



A Work Item (WK) may be a new standard or a revision to an existing standard that is under development by a committee. The Work Item notifies the public that work is being done to revise a standard or to write a new one. ASTM publishes the Work Item descriptions in the interest of openness, as well as to solicit input from interested stakeholders who may not be members of the committee. You must have sub-committee chairman's approval in order to register a work item.

## **There are eight steps to register a Work Item:**

### **Step 1: Login**

Log in to the "My ASTM" page and click on "Create or Edit a Work Item." Select "Register a New Work Item" or "Edit an Existing Work Item." Also indicate the committee for the Work Item.

### **Step 2: Copyright**

Agreement with, and compliance to ASTM International's Intellectual Property Policy.

### **Step 3: Type and Sponsor**

Select type of Work Item — new standard or revision. Also, select the subcommittee in which the Work Item will be located.

### **Step 4: Target Date**

Indicate the target date for submission to ballot, authorization of the new Work Item, and the lead contact for the Work Item.

### **Step 5: Task Group**

If you have members serving on your task group, you may indicate their names here. To select a member, select their name from the list of that committee members and non-members, then select " Add". At the bottom of the page, you will also have the option to add any new non-members to the task group. This information will be kept for the duration of the Work Item and may be edited for changes at any time. The task group membership is not a requirement for Work Item registration.

### **Step 6: Data Entry**

The Work Item registration requires that the title and scope be entered as well as the rationale for the Work Item. Additionally, you are asked to include useful Keywords not in the Scope that users would employ to search for your Work Item. These will provide the content for the Work Item summary, so they should be concise, well-written and accurate.

### **Step 7: Data Summary**

The Work Item submission is summarized for the submitter. Please review to ensure all the information is accurate. The Work Item will be posted on the ASTM Web site within five days. Upon submission of this page, an e-mail describing the Work Item will be sent to the subcommittee chairman, staff manager, technical contact, and standards development editor (for new standards).

### **Step 8: Confirm**

The Work Item (WK) number is indicated in the confirmation.