

### STEP 1: LOGIN

From your “MyASTM/My Committees” page, click on “Create/Edit a Work Item - Submit a Ballot Item” (see Figure 1). This brings you to the Work Item Registration and Ballot Item Submittal page (see Figure 2). Select the committee and click on “continue.”

Figure 1

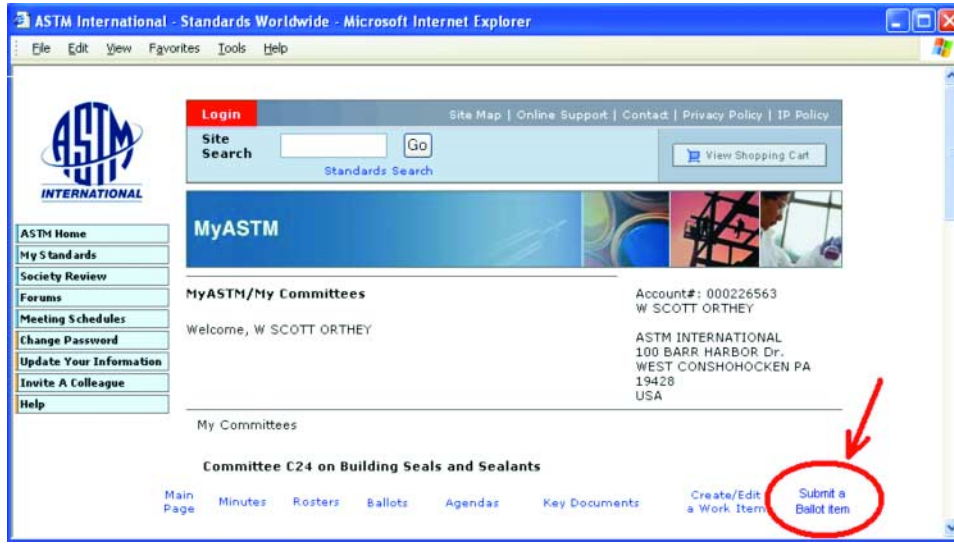
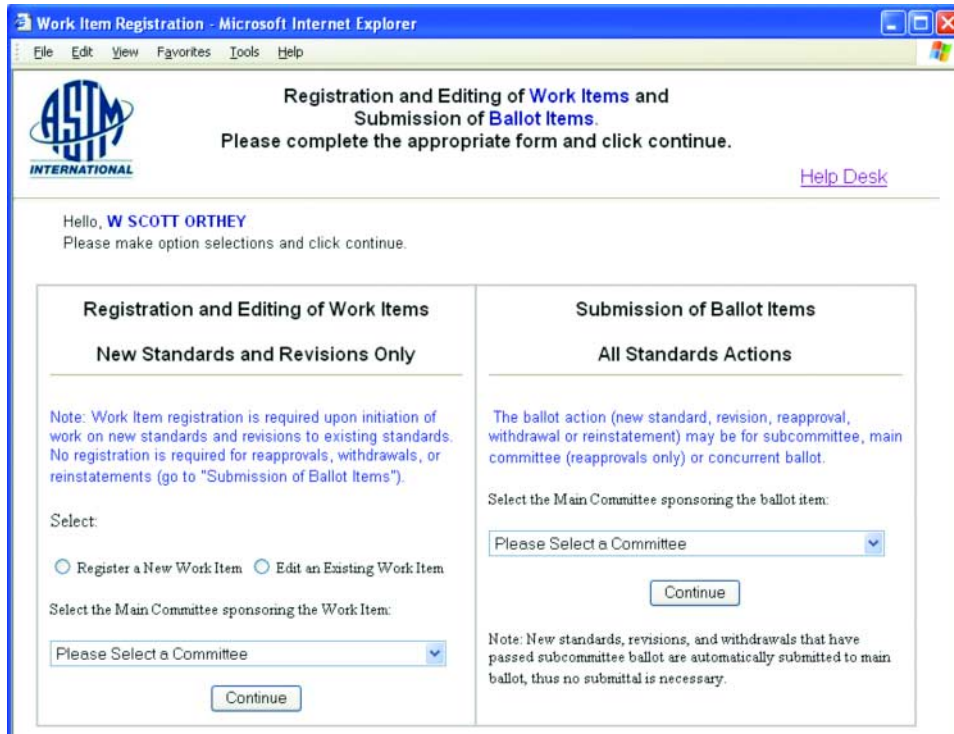


Figure 2




**STEP 2: TYPE**

Select the type of ballot action – new standard, revision, reapproval, withdrawal, or reinstatement. Selecting either a new standard or a revision will require the registration of that work item. A link to the work item registration is provided if there is not a work item already registered. Also, select the subcommittee and click on “continue.”

**Work Item Registration - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

 **Submission of Ballot Item**

Hello **W SCOTT ORTHEY**.  
Please make option selections and click continue. [Help Desk](#)

What type of Ballot Action are you submitting?

New Standard  Yes, a Work Item relating to this Ballot Item has been registered. If Not, Click [Here](#) to create a Work Item.

Revision  Yes, a Work Item relating to this Ballot Item has been registered. If Not, Click [Here](#) to create a Work Item.

Reapproval Check  if there are editorial changes.

Withdrawal

Reinstatement

Select Subcommittee sponsoring the ballot item:

C24.10 - Specifications, Guides and Practices

Continue


### STEP 3: BALLOT SELECTION

Select the level of balloting for the item. The choices available are 1) subcommittee and 2) concurrent subcommittee/main committee/Society review. There is no choice for main committee ballot submittal only, since a revision that has passed subcommittee ballot is automatically submitted to main ballot. The note indicates that concurrent ballots are not permitted for the initial ballot of major revisions unless Regulations Section 11.7, Procedure for Rapid Balloting of New Standards, has been followed.

Work Item Registration - Microsoft Internet ...

File Edit View Favorites Tools Help

**Submission of Ballot  
Item - Revision**

 Hello **W SCOTT ORTHEY**.  
Please make option selections  
and click continue. [Help Desk](#)

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What Ballot Level are you submitting?

Subcommittee Ballot Only

Concurrent Subcommittee/Main Committee/Society Review

[Note](#)

Continue

**STEP 4: SELECT WORK ITEM**

As mentioned in Step 2 above, revisions and new standards must first be registered before being submitted to ballot. On this screen, select the work item being submitted for ballot.



**STEP 5: RATIONALE**

The rationale that was submitted for the work item is automatically pre-filled on to the ballot submittal.



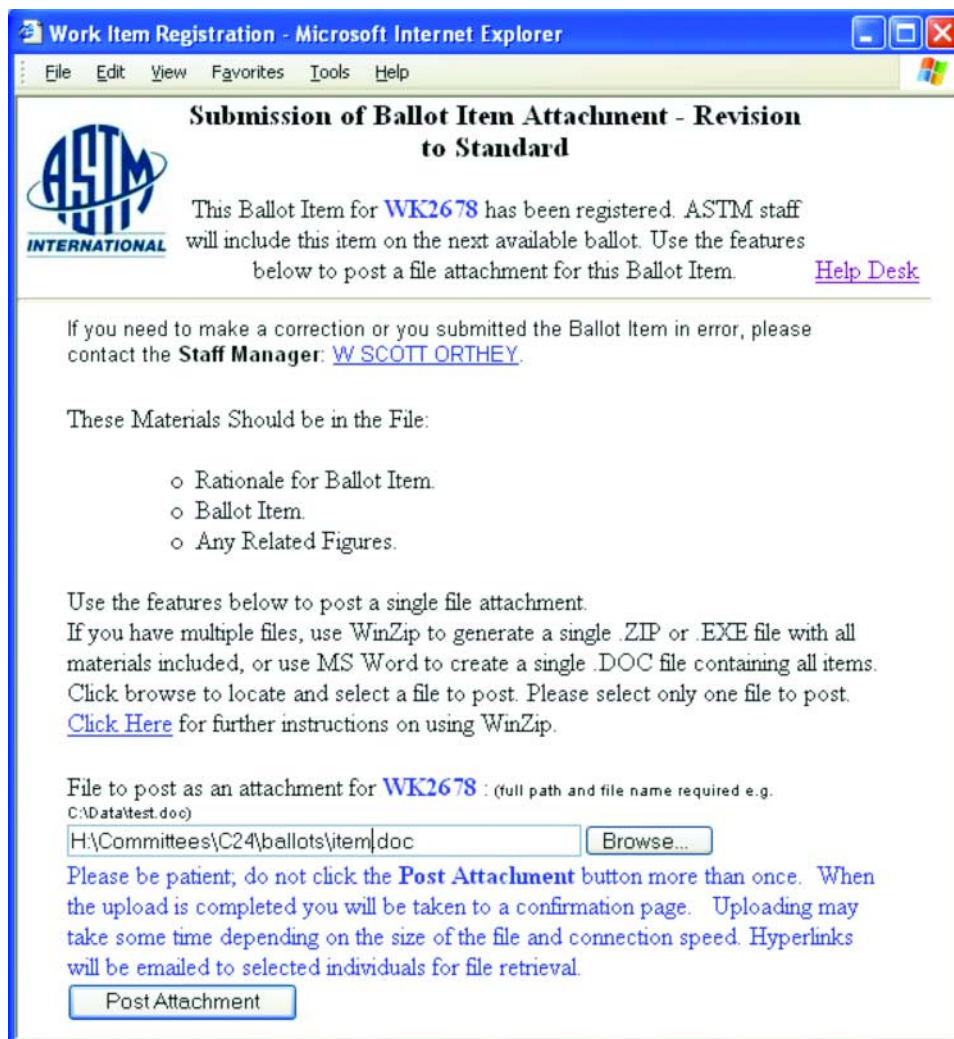
**STEP 6: DATA SUMMARY**

The ballot item submittal is summarized for review. Upon submittal, an e-mail is sent to the staff manager, the subcommittee chairman, and the technical contact of the work item confirming that the ballot has been submitted.



### STEP 7: POST FILE


Upon registration of the work item for revision, the Word document and instructions were provided for preparation of the ballot item. This step posts the document in the ballot queue. The system skips this step for reapproval and withdrawal ballot submissions because these do not require a document. It is possible to submit more than one ballot item for a given work item. See the instructions in the figure below for multiple files.



**Work Item Registration - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

**Submission of Ballot Item Attachment - Revision to Standard**

 This Ballot Item for [WK2678](#) has been registered. ASTM staff will include this item on the next available ballot. Use the features below to post a file attachment for this Ballot Item. [Help Desk](#)

If you need to make a correction or you submitted the Ballot Item in error, please contact the **Staff Manager:** [W SCOTT ORTHEY](#).

These Materials Should be in the File:

- o Rationale for Ballot Item.
- o Ballot Item.
- o Any Related Figures.

Use the features below to post a single file attachment.  
If you have multiple files, use WinZip to generate a single .ZIP or .EXE file with all materials included, or use MS Word to create a single .DOC file containing all items. Click browse to locate and select a file to post. Please select only one file to post. [Click Here](#) for further instructions on using WinZip.

File to post as an attachment for [WK2678](#) : (full path and file name required e.g. C:\Data\test.doc)

Please be patient, do not click the **Post Attachment** button more than once. When the upload is completed you will be taken to a confirmation page. Uploading may take some time depending on the size of the file and connection speed. Hyperlinks will be emailed to selected individuals for file retrieval.


### STEP 8: BALLOT ITEM ATTACHMENT CONFIRMATION

The ballot item confirmation confirms that the attachment posted and the document has been queued for ballot.

**Work Item Registration - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

### Submission of Ballot Item Attachment - Revision to Standard



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