

How to register a work item

Please follow this step by step guide to register a work item.

**A work item is a tracking number that ASTM
uses to follow each standard through the process.**



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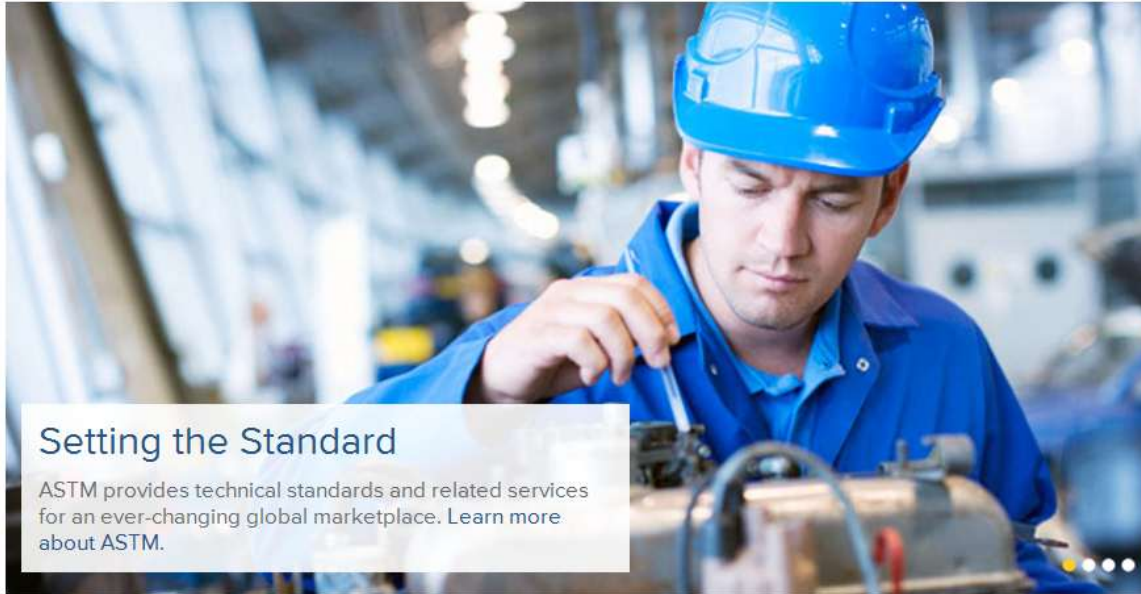


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Welcome, Katerina Koperna

Please Select:

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Account#: 1538452
Katerina Koperna
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ASTM International



From the right side toolbar, select Ballots & Work Items and then click Submit/Edit.



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Committee D09 on Electrical and Electronic Insulating Materials

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- + Additional Resources

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- Help

Account#: 1538452
Katerina Koperna
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ASTM International



Select the first option “I need to register a Work Item for a Revision or New Standard”.



ASTM Work Item Registration and Ballot Item Submittal

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Choose from the following options:

I need to register a Work Item for a Revision or New Standard.
For Reapproval, Withdrawal or Reinstatement ballot actions; go to Option 2 - [Ballot Item Submittal](#) (Work Item registration not required)

I need to Submit an Item to Ballot.
For Revisions and New Standards, please have a Work Item number. Go To Option 1 - [Work Item Registration](#) if WK registration is needed.

I need to Edit an existing Work Item or Update the Target Date.

Continue

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Select the Main Committee and Sub-Committee that have jurisdiction over the standard you're revising or developing.



ASTM Work Item Registration Area

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Type



Work Item registration is required for New Standards and Revisions to Existing Standards.

What type of Work Item are you submitting?

- Proposed New ASTM Standard Revision(s) to an Existing ASTM Standard.

Note: to submit a ballot item for reapprovals, withdrawals, or reinstatements go to ["Submission of Ballot Items"](#). Work Item Registration not required

Select the Main Committee and Subcommittee sponsoring the Work Item:

D09-Electrical and Electronic Insulating Material



D09.19 - Dielectric Sheet and Roll Products



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Review the ASTM Intellectual Property Policy and select the first option if you are submitting original material. If you select either of the other two options, you will not be able to move forward.



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Copyright



Work Item Registration

Please select one of the following choices regarding this workitem.

Note that the following choices refer to new additional material in your proposed revision and the choices do not apply to currently published ASTM standards.

- I am submitting original material (i.e. it is not copyrighted, patented, or published elsewhere).
- I am not submitting original material (i.e. it is copyrighted, patented, or published elsewhere), but I am authorized to and agree to release copyright.
- The material I am submitting is not original and I am not authorized to release copyright.

I have read and will comply with [ASTM International's Intellectual Property Policy](#). I hereby grant and assign to ASTM International all and full intellectual property rights, including copyright, in the proposed draft standard/text and any contributions I make to ASTM International in connection with this proposal. I understand that I will have no rights in any publication of ASTM International in which the proposed draft standard in this or similar form is used. To the best of my knowledge the proposed draft standard/text is not subject to copyright of any other person or entity. I agree not to reproduce or circulate or quote, in whole or in part, this document outside of ASTM Committee/Society activities or submit it to any other organization or standards bodies (whether national, international, or other) except with the approval of the Chairman of the Committee having jurisdiction and the written authorization of the President of the Society.



This is where you will enter most of the details regarding your work item. Select your target date for ballot, authorization date and expected approval date.

Target



Work Item **Registration** - D09.19

What is the target date for Subcommittee or Concurrent Ballot? 12 2012

Was this Work Item authorized at a Subcommittee meeting, or by the Subcommittee Chairman?

Yes No

Select authorization date: 06 2012

Does This Work Item respond to an emergency situation, regulatory requirement or other special circumstance?

Yes No

What is the expected target date for approval of the item? 3 - 6 months


Who will be the Technical Contact for this Work Item?

I will.

A Member of Committee D09 will. Zatursky, Edward



Select the standard that you are revising and give a detailed rationale for your activity. If it is a new standard, give as much detail in the rationale as possible.

 **ASTM Work Item Registration Area** Tech S


target Type Copyright Target Data Summary Co

1 2 3 4 5


Work Item Registration - Revision - D09.19

The contents of these fields will serve as the posted Work Item on the web. For a sample of how it will look [click here](#). The Technical Contact for this Work Item will receive a Word version of the existing standard from ASTM International for preparation of the ballot.

Which D09.19 Standard are you revising?*

D351-97(2008)e1 Standard Classification for Natural Muscovite Block Mica and 

Note: All revisions for this standard being considered by this Task Group shall be included under this Work Item. Do not register separate Work Items for revisions to different sections of the standard. If appropriate you can split this Work Item into separate ballot items when you Submit Item to Ballot.

 Rationale for Revision*

The description of parameters is missing from the table on page 4.

Spell Check

Note: Fields marked with an asterisk are required.

List other ASTM Committees or key outside organizations that you feel should be informed of this activity:

Back Continue



This is the final screen where you want to review the information you entered and submit it for official registration.



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Data Summary [Print](#)

Type Copyright Target Data Summary Confirm
1 2 3 4 5 6

Work Item Registration - Revision - D09.19

Do you want to open an online collaboration area for this work item so members may collaborate online? [\(What is a Collaboration Area?\)](#)

Yes No

Work Item Type: Revision

Copyright: Yes

Revised Standard: D351-97(2008)e1 - Standard Classification for Natural Muscovite Block Mica and Thins Based on Visual Quality

Sponsoring Subcommittee: D09.19

Technical Contact: Zatursky Edward - ed.zatursky@vonroll.com

Target Ballot Date: 12/2012

Authorization Date: 6/2012

Emergency Response: No

Target Completion Date: 9/2012 to 12/2012

Rationale: The description of parameters is missing from the table on page 4.

Notify Other:

By submitting this form, I acknowledge that all copyrights to this document, as a draft and an approved ASTM standard, are the sole and exclusive property of ASTM, in accordance with the Intellectual Property policies of the Society.

Please review the Data Summary and print or save this screen for your personal records. Click Submit to register the new Work Item for D09.19. The Work Item will be posted on the ASTM web site within five business days.



After you click submit, the next screen that appears, will include your work item number. Please take a moment to make a note of this number for future reference.

Thank You!

For additional questions, please contact your Staff Manager.

