Committee D02 Chairman to ASTM International Headquarters for consideration by the ASTM International Awards Committee. Nominations are submitted to ASTM International during November of each year.

X2.3.2 The Charles B. Dudley Medal Award

X2.3.2.1 Description: The Charles B. Dudley Award is presented not more frequently than once a year to an author or authors of a paper or series of papers on standards published by

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ASTM International that makes an outstanding contribution which is of widely recognized impact on a particular field of interest to ASTM International.

The award, established in 1925, is in honor of the first president (now termed Chairman of the Board) of ASTM International, whose inspiring leadership had a profound influence on the organization's development. The award is intended to stimulate research leading to standardization and extend the knowledge of the properties of engineering materials. The Board of Directors has modified the award to recognize meritorious contribution to the publications of ASTM International.

X2.3.2.2 Criteria: The award is made for an outstanding contribution which has widely recognized impact on the particular field of ASTM International interest and has been documented within the last three years in ASTM International literature. Among the eligible publications are:

- An individual or series of ASTM International Standards
- An individual or group of papers
- A special technical publication
- A data series publication
- An atomic and molecular data publication

Publications must have considerable breadth of applicability and cannot be a review or a minor improvement to a topic.

X2.3.2.3 Rules Governing the Award

X2.3.2.3.1 The award shall be administered by the Committee on Publications through its Dudley Award Subcommittee consisting of three members of ASTM International appointed for three staggered terms. Members will be appointed by the Chairman of the Committee on Publications. Members of the Committee on Publications are not eligible to serve on the Dudley Award Committee nor are they eligible for the award.

Nominations will be solicited from the Committees through a notice to be placed by the Public Relations Department in the July issue of Standardization News.

X2.3.2.3.2 Nominations must be submitted by the Awards Panel to the Committee on Publications, c/o the Vice President of Publications Division of ASTM International via letter

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containing supporting documentation for the nomination. Letters acknowledging receipt of the nomination will be sent by the Vice President, Publications Division.

Nominations must contain:

- Name of the candidate publication
- Name of the author(s), editor, or contributor to the candidate publication
- Statement of 300 words or less stating why the candidate publication should receive the award and how the publication meets the basis of the award
- Name and designation of the submitting committee
- Name and address of the individual acting on behalf of the committee

X2.3.2.3.3 All candidate publications must have been published within the last three years from the year of submission. Nominations not selected during a calendar year will be retained and resubmitted for consideration during the following year.

X2.3.2.3.4 No more than one nomination may be submitted by the Awards Panel for consideration by the Dudley Award Subcommittee.

X2.3.2.3.5 The Dudley Award Subcommittee shall make its recommendations to the Committee on Publications via letter to the Committee Chairman at the fall meeting of that committee. The recommendation shall be approved if at least two-thirds of the members present approve. If, in the opinion of the Dudley Award Subcommittee, no publication meets the criteria for the award, none shall be given for that year.

X2.3.2.3.6 The ASTM International Public Relations Department shall be notified by the Vice President of Publications, within one month after the fall meeting, of the Committee on Publications' decision regarding the award.

X2.3.2.3.7 The recipient of the Charles B. Dudley Award will be notified of selection via letter from the ASTM International Chairman of the Board forwarded by the Public Relations Department no later than one month after the fall meeting of the Committee on Publications.

X2.3.2.3.8 The ASTM International Public Relations Department will prepare appropriate publicity announcements and will order all related material to be received by the recipient.

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X2.3.2.3.9 The award shall be presented at an ASTM International meeting of the recipient's choosing.

X2.3.3 ASTM International President's Leadership Award

X2.3.3.1 Description: The ASTM President's Leadership Award was established by the ASTM Board of Directors in 2007 to recognize extraordinary leadership within the first five years of an individual's association with ASTM International.

The purpose of the ASTM President's Leadership Award is to acknowledge individuals who, early in their ASTM career, have significantly advanced the Society's mission through extraordinary accomplishment, example, and vision. The Award signifies the promise of continued success of ASTM International, made possible through the inspiration and positive contributions of new volunteers.

X2.3.3.2 Basis of the Award

X2.3.3.2.1 This Award recognizes exemplary service. Examples of the types of service that warrant nomination for the President's Leadership Award include:

- Successful leadership of a major new activity, such as establishment of a new technical committee or subcommittee
- Revitalizing a dormant activity
- Advancing the global application of ASTM International standards
- Reducing the cycle time of ASTM standards development
- Advancing the use of ASTM standards in regulation
- Influencing public policy regarding the positive role of ASTM standards
- Unusually productive service in ASTM committee work
- Fostering widespread appreciation of ASTM among industry executives
- Successful academic outreach
- Noteworthy public benefit resulting from exemplary ASTM work
- Any other outstanding service or activity that has greatly enhanced the prestige or standing, and advanced the interests of, a particular technical committee or the Society as a whole

X2.3.3.2 Requirements

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X2.3.3.2.1 Candidates must have made significant, noteworthy, and exceptional contributions to ASTM International.

X2.3.3.2.2 Candidates' activity must occur within the first five years of their association with ASTM, and nominations for the Award must be made within the first seven years of the candidate's association with the Society.

X2.3.3.2.3 Candidates may or may not be members of ASTM International.

X2.3.3.2.4 Candidates must be living at the time of nomination in order to be eligible for consideration.

X2.3.3.2.5 Candidates may be nominated by individuals or groups from within or outside ASTM International. While in office, Society officers and directors, and ASTM International employees are prohibited from being nominated as candidates for the Award.

X2.3.3.3 Administration

X2.3.3.3.1 No more than two (2) individuals can be selected for the Award in a single year. If no suitable candidates are identified in a particular year, the Award is not given that year.

X2.3.3.3.2 Nominations must include a detailed description of the nominee's accomplishments, vision, leadership, and commitment, as well as relevant examples of achievements that fulfill the award's criteria. Nominations must be submitted to ASTM Headquarters by 1 February

X2.3.3.3.3 The ASTM President will select the award winner.

X2.3.3.3.4 Award winners will be announced on the ASTM website and in ASTM's print and online news publications. A news release will be issued. Question and answer interviews with Award recipients are encouraged for print publication and on the website.

X2.3.3.3.5 Nominations are valid for only one year, but may be re-submitted each year up to a maximum of three consecutive years, however, nominations must be submitted within seven years of the nominee's initial service to ASTM International.

X2.3.3.4 Form and Presentation

X2.3.3.4.1 Successful nominees are notified of their election by the Office of the ASTM

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President. Time and place for presentation of the award is designated by the President after consultation with the award winner and the ASTM International staff.

X2.3.3.4.2 The Award shall consist of an etched crystal tower, or similar item, and a certificate frame plaque containing a personal letter from the ASTM President.

Excellence in Symposium and Publication Management

X2.3.4 William T. Cavanaugh Award

X2.3.4.1 Description: Established in 1987, this award is granted to a person of widely recognized eminence in the voluntary standards system who may or may not be a member of ASTM International. The title Honorary Member is bestowed upon recipients of the award.

X2.3.4.2 Nomination: Any ASTM International member may submit a written nomination to the Executive Committee of the ASTM International Board of Director. Nominations should contain a citation of 25 words or less, career background, outstanding contributions to the voluntary standards system, interface with government or societies that have advanced the cause of voluntary standards and a listing of honors or citations that relate to voluntary standards. Nominations shall be considered by the Executive Committee and credentials of qualifying individuals are then submitted to the Board for action. Election is by unanimous vote of the Board members present.

X2.3.5 Frank W. Reinhart Award

X2.5.1 Description: The Frank W. Reinhart Award is presented not more frequently than once a year to a technical committee, a subcommittee thereof, or a member of the Society who has made outstanding and unusual contribution to the Society in the area of terminology standardization.

The Award, established in 1981, honors Dr. Frank W. Reinhart, long active in ASTM terminology work. Dr. Reinhart exemplified the intent of the award citation through his dedication to the use of correct and appropriate technical terminology in ASTM standards, both as a member of former ASTM Committee E08 on Nomenclature and Definitions, and as its Chairman from 1962 to 1976.

X2.5.2 Rules Governing the Award

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X2.5.2.1 The award shall be administered by the COS Subcommittee on Form & Style (formerly administered by Committee E02 on Terminology), consisting of three members of COS appointed by the Committee Chairman.

X2.5.2.2 Nominations will be solicited through a notice to be placed by the Awards Administrator in the January issue of Standardization News. The deadline will be August 1st of that year.

Nominations must contain:

– Section I

Name

Title

Organization

City, State

– Section II - Citation

This should be carefully prepared wording illustrating why the recipient is getting the award. Please be brief, no longer than 3 or 4 lines

– Section III – Qualifications

This should be a narrative outlining the activities that qualify a nominee for the Frank W. Reinhart Award. Present, in an organized format, the facts and figures of the nominee's contribution to the cause of voluntary standardization, specifically with respect to outstanding and unusual contribution to the Society in the area of terminology standardization.

– Section IV – Nominating Committee

List the names and addresses of the persons submitting the nominations. Include telephone number and e-mail addresses as appropriate.

X2.5.2.3 Each year, at the September meeting, the COS Form & Style Subcommittee shall consider the submitted nominations. If, in its opinion, no one qualifies for the award, none shall be given.

X2.5.2.4 If there is a worthy candidate, the COS Form & Style Subcommittee shall present its findings to the Chairman of COS, who shall report its recommendations to the Committee for

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approval. The recommendations shall include an appropriate citation to appear on the award plaque.

X2.5.2.5 The Award shall consist of a walnut plaque and will be suitably engraved with the name of the recipient, prepared citation, the date of presentation, and signatures of the Secretary and Chairman of COS. If an entire committee or subcommittee is named as award recipient, a plaque will be presented to the chairman only of the respective group.

Funding of this award is the responsibility of COS.

Section 5 – Development of a Standard

A. Background

Standardization is essential to the efficient functioning of a modern industrial economy. The United States generates most of its standards in the private sector, through the voluntary efforts of representatives from all segments of its society. ASTM International is one of the foremost standards development organizations in which these standards are developed.

Committee D02 exists because there is a need for standard specifications, test methods, terminology, classifications, practices, and guides in the petroleum products and lubricants field, and because the Committee and Society provide a mechanism by which a consensus on these standards can be reached by democratic processes. In Committee D02, a single negative vote supported by good reason(s) causes a proposal to be reviewed. Members are given ample opportunity to express their views, and no considered opinion or objection to a proposal is cast aside.

This insistence on the rights of the individual member protects all the members against hasty group action which might result in poor or inappropriate standards. The growth of Committee D02 is proof that users and producers of petroleum and its products have supported international standardization activities and the philosophy that guides it.

The procedure for adopting standards is very thorough. On average, it takes approximately three years to develop and approve a new standard test method, although in some cases the time has been shortened to as little as one year. While even shorter time periods may be desirable, Committee D02 is committed to the development of excellent standards which enjoy a well-deserved reputation.

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After ASTM standards are adopted, they are dynamic and can be revised at any time. Committee D02 revises standards at their time of ASTM mandated five-year renewal, or before, so they reflect the latest advances in technology and testing technique. If they become obsolete, or there is no longer any need for them, they are withdrawn.

Committee D02 develops standards to meet recognized needs. Its standards are developed to provide a means of evaluating a quality, a chemical or physical property, or a quantity of petroleum, its products or lubricants that is acceptable to the users and producers of these materials.

The need for a new standard becomes known to Committee D02 in the following ways:

- 1 Usually the Subcommittee responsible for standards in a specified field is aware of the particular need for a new standard through its members and takes the action necessary to develop it.
- 2 If the Subcommittee is not aware of the need for a standard in its field, its attention is often drawn to the need by another Subcommittee or persons or organizations outside of the Committee D02 structure.
- 3 Occasionally the need for a standard is made known to the Executive Subcommittee by one of its members, or by persons or organizations outside of Committee D02. The Executive Subcommittee then requests the most suitable Subcommittee to begin work to develop the standard.

B. Jurisdiction over Standard Development

Just which Subcommittee develops a standard depends on the nature of the standard. Standards to evaluate product quality and specifications for petroleum products are developed by Product Subcommittees (letter designation). Standards to determine chemical and physical properties or to measure and sample petroleum and its products are generally developed by Property Subcommittees (number designation).

Product Subcommittees can develop test methods and practices for products or request that Property Subcommittees do so. To prevent proliferation of similar or identical methods, Property Subcommittees may also work on methods that are applicable to products under the jurisdiction of two or more Product Subcommittees. However, test methods developed for the

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purpose of quality or performance evaluation of products must be approved by the Product Subcommittee concerned.

When a Property Subcommittee develops a test method for a Product Subcommittee, it is the Product Subcommittee's responsibility to establish and maintain liaison. The form of liaison -- liaison representation, minutes, etc., is defined by mutual agreement of the two groups.

If there is no Subcommittee whose scope covers the field in which new standards required, the Executive Subcommittee can set up a group to develop such a standard. This involves finding a qualified person to act as chairman of the new group, selecting the personnel of the group which is usually done by the chairman of the new group and the Executive Subcommittee and calling an organizational meeting. A scope is prepared to define the work area and objectives of the group. This scope is submitted to the Executive Subcommittee and if approved the group may begin work on the development of the standard.

C. Preparation of Standards

The groundwork for most new standards is prepared by Task Groups made up of persons who are primarily the key stakeholders and with specialized experience and skills. (Some Subcommittees have subgroups called Sections which manage the work of several study groups on related topics within the Subcommittee.) Unbalanced voting interests and multiple members from one voting interest are allowed within a Task Group.

The initial step in the development of a standard is writing the first draft in accordance with the "Form and Style for ASTM Standards" (Blue Book). Templates are available on the ASTM web page and from ASTM staff to aid in preparing the draft. For test methods, once a draft is written, it is evaluated by a series of interlaboratory test programs which are designed to show the method's precision and general suitability as a laboratory test. Precision is the expected limit of deviation between two or more test results and is reported as "repeatability" (one laboratory, one operator) and "reproducibility" (multiple laboratories). Another important feature of a test method is its bias. Bias is a systemic error that contributes to the difference between a population mean of the measurements or test results and an accepted reference or true value. A software program, D2PP, has been developed by D02 to assist in evaluating the precision data and preparing the precision statement. This software program is an adjunct to ASTM D 6300 and is available from ASTM International.

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D. Recommendation by Subcommittee

When cooperative testing shows the test method to be satisfactory, or supporting data the suitability of a specification, and the draft appears to be in compliance with the Blue Book, the Task Group that developed it recommends that the Subcommittee ballot the draft as a new standard. The Subcommittee approves the recommendation by a voice vote at a Subcommittee meeting. In between meetings, the Subcommittee chair can also authorize a ballot.

All actions on standards are approved by ballot. An affirmative vote of at least two thirds of the combined affirmative and negative votes cast by voting members of the Subcommittee is required to approve the action. In addition, for the ballot to be considered valid, the number of affirmative, negative, and abstaining votes must be at least 60% of the number of voting members. Failure to return ballots can result in a voting member losing their from the Subcommittee or Main Committee voting status.

Negative votes received on Subcommittee letter ballots, main letter committee ballots and Society reviews are considered by the Subcommittee (in many cases, with the aid of the originating Task Group) and handled in accordance with the procedures outlined in the "Regulations Governing ASTM Technical Committees" (Green Book) published by ASTM.

After approval by the Subcommittee, the item is submitted to ASTM Headquarters where the Committee D02 ballot is prepared. Accompanying the ballot is Rationale, the Research Report of supporting data and a report of the Subcommittee ballot results. If the item received negatives that were not withdrawn, a list of those negatives must also accompany the item along with the reasons for those negatives, the consideration given by the Subcommittee, and the adjudication of the negative votes. The Committee D02 ballot includes a record of the Subcommittee vote on all items that received negatives.

Standards that have been published for four years without technical revisions are reviewed by the Subcommittee having jurisdiction. The Subcommittee may choose to reapprove the standard by voice vote at a meeting. The item then appears as a reapproval on the next Committee D02 letter ballot. Revision or withdrawal of a standard must be letter balloted by the Subcommittee. Such action must be completed within five years of the last approval date.

E. Committee Ballots

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All actions on standards (new, revisions, reapprovals, or withdrawals) are approved by Committee D02 ballot; an affirmative vote of at least 90% of the combined affirmative and negative votes cast is required with not less than 60% of the voting interests returning ballots. Any standards action appearing on a Committee D02 ballot is automatically included in the Society Review. Both the Committee ballot and Society Review are distributed through the ASTM Website and printed copies are available upon request.

A voting member may vote in one of five ways: Affirmative, Affirmative with comments, Negative (requires a written statement of the reason(s)), Abstention, or Abstention with comments. The abstention category is for members who do not feel qualified to vote on a given item, do not have sufficient time to review the letter ballot, or do not have sufficient interest in the subject matter. All voting members must vote to retain their voting status. Nonvoting members may also vote if they wish. Their vote is not tallied, but any negatives and comments are handled in the same manner as from a voting member.

The ballots are issued and returned via the website to ASTM Headquarters, the votes tabulated and each Subcommittee is furnished the results of the votes, the negatives, and comments. The Subcommittee makes its recommendations to adjudicate the negative votes. These adjudications are presented to Committee D02 at a meeting and adjudicated by hand vote.

There are four D02 letter ballots per year. A typical schedule is indicated below. However the dates vary slightly from year to year and a listing of the dates for the current year is available from the staff manager or administrative assistant. Additional Main Committee Ballots may be issued between meetings depending upon need. The ballot schedule, with accurate dates, is provided by staff at each D02 Executive Subcommittee meeting and is also posted between meetings on the Committee D02 MyASTM webpage under "Committee Documents".

BETWEEN DECEMBER AND JUNE COMMITTEE MEETINGS (Typical Schedule)

Ballot No.1	January 30	Deadline to ASTM
	February 19	Issue Date
	March 27	Closing Date
Ballot No.2	March 31	Deadline to ASTM
	April 16	Issue Date
	May 22	Closing Date

Additional balloting if needed: Contact ASTM to determine last date to submit items to ASTM for ballot. Ballot close date should be planned to be at least three weeks before June meeting.

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BETWEEN JUNE AND DECEMBER COMMITTEE MEETINGS (Typical Schedule)

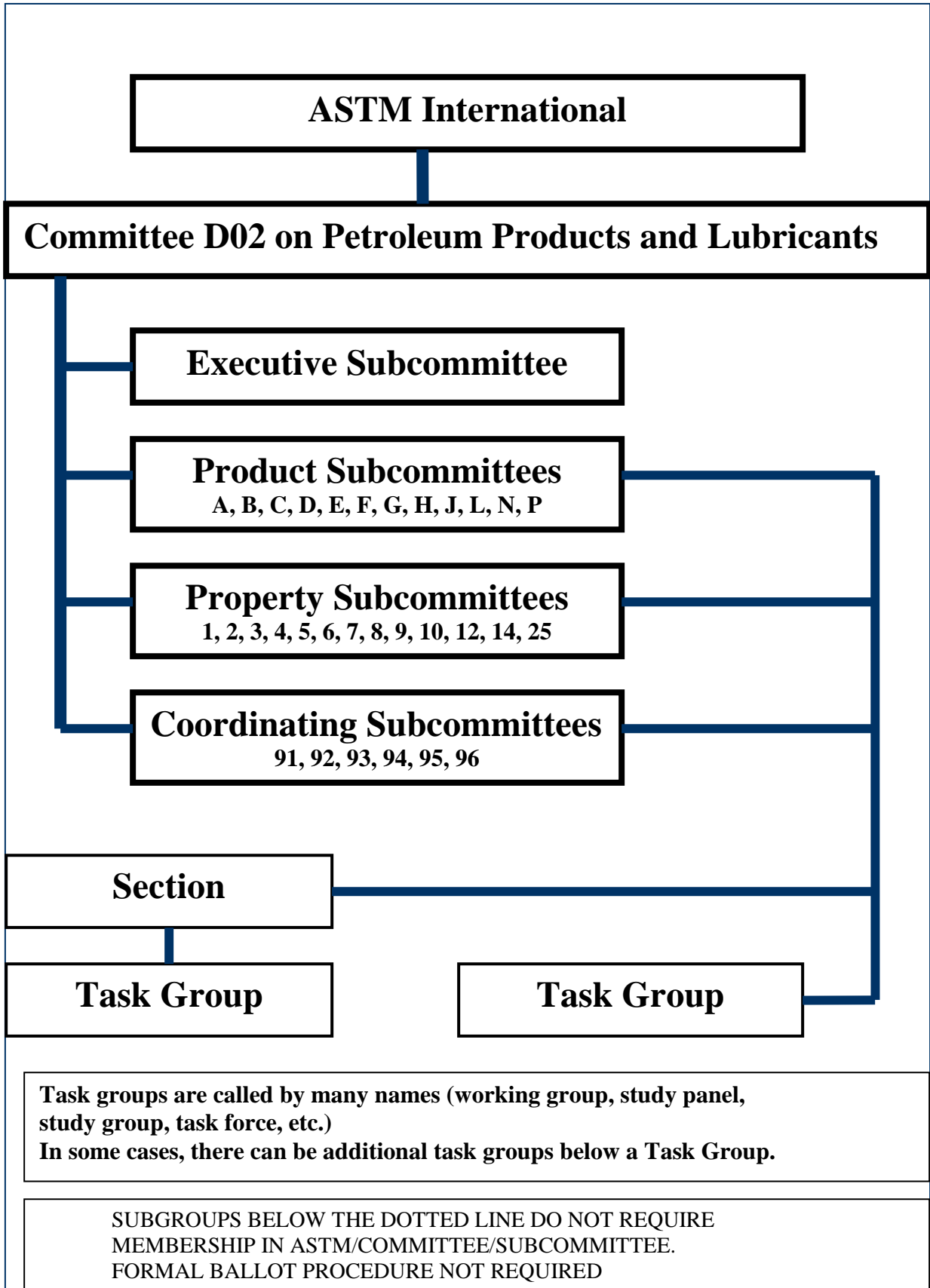
Ballot No.3	July 31	Deadline to ASTM
	August 15	Issue Date
	September 19	Closing Date
Ballot No.4	September 25	Deadline to ASTM
	October 7	Issue Date
	November 10	Closing Date

Additional balloting if needed: Contact ASTM to determine last date to submit items to ASTM for ballot. Ballot close date should be planned to be at least three weeks before December meeting.

- > The final date for standards actions to be submitted to ASTM Staff Manager is indicated by the Deadline to ASTM
- > Assuming that a 60% return is attained by the closing date: Negatives and comments received after that date are not counted, but are referred to the appropriate Subcommittee for information.
- > Ballot No.4 is the final ballot for a standards action to appear in the ASTM Book of Standards for the subsequent year. Ballot items with negative votes may not appear in the subsequent years Book of Standards.
- > If a ballot item receives a negative, the Technical Contact and Subcommittee Chairman are notified of the negative votes and comments. Forms to record resolutions of negatives are provided through the ASTM webpage.

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Attachment 1 – Organizational Structure



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Attachment 2 – Subcommittee Scopes

Subcommittee A on Gasoline and Oxygenated Fuels

The promotion of knowledge, specifications, methods of test and terminology of liquid fuels for use in automotive spark ignition engines.

Subcommittee B on Automotive Lubricants

The promotion of knowledge, specifications, methods of test, and nomenclature for automotive lubricating oils. This will include those lubricants used in the power train and chassis components of self-propelled wheeled vehicles including passenger cars, trucks, buses, industrial power plants, high-speed diesels, and tractors.

Subcommittee C on Turbine Oils

The promotion, development and maintenance of specifications, test methods and practices for lubricants used in turbines, turbine control and auxiliary and driven machinery. (Approved 12/07)

Subcommittee D on Hydrocarbons for Chemical and Special Uses

The promotion of knowledge and the development of specifications, test methods practices, and terminology for chemical and special uses within the scope of Committee D02. Included are gaseous or liquefied C₂ through C₅ hydrocarbons; derivative chemicals prepared from these hydrocarbons; and other chemicals for use in petroleum products and lubricants. (Approved 06/95)

Subcommittee E on Burner, Diesel, Non-Aviation Gas, Turbine, and Marine Fuels

The promotion of knowledge and the standardization of specifications and test methods, and other standards relevant to liquid fuels used in burners, diesel engines, and gas turbines in non-aviation applications. (Approved 06/96)

Subcommittee F on Manufactured Carbon and Graphite Products

The promotion of knowledge, stimulation of research, and the development of methods, nomenclature for Manufactured Carbon and Graphite products exclusive of those assigned to

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other ASTM committees. These activities are interrelated with the activities of other committees of ASTM, specifically Committees C08, D01, D24 and D28. (Approved 12/01)

Subcommittee G on Lubricating Grease

The promotion of knowledge and the development and maintenance of standard test methods, specifications, guides, practices, and terminology for lubricating greases and grease components (base fluids, thickeners, and additives). (Approved 06/08)

Subcommittee H on Liquefied Petroleum Gases

The promotion of knowledge, specifications, methods of test, and nomenclature for liquefied petroleum (LP) gases, natural gas liquids, natural gasoline from both refinery and natural gas sources. (Approved 06/96)

Subcommittee J on Aviation Fuels

The promotion of knowledge of aviation fuels and the development of specifications, test methods, and other standards relevant to aviation fuels. (Approved 06/96)

Subcommittee L on Industrial Lubricants

The promotion of knowledge of:

- industrial lubricants and the development of specifications, test methods, classifications, and other standards relevant to industrial lubricants;
- the development of physical and chemical standards (except specifications and classifications) to determine properties of petroleum products, of products derived from petroleum, and of lubricants that are needed by those industries characterized by high-performance requirements and/or extreme environments such as aerospace, deep submergence and nuclear power. Excluded are those activities already covered by the other Subcommittees of D02.

Subcommittee N on-Hydraulic Fluids

The promotion of knowledge of hydraulic fluids and the development of standards pertinent to hydraulic fluids. (Approved 06/96)

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Subcommittee P on Recycled Products

The advancement of knowledge and the development of specifications, classifications, recommended practices, nomenclature and methods of sampling and testing for used products from fossil hydrocarbon and non-fossil biological sources and the recycled products and co-products derived therefrom and within the scope of Committee D02. (Approved 06/08)

Subcommittee 1 on Combustion Characteristics

Responsible for the development and improvement of engine test methods to determine octane number of spark ignition engine fuel, supercharge rating of aviation gasoline and cetane number of diesel fuel oil. (Approved 06/96)

Subcommittee 2 on Hydrocarbon Measurement for Custody Transfer (Joint ASTM-API)

Responsible for the development of test methods and standard practices for the determination of properties of liquid hydrocarbons as required to perform custody transfer quality and quantity measurement calculations. (Approved 06/08)

Subcommittee 3 on Elemental Analysis

The promotion of knowledge and the development of standards for the physical and chemical determination of elements in crude oils, petroleum products, additives, lubricating oils, petroleum related materials, and biofuels. (Approved 12/07)

Subcommittee 4 on Hydrocarbon Analysis

The promotion of knowledge and the development of standards for the analysis of hydrocarbons, organic components in hydrocarbon mixtures such as oxygenates, hydrocarbon types, hydrocarbon distribution such as chromatographic methods for boiling point range and oil volatility and selected physical or chemical properties of hydrocarbons in petroleum or related products using chemical, physical, or instrumental analytical procedures. (Approved 06/96)

Subcommittee 5 on Properties of Fuels, Petroleum, Coke, and Carbon Materials

The promotion of knowledge and the development of methods of tests relative to (1) water and sediment in distillate fuels and light distillates; (2) the heat of combustion of liquid hydrocarbon fuels; (3) the color and reactivity of gasolines and distillate fuels; (4) the stability

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and compatibility of residual fuels with distillate fuel; (5) the sampling and evaluation of petroleum coke; (6) evaluation of the properties of carbon materials, and properties of industrial pitches. (Approved 06/96)

Subcommittee 6 on Analysis of Lubricants

The promotion of knowledge and the development and improvement of chemical and physical test methods used for the analysis of lubricants; and when appropriate, application of those methods to other petroleum products and non-petroleum based lubricants and fuels. Excluded are generic test methods under the jurisdiction of other Subcommittees, e.g., elemental analysis, hydrocarbon type analysis, etc., unless applied specifically to lubricants such as, volatility of lubricating oils. (Approved 12/07)

Subcommittee 7 on Flow Properties

The advancement of knowledge and the conduct of all activities connected with the promulgation and, and improvement of standards for the characterization of the flow properties of all materials falling within the scope of Committee D02, with the exception of grease. (Approved 12/07)

Subcommittee 8 on Volatility

The promotion of knowledge of volatility, both intensive and extensive, as a property of petroleum, petroleum products and lubricants, and biofuels; and the development, standardization, promulgation and improvement of test methods for the measurement and evaluation of volatility. (Approved 12/07)

Subcommittee 9 on Oxidation of Lubricants

The promotion of knowledge and development of test methods to evaluate the oxidation and thermal stability of lubricants suited for general use and specific applications. (Approved 12/07)

Subcommittee 10 on Properties of Petroleum Waxes and Alternative Wax-like Materials

The promotion of knowledge concerning, and development of methods for, the characterization and evaluation of petroleum wax and related materials, including wax-like

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materials and additive-containing wax-like materials used in admixture with petroleum waxes to extend or modify them, or used in place of petroleum waxes.

Subcommittee 12 on Environmental Standards for Lubricants

The promotion of knowledge and the development of standards (except specifications and classifications) to measure environmental persistence (e.g., biodegradation), ecotoxicity, and bioaccumulation of lubricants (including auto and industrial and greases).

Subcommittee 14 on Stability and Cleanliness of Liquid Fuels

The promotion of knowledge relative to, and the development of, standard test methods, practices, guides, and terminology for stability, cleanliness, and compatibility for liquid fuels, of petroleum and biological origin. (Adopted April, 2008)

Subcommittee 25 on Performance Assessment and Validation of Process Stream Analyzer Systems

The promulgation of knowledge, development and continuous improvement of standard practices for the assessment, comparison of performance and validation of process stream analyzer systems measurement processes for petroleum, petroleum products, biofuels, synthetically derived materials, and mixtures thereof, using engineering, statistical and quality assurance principals. These practices are applicable to online and in-line processes that directly measure physical, chemical, thermodynamic performance properties related to the use for the product, as well as the mechanics and use of multivariate modeling techniques for inference of such properties. (Approved 06/08)

Subcommittee 90 – Executive Subcommittee of D02

The Executive Subcommittee shall be responsible for The Executive direction of the Committee. It shall approve the formation of Subcommittees to carryout the work of the Committee. It shall approve all Subcommittee and subgroup scopes and objectives, and shall review the appointment of all Subcommittee officers.

It shall approve, modify, or reject applications for Main Committee membership and associated proposed classification and voting status proposed by the Committee Secretaries.

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It shall review and act on the Second Vice-Chairman's recommendations for the Committee's long-range plans and their means of accomplishment.

It shall be responsible for recommending revisions to the Committee Bylaws.

Coordinating Subcommittee 91 on Thermometry

The focus of this subcommittee is to assist Committee D02 subcommittees in replacing mercury thermometers with non mercury containing temperature measuring devices such as digital contact thermometers. In this effort, it will work with Committee E20 and its relevant subcommittees, such as Subcommittee E20.09, in developing specifications for Digital Contact Thermometers with measurement characteristics that mimic the performance of E1 and other current thermometer standards in D02 standards. This subcommittee will assist D02 Subcommittees in identifying critical parameters in their use of mercury liquid in glass thermometers such as immersion depth. They will provide guidance to D02 Subcommittees in creating temperature measurement criteria for digital contact thermometers for inclusion in their standards as an alternative to mercury containing thermometers. This subcommittee is expected to complete its work prior to 2013.

Coordinating Subcommittee 92 on Interlaboratory Cross Check Programs

The promotion of knowledge and to provide a system for obtaining, distributing and cooperatively testing representative samples, summarizing and analyzing test results and distributing reports; to promulgate guidelines that offer laboratories a means of comparing individual performances on ASTM Committee D02 methods with expected interlaboratory precision.

Coordinating Subcommittee 93 on International Standards and Related Activities

The coordination of Committee D02 activities pertaining to liaison and cooperation with worldwide standardization organizations for petroleum and its products. CS 93 is to promulgate guidelines for selecting standards and practices to be offered to, or accepted from, recognized standardization bodies; it will nominate D02 members to attend as official representatives (technical experts), plenary sessions of selected standards groups having international acceptance; track issues that drive changes to fuels and lubricants specifications and test methods worldwide, and it will function as a Coordinating Subcommittee representing the

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interests of Committee D02 in dealings with the ANSI U.S. TAG on ISO Technical Committee (TC) 28 on Petroleum Products and Lubricants. (Approved 12/07)

Coordinating Subcommittee 94 on Quality Assurance and Statistics

The promotion of knowledge and the development of quality assurance and statistical practices for Committee D02 use, and the development and continuous improvement of standards for the assessment and comparison of measurement processes for petroleum and petroleum products covered by the D02 scope. These practices are applicable to processes that directly measure properties related to product use and can also include the mechanics and use of modeling techniques for the inference of properties. This Coordinating Subcommittee functions as a central resource for quality assurance and statistics for D02. (Approved 06/97)

Coordinating Subcommittee 95 on Terminology

1) To promote the knowledge related to terminology. 2) To promulgate and maintain definitions of terms, description of terms, symbols, and acronyms or abbreviations for D02 terminology standard D 4175. 3) To provide assistance to other D02 Subcommittees in framing definitions in a format consistent with the ASTM Form and Style Manual (Blue Book) for standards under their jurisdiction. 4) To coordinate and/or harmonize those definitions for terms common to Subcommittees in cooperation with them. 5) To coordinate and/or provide input into standard terminology development with terminology groups outside of ASTM D02. (Approved 06/98)

Coordinating Subcommittee 96 on In-service Lubricant Testing and Condition Monitoring Services

The formation of definitions, terminology, recommended practices, guides, methods and the promotion of knowledge relating to services associated with the evaluation of in-service lubricants. To coordinate with other ASTM committees and Subcommittees as well as other organizations in the support of the service industry evaluating in-service lubricants. (Approved 06/01)

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Attachment 3 – Research Report Format Guide

This Guide is to assist Subcommittees in organizing and developing a Research Report. A Research Report is a means to document data from: 1) an interlaboratory study to evaluate a physical or chemical characteristic; 2) an interlaboratory study used to develop a test method's precision statement; 3) a study to determine the suitability of replacement equipment in a test method; 4) or, a study that determines vendor claims of compliance with a specification or test method requirement. This guide presents a number of components which are common to most interlaboratory test studies. Subcommittees may include other information or sections in their Research Reports which is not included in this Guide.

There are other types of documents that have been developed in some Subcommittees that have been referred to and filed at ASTM Headquarters as Research Reports. These reports are not referenced in any standard and do not impact the content of any standards. Acceptance of these reports will be by Subcommittee Ballot in accordance with the regulations governing Subcommittee ballots. No Main Committee action is required for these actions.

When the interlaboratory study is conducted to support new or revised precision or bias statements in a standard, it is recommended that the Research Report accompany the Subcommittee ballot of the standard. It is acceptable to list a contact where the Research Report may be obtained. Negatives and comments pertaining to the precision and bias statements, or other aspects of the Research Report, are adjudicated according to the regulations governing Subcommittee ballots. Approval of the precision and bias statements in the standard denotes approval of the Research Report by the referencing footnote in the precision section, when there are no other negatives on the Research Report. It is not necessary to ballot the Research Report separately if it is referenced in a Standard. If the Subcommittee chooses to approve the report separately by letter balloting the groups involved, then the same balloting requirements apply. If the Research Report is balloted separately, the corresponding standard ballot action approval will be contingent upon approval of the Research Report.

The Subcommittee will submit a copy of the Research Report to the ASTM International staff manager when the draft is submitted for main committee ballot or when approved by the Subcommittee.

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A research report template is available from the ASTM website www.astm.org under “Technical Committees”, “Key Documents and Forms”, “Draft Standard Templates”. _

ORGANIZATION OF A RESEARCH REPORT

1. Title

A clear, concise title that describes the nature of the study covered by the Research Report should immediately follow the name of the sponsoring committee, for example:

COMMITTEE D02 ON PETROLEUM PRODUCTS AND LUBRICANTS

Research Report: D02:_____*

(Title)

The test method or document number, if it has one, associated with the Research Report should be included in the title. A note is to be added to the title indicating the author or authors of the document along with current contact information.

* Report number will be assigned at ASTM International Headquarters.

2. Introduction

An introduction describing the nature, purpose, and application of the data generation study.

3. Test Method

A copy of the test method or procedure that was used by the participants in the interlaboratory test program or other data generation program should accompany the Research Report. This test method should be written in ASTM International format at the time it is distributed to the participants of the interlaboratory test program.

The following standards on precision and bias will be helpful in preparing and conducting an interlaboratory test program.

- > E 177 - Standard Practice for Use of Terms Precision and Bias in ASTM International Test Methods
- > E 178 - Standard Practice for Dealing with Outlying Observations

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- > E 691 - Standard Practice for Conducting an Interlaboratory Test Program to Determine the Precision of Test Methods
- > D 6300 - Standard Practice for Determination of Precision and Bias Data for Use in Test Methods for Petroleum Products and Lubricants
- > D 6708 Standard Practice for Statistical Assessment and Improvement of the Expected Agreement Between Two Test Methods that Purport to Measure the Same Property of a Material
- > D02 Precision Program - D2PP Software

4. List of Participating Laboratories, Equipment and Test Materials

1) Include a brief description of the samples used in the round robin preferably without including commercial names. The description can include the round-robin sample code if desired. The list of test materials or specimens with their general characteristics that are used in the study. The report should not directly indicate who supplied each individual test material.

2) A list of the laboratories participating in the interlaboratory test program is to be part of the Research Report. Do not include any cross reference between the participant and the data they supplied for the round robin. The full name, address, and the name of the person from that laboratory who participated in the program should be listed.

3) Identify equipment used in the interlaboratory study, i.e., manufacturer, model number, serial number, etc. Identify the version of software, if any, used by the test apparatus in the interlaboratory study.

5. Interlaboratory Test Program Instructions

The instructions provided beyond those included in the method or procedure to the participant in the interlaboratory test program are to be part of the Research Report.

Instructions for participants in an interlaboratory test program may contain such items as:

1. Any special conditions or precautions to be observed.
2. The scheduling and timing for testing the materials or specimens.
3. Detailed procedures for handling, storing, and disposal of the test materials or specimens.

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4. Special features with respect to the test method.
5. Reporting of the data to a specified number of significant figures.
6. Where to submit data.
7. Special information to be reported for the benefit of the round robin analysis.

6. Participant Responses

Participant responses on the utility and operation of the test method in the round robin should be included. Items such as apparatus or equipment used in the study, start date for testing, completion date, conditions of samples when received, etc., are examples of aspects in such a questionnaire.

7. Data Report Forms

A compilation of the data report forms returned by the participating laboratories is to be part of the Research Report without any indication of the identity of the participating laboratories other than the Round Robin Laboratory Code. This data may be summarized in a table rather than using copies of the submitted pages. Caution: Faxed pages typically show the sender's name and phone number.

8. Statistical Data Summary

A summary of the reported data, and other statistical data, such as average mean, standard deviation, determination of the outliers, etc., calculated from the data returned by the participating laboratories is to be a part of the Research Report. A description of the means by which the statistical analysis was carried out is to be included, for example, 'XYZ Statistics Pro version 1 software was used for the analysis.' Note: The precision program D2PP provides this information in its printed output.

9. Research Report Summary & Conclusions

The Research Report should contain a summary of the results, their significance, and conclusions reached. If this work was done at the request of another organization, then the relationship between the work requested and observed results is to be expressed.

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Attachment 4 – Committee Guidelines for Listing or Replacement of Test Equipment Suppliers in Standard Test Methods

Approved as amended by COS September 2005

Introduction

ASTM International policy is to encourage the development of test methods based on generic equipment (Section 15, Regulations Governing ASTM International Technical Committees, March 2010, and Sections F3 and F4, Form and Style for ASTM International Standards, March 2010). However, in the absence of generic equipment, test methods based on non-generic or proprietary equipment can be developed through the voluntary, full consensus process of technical Subcommittees of Committee D02.

Widespread use of ASTM International methods requires that users know the source of non-generic equipment utilized in test methods. Likewise, there should be a clear process for later incorporation of additional equipment into a test method after its initial issue if such equipment becomes available and is shown to be equivalent.

1. Scope

1.1 These guidelines are for Subcommittees with jurisdiction over Standard Test Methods. They offer recommendations for listing the manufacturer of non-generic test equipment for the benefit of the user and for validating and listing equivalent equipment into the test method.

1.2 These guidelines are non-mandatory. However, once a Subcommittee has adopted their use for a test method, further actions described in the Guidelines become mandatory for that standard.

2. Referenced Documents

2.1 ASTM International Documents

2.1.1 Regulations Governing ASTM International Technical Committees

2.1.2 Form and Style for ASTM International Standards

2.1.3 ASTM D 6300 Standard Practice for Determination of Precision and Bias for Use in Test Methods for Petroleum Products and Lubricants

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2.1.4 ASTM D 6708 Standard Practice for Statistical Assessment and Improvement of the Expected Agreement Between Two Test Methods that Purport to Measure the Same Property of a Material

3. Terminology

3.1 Definitions specific to the guidelines:

3.1.1 *Equipment* as used in these guidelines, the term is intended to include any apparatus, solvents or other material utilized to conduct a test method.

Discussion - while in most cases equipment denotes the apparatus required for a test method, the Guidelines are equally applicable to non-generic solvents or other materials utilized to obtain the necessary precision and bias.

3.1.2 *Generic equipment* - apparatus which belongs to a general class of devices, any of which is expected to be equivalent to the other when used to run the test method.

Discussion - The equipment description is sufficiently detailed so that any apparatus meeting the description is expected to result in the same precision of results. Examples of generic equipment are glassware, thermometers, gas chromatographs, etc.

3.1.3 *Non-generic equipment* - apparatus used to develop a method which is patented, trademarked, or proprietary.

Discussion - The equipment description is protected or too limited to allow a direct substitution with untested apparatus. Examples of non-generic equipment are the Mini-Rotary Viscometer, the Pin and Vee Block Test Machine and the Jet Fuel Thermal Oxidation Tester.

3.1.4 *Equivalent / Replacement equipment* - apparatus giving essentially the same precision and bias as the apparatus used in the interlaboratory study on which the precision statement is based.

Discussion - Equivalence to generic equipment is based on meeting the description in the Apparatus section. Equivalence to non-generic equipment is determined by a testing mechanism described in Section 7 of these guidelines.

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3.1.5 *RR D02 XXXX* - the Research Report describing the development of the precision program of the test method.

3.1.6 *RR D02 YYYY* - the Research Report describing the development and evaluation of a test method not containing a quantitative precision program.

4. **Significance and Use**

4.1 The guidelines provide examples of notes to be included as part of the Precision and Bias or Apparatus sections of a standard test method, giving the use the source of the non-generic test equipment used to develop the method.

4.1.1 The guidelines distinguish between generic equipment described in technical detail in the Apparatus section and equipment that is identified as non-generic, by the apparatus supplier.

4.1.2 The guidelines also include the mechanism to be used by an equipment supplier to assure that proposed non-generic equipment will produce equivalent results of the same precision as the original equipment.

4.2 Any change in equipment which affects the test results and therefore the precision of the method requires a new precision statement and new equipment listing. The old precision statement and its accompanying listing apply only to equipment not incorporated in the change.

5. **Listing of Equipment Used to Develop the Precision Statement**

Note 1 - the following section discusses Equipment in terms of Apparatus because that is the most common occurrence. If a test method requires the use of a special solvent or other material, the pertinent note should be modified to refer to the solvent etc.

5.1 When non-generic equipment is used to develop the original precision statement in a test method, a note listing the equipment should be made part of the precision statement in the test method. An example of such a note follows:

5.1.1 Note x - The following equipment, as listed in *RR D02 XXXX*, was used to develop this precision statement: (here insert the name and model of equipment and the name and address of manufacturer). This listing is not an endorsement or certification by ASTM International.

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5.2 When a precision statement based on non-generic equipment is revised, the following note should be added:

5.2.1 Note y - The following equipment, as listed in RR D02 XXXX, was used to develop the revised precision statement: (here insert the name and model of equipment and the name and address of manufacturer). This listing is not an endorsement or certification by ASTM International.

5.3 When a precision statement is based on non-generic equipment made by more than one manufacturer, the following note should be added:

5.3.1 Note z - The following equipment, as listed in RR D02 XXXX, was used to develop the precision statement and no statistically significant differences were found between these pieces of equipment: (here insert 1. name and model of first equipment and then a name and address of its manufacturer, 2. the name and model of the second equipment and the name and address of its manufacturer, 3. etc.). This listing is not an endorsement or certification by ASTM International.

6. **Listing of Non-generic Equipment Used to Develop a Method with No Quantitative Precision Statement**

6.1 In a few cases non-generic equipment is used to develop a standard test method for which precision cannot be calculated by presently available methods. However, a Research Report describing the development program, together with a description of the equipment, shall be prepared. In such cases the following note should be added to the Apparatus section.

6.1.1 Note yy - The following equipment, as described in RR D02 YYYY, was used to develop this test method (here insert the name and model of the equipment and the name and address of manufacturer). This is not an endorsement or certification by ASTM International.

7. **Procedure for Listing of Equivalent / Replacement Equipment**

7.1 To list non-generic equivalent / replacement equipment, after approval and publication of the test method, one of the following alternatives must be followed:

7.1.1 For methods with precision that can be established by D6300 or equivalent, use D6300 or equivalent to establish precision, and use D6708 or equivalent to establish bias. Prior

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Subcommittee approval of the program including equipment acceptance criteria for precision and bias is required.

7.1.2 For methods that do not have precision that can be established by D6300 or equivalent, consult a qualified statistician for the appropriate assessment protocol. Prior Subcommittee approval of this protocol is required.

7.2 The Subcommittee will evaluate the results of the interlaboratory program, and if the results are accepted, the addition of the new equipment to the listing note shall be Approved by the full balloting process. If the precision is significantly different (either better or worse) from the original equipment but still acceptable for use with the test method, the Subcommittee may include a separate precision statement and add the equipment in a separate note by the full balloting process.

8. **Keywords**

Committee guidelines, generic equipment, non-generic equipment, equivalent equipment

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Attachment 5 – Guide to Quality Control Section in Test Methods

Approved by the D02 Executive Subcommittee: February 11, 1999

This guide is intended to provide editorial assistance to D02 Subcommittees who wish to reference or include quality control guidelines in test methods under their jurisdiction. The organization and wording of the Quality Control section outlined below was prepared by CS94 - Coordinating Subcommittee on Quality Assurance and Statistics. [*Editor's note: The 'x' in the paragraph numbers is to be replaced by the appropriate section number as it appears in the standard.*]

x. QUALITY CONTROL MONITORING

x.1 Confirm the performance of the instrument or the test procedure by analyzing quality control (QC) sample(s).

x.2 Prior to monitoring the measurement process, determine the average value and control limits for the QC sample^{A, B}.

x.3 Record QC results and analyze by control charts or other statistically equivalent techniques to ascertain the statistical control status of the total test process^{A, B, C}. Investigate any out-of-control data for root cause(s). The result from this investigation may, but not necessarily, result in instrument re-calibration.

x.4 The frequency of QC testing is dependent on the criticality of the quality being measured, the demonstrated stability of the testing process, and customer requirements. Generally, a QC sample should be analyzed each testing day with routine samples. The QC frequency should be increased if a large number of samples are routinely analyzed. However, when it is demonstrated that the testing is under statistical control, the QC testing frequency may be reduced. The QC sample testing precision should be periodically checked against the ASTM International method precision to ensure data quality.^{A, B}

x.5 It is recommended that, if possible, the type of QC sample that is regularly tested be representative of the samples routinely analyzed. An ample supply of QC sample material should be available for the intended period of use, and must be homogenous and stable under the anticipated storage conditions.

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x.6 See Ref. A and B for further guidance on Test Method QC and Control Charting techniques.

- A. ASTM International D 6299: Standard Practice for Applying Statistical Quality Assurance Techniques to Evaluate Analytical Measurement System Performance
- B. ASTM International MNL7: Manual on Presentation of Data Control Chart Analysis, 6th edition, Section 3: Control Chart for Individuals
- C. In the absence of explicit requirements given in the test method, this clause provides guidance on QC testing frequency.

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Attachment 6 – Joining Committee D02

1.1 To become a member of Committee D02 use the online Membership Application provided on the ASTM website at www.astm.org, click “Membership”, select desired member type and complete/submit all required information. Your name will be added to the D02 Main Committee and requested D02 Subcommittee rosters as “Pending”. Your completed application form will be circulated to the relevant secretaries in the Committee and Subcommittees for processing.

1.2 Main Committee Membership: The D02 Secretary is informed of your membership application by ASTM International. The Secretary assigns a classification and voting status. The Executive Subcommittee of D02 reviews the application and verifies that the classification and voting status are appropriate. The D02 Secretary notifies ASTM International through the use of the On-Line Membership Maintenance Tool of all approved membership actions. ASTM Headquarters notifies the member of their acceptance and assigned voting, if relevant, and classification.

1.3 Subcommittee Membership: Each relevant Secretary in the subcommittees will be provided with your membership request to become a member of their subcommittee. The Subcommittee Secretary reviews the voting status and, if required, the classification of the prospective member. The Subcommittee (or its Advisory) reviews the application and verifies that the voting status and, if required, the classification are appropriate. The Subcommittee Secretary notifies ASTM International through the use of the On-Line Membership Maintenance Tool of all approved membership actions. ASTM Headquarters notifies the member of their acceptance and assigned voting, if relevant, and classification.

If already a D02 member and the member wants to join a subcommittee, then the member should use the on-line membership application to request the subcommittee membership. If at a meeting, the member may request membership by contacting the subcommittee secretary prior to the start of the meeting. The Secretary will need to notify ASTM of acceptance of the new member. ASTM Headquarters notifies the member of their acceptance and assigned voting, if relevant, and classification.

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Section or Task Group participation: You need not be a member of ASTM International, Committee D02 or a Subcommittee in D02 to be a member of a Task Group.

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Attachment 7 – Subcommittee Report to Committee D02

Reports must be submitted on the report template [Report of D02 Subcommittees to D02 Main Committee.doc](http://www.astm.org/COMMIT/COMMITTEE/D02.Main.Committee.doc) that can be downloaded from the ASTM International website at <http://www.astm.org/COMMIT/COMMITTEE/D02.htm> .

Items noted with '☞' are to be orally presented from the written report.

REPORT of Subcommittee ____ which met on _____ to D02 Main Committee

☞ 1. Action Items: This part should include only items upon which a vote is needed by the assembled D02 members. These generally are: expenditures of Subcommittee or Main Committee funds and D02 Main Committee letter ballot items containing outstanding negatives which have been ruled **NOT PERSUASIVE** or **NOT RELATED**. ALL other actions on letter ballots items are to be in section 3.1.

On letter ballot items needing floor action by D02, please include the following:

- a) Ballot item number, and letter ballot number, i.e., Item #xx on Ballot 9y-0z
- b) Ballot item title or name of standard
- c) The negative voter(s) position, presented completely and concisely
- d) The basis for the Subcommittee's ruling, presented completely and concisely
- e) The hand count of the vote in the Subcommittee meeting.

2. Membership & officer Changes:

☞2.1 Officer Changes: Please provide all officer changes that have occurred in your Subcommittee. Subcommittee level officer changes require the approval of the Executive Subcommittee. All other changes republished for general information.

2.2 Membership changes: Please include a listing of Subcommittee membership changes. We prefer that you do not include a listing of those attending your meeting, as that will be included in your minutes.

PLEASE - PROVIDE A COPY OF YOUR MEMBERSHIP CHANGES to the ASTM International Membership Representative at the ASTM International Staff desk in the registration area.

☞3. Information Items:

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3.1 D02 Main Committee letter ballot items that were Approved, withdrawn (negatives ruled persuasive), or failed to reach 90% affirmative. DO NOT repeat information from part 1 in this section.

The information needed is as follows:

- a) Ballot item number, and letter ballot number, i.e., Item #xx on Ballot 9y-0z
- b) Ballot item title or name of standard
- c) Summary of action taken by the Subcommittee

☛3.2 Status of Overdue Standards - include standard number, title, and year of last revision.

☛3.3 Standards Being Withdrawn – include standard number, title, year of last revision, and a concise statement that supports withdrawal of the standard

3.4 List of ballot items you plan to submit to D02 Main Committee letter ballot.

☛4. *Orally present the most important of the following items:* Highlight work that is taking place in your Subcommittee , such as new task or working groups and their purpose, interlaboratory studies, review of standards, name and scope changes etc. These need not belong or extremely detailed. Each item can usually be covered in three sentences or less

☛5. Other significant activities. Orally present any other significant Subcommittee activities.

☛6. Orally present standards activities requiring ASTM publicity and/or membership promotion, such as major revisions, new standards, ect.

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Attachment 8 – Training Course Development Protocol for ASTM International Sponsored Training

The purpose of this protocol is to provide potential sponsors of training programs with the steps needed to develop a training course on standard test methods that would be sponsored by the ASTM Training Department.

Phase 1 - Proposal Viability

- A. The Course Proponent of training proposal develops a scope and preliminary syllabus or outline for the training program. This information is then submitted to the ASTM Training Department.
- B. The Course Proponent consults with ASTM Training Department to develop a business plan for the proposal. The Training Department will be responsible for assessing the business viability of the proposal and expects assistance as needed in completing the business plan from the proponent and relevant committees.

And,

The proposed training syllabus will be shared with the officers of the Subcommittee(s) with responsibility for the standards to obtain their input on the appropriateness of the content of the proposal.

If the ASTM Training Department determines the proposal has business merit and the appropriate SCs are in agreement with the concept of the course, then the project can proceed to the next phase.

Phase 2 - Course Development

- A. The Course Proponent will prepare a detailed training syllabus for the course. Training Department, Committee, and Course Proponent will work together to find suitable course trainers as appropriate. The decision to engage a trainer will lie with the ASTM International Training Department. It would be ideal for the trainers to participate in the finalization of the syllabus and any supporting training materials.

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B. The syllabus must be acceptable in style and content to the ASTM International Training Department. The officers of the SC responsible for the test methods may provide input on the appropriateness of the syllabus contents.

C. The Course Proponent and SCs, if desired, will work with the ASTM International Training Department as needed to begin offering the course.

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Attachment 9 - Guidelines for Approval, Development, and Maintenance of Joint ASTM/IP Test Methods and Research Reports

ASTM International Committee D02 and the Energy Institute (formerly the Institute of Petroleum) ST Committee have a long history of cooperation and have developed a number of joint and/or technically equivalent standards and interlaboratory study programs. ASTM and EI recognize the need to avoid unnecessary duplication which can create marketplace confusion and dilute the efforts of the volunteer and staff resources in development of its standards.

The following is the process (for approval, development, publication and maintenance) that ASTM Committee D02 shall follow regarding the joint ASTM/EI standards activity.

1. Request to Develop a Joint ASTM/EI Standard or Interlaboratory Study (ILS)
 - 1.1 The ASTM participant shall provide a written rationale to the appropriate D02 Subcommittee, prior to initiation of any activity, for why an existing EI standard or a proposed new standard should become a joint ASTM/EI standard and/or why there should be a joint interlaboratory study for testing and generation of data. The rationale is to also include the level of resources to be provided by ASTM and EI in conjunction with the specific request.
 - 1.2 Acceptance of the proposal must be approved by a 2/3 affirmative vote of combined affirmative and negative votes of official voters at a subcommittee meeting or by subcommittee letter ballot for the proposal to proceed. The lead standards organization (either ASTM or EI) shall be identified in the proposal.
 - 1.3 If approved by the Subcommittee then the approval of the D02.90 Executive Subcommittee by a 2/3 affirmative vote of combined affirmative and negative votes of official voters is required. The Executive Committee shall be provided with the written rationale, the level of resources to be provided by ASTM and EI in conjunction with the specific request and the subcommittee ballot results (and written comments, if any).
 - 1.4 If the Executive Subcommittee approves, a Notification Form (attachment 1) shall be completed and returned to the D02 Staff Manager by the Chairman of Committee D02.
 - 1.5 In accordance with the Intellectual Property Policy of ASTM International, the proposal to develop the joint standard or joint ILS must be reviewed and approved by the President

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of ASTM. If approved a written notification of the decision will be sent by Committee D02 Staff Manager to the EI Staff indicating the interest with copies to the Chairman of Committee D02 and the D02 Subcommittee Chairman. If not approved a written notification of the decision will be sent by Committee D02 Staff Manager to Committee D02 Chairman and relevant SC Chairman.

1.6 An approved proposal for a joint standard or ILS project shall be promptly registered as a New Work Item or a new ILS project.

2. Balloting/Approval of ASTM/EI Joint Standard

2.1 If the proposed joint standard is based on an existing ASTM or EI standard, the counterpart organization will submit the standard through their normal balloting process. Any proposed technical changes will be provided to the counterpart organization to work toward harmonization of the two organizations standards.

If the proposed joint standard is for a new standard, a joint task group will be formed.

2.2 The joint draft standard will then be balloted by the two organizations through their normal balloting process and they will work toward harmonization.

2.3 Upon approval of an ASTM/EI technically equivalent joint standard, the EI logo and designation will appear on the title page of the ASTM standard and the following shall be inserted as a footnote on the title page of the ASTM standard.

“This standard has been developed through the cooperative effort between ASTM International and the Energy Institute, London. The EI and ASTM International logos imply that the ASTM International and EI standards are technically equivalent, but does not imply that both standards are editorially identical.”

Note: There is an issue that the standards will be published on different dates and how to notify the user/purchaser.

3. Joint Interlaboratory Study (ILS) Projects (for both joint and non-joint standards).

3.1 Joint Interlaboratory Studies shall be registered in ASTM as ILS Projects and as new Work Items.

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- 3.2 If, for joint ASTM/EI standards, it is desired to have a joint ILS program with shared responsibilities, a proposal containing rationale and delineation of responsibility shall be submitted to the D02 subcommittee. A 2/3 affirmative vote of official voting members at a meeting or by ballot is required for approval. If approved, the subcommittee chairman will send written notification of the joint ILS activity to the D02 Main Committee Officers, D02 Staff Manager, and EI designee and a joint task group will be established.
- 3.3 In the development of a research report for a joint standard:
 - 3.3.1 ASTM and EI can independently analyze the data and publish the results. The Precision and Bias statements must be the same if derived from independent analyses.
 - 3.3.2 ASTM can develop the research report and EI can reference the research report. If EI develops a Research report, ASTM can do the same.
- 3.4 If ASTM conducts the ILS for a joint ASTM/EI standard and desires to permit the precision statement to be used by EI, the Research Report is the ownership and copyright of ASTM. EI can make reference to the Research Report.
4. Maintenance of Joint ASTM/EI Standards
 - 4.1 If the subcommittee of either organization, as part of their reapproval / revision process, determines that a technical change to the joint standard is needed, it shall promptly notify the counterpart subcommittee. The proponent organization shall provide a rationale for the change and determine whether the counterpart subcommittee is willing to undertake a similar revision. Participation by the other organization in the discussion during a meeting of the proposing subcommittee is considered notification. The proposing organization is not required to wait for a response from the other organization as users needs take precedence. If the revision is completed without a response by the other organization it will result in dissolution of the Joint status.
 - 4.2 If there is an agreement to revise the joint standard, the ASTM and EI subcommittees shall establish a joint task group to develop the ballot item. The revision will be balloted by the two organizations and they will work toward a joint revision.
5. Dissolution of Joint Standards

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- 5.1 If the D02 Subcommittee and its counterpart in EI can not agree on a technically equivalent joint standard, a letter will be sent by the Subcommittee Chairman to the D02 Committee Officers, EI designee and ASTM D02 Staff Manager, advising them that the joint standard is dissolved and the joint logos need to be removed.
- 5.2 If the ASTM International D02 Subcommittee finds that a joint standard is no longer being actively supported through participation in the joint task group and coordination of balloting, a request to dissolve the joint standard shall be made to the Subcommittee which requires a 2/3 affirmative vote of the official voting subcommittee members by letter ballot or at a meeting. Upon approval, the Subcommittee Chairman will send a letter to the D02.90 Executive Subcommittee, ASTM Staff Manager and EI designee advising that the joint standard is dissolved and the joint logos need to be removed.
- 5.3 Upon dissolution of the joint standard, each organization is free to maintain its own standard in the subject area.
6. Intellectual Property of Joint ASTM International/Energy Institute Standards
 - 6.1 ASTM International and the EI will have joint copyright, without right of accounting, to the joint standards, with the additional condition set forth below.
 - 6.2 ASTM International and Energy Institute agree that neither organization will grant permission to another organization to use their joint standards, or any content from the joint standards, without first obtaining written consent from the president (or an equivalent officer) of both organizations.

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REQUEST FROM COMMITTEE D02 FOR AN ASTM STANDARD OR INTERLABORATORY STUDY (ILS) TO BECOME A JOINT ACTIVITY WITH THE ENERGY INSTITUTE

1. Designation and Title of ASTM standard (indicate if new standard):

2. Title of Interlaboratory Study research project:

3. D02 Subcommittee: _____ EI/SC: _____

4. Rationale for request:

5. Provide description of level of support to be provided by ASTM and EI to develop and maintain standard and/or Interlaboratory Study:

D02 Subcommittee approval:
(Required for Joint Standard and / or ILS)

Signature of Chairman, D02 Subcommittee

By a vote of: ____ in favor; ____ opposed; ____ abstain
At a meeting _____ Date: _____
By ballot: Date _____

D02.90 Executive Subcommittee approval
(Required for Joint Standard Request)

Signature of Chairman, D02 Committee

By a vote of: ____ in favor; ____ opposed; ____ abstain
At a meeting _____ Date: _____
By ballot: Date _____

RETURN TO: David Bradley, ASTM International, 100 Barr Harbor Drive, PO Box C700, West Conshohocken, PA 19428, Tel: 610-832-9681, Fax: 610-832-9668, E-mail: dbradley@astm.org

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Attachment 10 – Procedure for Inclusion of Effective Dates in Standards

COS has been delegated the authority to grant exemptions to Section F1.4 of the *Form and Style for ASTM Standards* on inclusion of Effective Dates in ASTM Standards by the ASTM Board of Directors. In order for COS to consider a request for exemption, the following steps must be followed:

1. If it is proposed that a need exists for an effective date in an ASTM Standard other than the official approval or publication date, a ballot to the Subcommittee shall be conducted to gain a consensus on whether an effective date should be included in the standard. This ballot shall include a detailed rationale for incorporating an effective date, identify the specific requirements within the standard that are being subjected to the effective date, and specify the effective date required (i.e., 6 months after publication, etc.). The associated technical ballot proposal may be included with the permission ballot for consideration as a separate item.
2. Subsequently, the Main Committee members shall be notified by email that the Subcommittee ballot has opened and of their opportunity to provide negatives or comments with respect to the inclusion of the effective date.
3. The Subcommittee shall review all negatives and comments (from both Subcommittee and Main Committee members) submitted on the permission ballot for the inclusion of an effective date and handle in accordance with section 11.4 of the *Regulations Governing ASTM Technical Committees*. Upon completion of a successful Subcommittee ballot and prior to the balloting of the technical proposal to the main committee, the requestor the inclusion of an effective date shall be forwarded to COS. It shall be comprised of, at a minimum: the rationale for including an effective date, the ballot results, copies of all comments and negatives (from the Subcommittee and Main Committee) received related to the inclusion of an effective date, a report of the disposition of the negatives by the Subcommittee and the technical ballot proposal (if not included in the ballot).
4. Subcommittee and Main Committee negative voters have the right to appeal to COS and participate in COS' consideration of the request for an exemption.

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5. If COS grants an exemption, the effective date shall continue to be included as part of the technical ballot proposal. Effective dates shall be editorially removed once the effective date passes.