



### New Need

Idea for a new standard or revision to an existing standard.

- Better test
- New specification
- Safer product
- Test performance of product



### Subcommittee Ballot

Once the new standard or revisions are drafted, a subcommittee ballot is initiated.

#### To Initiate

- Subcommittee chairman approval or motion passed by voting majority at a subcommittee meeting
- At least 30 days between issue & closing date
- Requires a Standard title, ballot action, work item, technical contact information and clear rationale explaining reasons for ballot

#### To proceed to next level

- 60% return required
- 2/3 affirmative of the combined affirmative and negative votes cast by voting members
- All negative votes considered and resolved via ASTM online negative resolutions system
- None of the negative votes were considered persuasive



### Main Committee Ballot/Society Review

All standards are reviewed by the main committee/society.

#### To Initiate

- All subcommittee ballot requirements completed
- Ballot items that successfully passed the subcommittee ballot process will automatically be included on the next main ballot
- Ballots for reapproval authorized by subchair or voting majority of subcommittee

#### To proceed to next level

- 60% return required
- 90% combined affirmative and negative votes by voting members on each item
- All negative votes considered and resolved via ASTM online negative resolutions system
- None of the negative votes were considered persuasive



### Editorial Review

#### Before publication

- ASTM Editor will send a review copy to the technical contact for final review and approval to publish



### Task Group

Once new activity is approved, a task group is formed, and a work item is registered to draft the standard.

Non-members are invited to participate in the task group. There is no official voting at this level.

No formal requirements to initiate or proceed to the next level.

#### Note

If the ballot fails to pass, the item goes back to the subcommittee for discussion.



### Concurrent Ballot

Revisions and withdrawals, or new standards that have undergone at least one subcommittee ballot can be initiated concurrently.

#### To Initiate

- Main and subcommittee chairmen approval or motion passed by voting majority at main and subcommittee meeting
- Ballots for revisions and withdrawals or new standards that have undergone at least one subcommittee ballot

#### To proceed to next level

- 60% return required
- 90% affirmative of the combined affirmative and negative votes cast by voting members
- All negative votes considered and resolved via ASTM online negative resolutions system
- None of the negative votes were considered persuasive



### Committee on Standards Review

All not persuasive and not related actions for items passing main committee ballot shall be reviewed and approved by the Committee on Standards(COS).

#### To Initiate

- Staff submits actions to Committee on Standards after successful Main Committee Ballot/Society Review

#### To proceed to next level

- Committee on Standards approves that procedures were followed correctly in resolving negative votes