Editorial Module: Timeline of a Balloted Standard’s Development

September 2014
Officers’ Training Workshop

Emilie Olcese & Kevin Shanahan
Objectives

- New Standard Activity
- Work Item
- Development Tools
- Writing Tools
- ASTM Standard
- Revisions
- Balloting
- Review
- Publication
New Standard Activity

- Determine if new standard is needed
- Should identify key stakeholders
- Identify Committee and Subcommittee
- Register a Work Item
Work Items

• Register Work Item at www.astm.org
• What is needed?
  – Title
  – Scope
  – Keywords
  – Target date for first ballot
  – Expected target date for approval
  – Authorization from Subcommittee Chairman or Subcommittee Members at a meeting
What does a Work Item do?

- Provides tracking number - WK25321
- Alerts those on the Standards Tracking Service and those searching the ASTM website
- Stimulates participation from outside of task group
Development Tools
Standard Development Tools

- Virtual Meetings
- Collaboration Area
- Writing Tools
- Draft Templates
- Developmental Editing
Virtual Meetings

- Online document viewing and editing during the meeting
- Arranged through your Staff Manager or through the MyASTM Section of the website
- Saves time and expenses on meeting face-to-face
- ASTM uses WebEx, an excellent vehicle for these virtual meetings
Session Information: E01.04 Task Group on WK35993 Test Method for Analysis of Aluminum and Aluminum Alloys by ICP Atomic Emission

Session status: Not Started
Session date: Thursday, April 25, 2013
Starting time: 1:00 pm, Eastern Daylight Time (New York, GMT-04:00)
Duration: 1 hour 30 minutes
Presenters: Karen Wilson

Description:

Agenda:

Session number: 794 120 843
Password: (This session does not require a password.)
Audio conference: To receive a call back, provide your phone number when you join the training session, or call the number below and enter the access code.
Call-in toll-free number (US/Canada):
1-877-668-4490
Call-in toll number (US/Canada):
1-408-792-6300
Show all regional call-in numbers
Show toll-free calling restrictions
Access code: 794 120 843

Host's name: Karen Wilson
Alternate Host: Tom O'Toole
Host's email: kwilson@astm.org
Course email: (n/a)
Task: Add Test

Start Session Now
You can start your training session by clicking Start Now.

Add to My Calendar  Go Back
Collaboration on WK29097 - New Standard Temporary Fence Applications for Construction Sites

Work Item Description:
This standard will be used by specifiers to ensure potential safety issues are considered and addressed when temporary fences are utilized.

Draft Standard

Draft 11 (WK29097 Draft 11) - Received Thursday, January 17 2013 17:18:16 from Stephen Markobrad

Message from the technical contact about the current draft:
Task group members, Draft 11 of the proposed standard is available for review and comment. The changes were made addressing comments from Patrice Beland. Draft 11 will be submitted for subcommittee ballot on Friday January 25 2013. Please contact me with any questions or post new comments supporting the current draft any time prior the 25th.

Thanks for your prompt attention to this item.

Nick Markobrad
Chairman Committee F 14 on Fences

Chuck, the 100 lbs load was derived from the calculated bending strength of 1.5/8” od .055 tubing 48” above grade. I believe this was discussed and agreed to in previous task group meetings.

Nick Markobrad

I have read the #11 Draft and suggest it be submitted for subcommittee ballot. I did have a concern on the temp panels meeting a horizontal 100 pound force 48” above ground level, particularly for the 8 ft height panels. However, since the proposed standard’s 100 pound load requirement applies to installed panels or temp fence and not uninstalled individual panels this requirement appears reasonable.

Received Thursday, March 7 2013 11:40:09 from Charles Neugele

Just curious how the bending strength of the tubing is the determining factor. The footing/stand/anchoring method has more of an impact on temporary fence. Seems like a 100 lb force 4 up would readily lift a 100 lb sandbag (rarely that heavy) at the end of a stand that is 12-18” from the fence line (but that is a question for the engineers in the group).
Writing Tools
Submit Your Draft in WORD

- ASTM requests WORD for balloting purposes because it is the most common word processing program.
- TCO takes your WORD file and converts it to PDF for the ASTM website online balloting area.
- Developmental editor works directly with you in WORD to develop your draft.
- Committee editor converts the WORD file into XML (Extensible Markup Language) for composition and electronic publishing purposes.
Form and Style Manual

• On www.astm.org under:
  – Get Involved
  – Technical Committees
  – Standards Development
  – Form and Style for ASTM Standards “Blue Book”

• Gives guidance and answers to most questions you may have while writing your standard

• Your editor is available to answer questions you may have about the manual
Form and Style Contents

Introduction ..................................................................................................................... vi

Definitions ..................................................................................................................... vii

Part A. Form of ASTM Test Methods .......................................................................... A-1

Part B. Form of ASTM Specifications .......................................................................... B-1

Part C. Form of Other Types of ASTM Standards ..................................................... C-1

Part D. Use of the Modified Decimal Numbering System ........................................ D-1

Part E. Terminology in ASTM Standards ................................................................... E-1

Part F. Legal Aspects in Standards—Special Instructions ........................................ F-1

Part G. Standards Style Manual .................................................................................. G-1

Part H. Use of SI Units in ASTM Standards ............................................................... H-1
ASTM Templates

• On www.astm.org under:
  – Get Involved
  – Technical Committees
  – Standards Development
  – Draft Standard Templates

• Templates for: Test Method, Specification, Guide/Practice, Classification, and Terminology

• Detailed instructions are provided with the template
ASTM Template Features

• Suggested and mandatory headings are provided; mandatory headings are in **RED**
• Dialog box prompts to insert Title and Footnote 1
• Ability to insert tables, figures and equations
• Auto Numbering (this is a limited but helpful feature)
• Layout in one column format for ballot/editing purposes
Screen Shot of Template

Include Ballot Rationale Here (Required for all Ballots)

Standard Test Method for

This standard is issued under the fixed designation X XXXX; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ε) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1

1.2 Include in the Scope section the name of the ASTM Standards Subcommittees responsible for the standard, the number of the Subcommittee and the Committee, associated with its use. It is the responsibility of the user of this standard to ensure the correct application and interpretation of the standard.

This standard is intended for use in the design, development, production, testing, and quality control of cellular insulation blocks used in the construction of buildings and structures, including fire protections and fireproofing.

1.3 This standard does not purport to address all safety concerns, associated with its use. It is the responsibility of the user of this standard to ensure the correct application and interpretation of the standard.

1.4 This standard does not purport to address all safety concerns associated with its use. It is the responsibility of the user of this standard to ensure the correct application and interpretation of the standard.

1.5 Terminology

2.1 ASTM Standards

Referenced Documents

2.1.1 ASTM Standards

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Screen Shot of Template

Designation: X XXXX-XX

Work Item Number: WK12345
Date: 4/24/13

1. Date: <Enter Date>
2. To: Subcommittee <AXX.XX> or Main Committee <AXX> members (both for concurrent ballots)
3. Tech Contact: <Contact Name, email address/phone number>
4. Work Item #: <Enter Work Item number>
5. Ballot Action: New Standard <Enter Standard Title>
6. Rationale: <Enter reasons for proposed ballot action. Include an update on previous ballot history, if applicable>

Standard Test Method for Testing Cellular Insulation Block

This standard is issued under the fixed designation X XXXX; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (e) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1

1.2 Include in this section the system of units to be used. Refer to the above ASTM Standards Units toolbar button for a dropdown menu of ASTM’s Form and Style Manual statements.

1.3 This standard does not purport to address all of the safety concerns, if any, associated...
2. Referenced Documents

2.1 ASTM Standards:

3. Terminology

3.1 Definitions:

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1 This test method is under the jurisdiction of ASTM Committee C16 on Thermal Insulation and is the direct responsibility of Subcommittee C16.32 on Mechanical Properties.

Current edition approved XXX. XX, XXXX. Published XX XXXX.
4. Summary of Test Method

5. Significance and Use

6. Interferences

7. Apparatus
Designation: X XXXX-XX

Work Item Number:

Date:

To:

Subcommittee <AXX.XX> or Main Committee <AXX> members (both for concurrent ballots)
1. Scope

1.1

1.2 Include in this section the system of units to be used. Refer to the above ASTM Standards Units toolbar button for a dropdown menu of ASTM’s Form and Style Manual statements.

1.3 This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and
1.2 Include in this section the system of units to be used. Refer to the above ASTM Standards Units toolbar button for a dropdown menu of ASTM’s Form and Style Manual statements.

1.3 This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.

2. Referenced Documents
1. Scope

1.1

1.2 Units - The values stated in SI units are to be regarded as standard. No other units of measurement are included in this standard.

1.3 This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.
Developmental Editing

• If you have questions while writing a draft standard, contact the developmental editor.
  – Developmental editor can be reached by phone or e-mail.
    • kpeters@astm.org (Kathy Peters)/ 610-832-9650

• Developmental editor can help you with:
  – Answering questions about the Form and Style for ASTM Standards and how to apply our style to standards
  – Upfront editing of new, revised, reinstated standards
  – Assisting with artwork issues
Figures and Artwork

- Submit clean, readable figures
  - If revising an existing figure for ballot, submit changes to our Developmental Editor
- TIF, JPG and AUTOCAD formats are acceptable
  - Graphics department will work with what you have
- Color Figures
  - PDF Downloads
  - CD version of the *Annual Book of Standards*
  - Online Volumes
SVG Figures

- Scalable Vector Graphics
  - Now being incorporated into online standards
  - Are searchable and do not degrade when expanded
  - Available in certain browsers
SVG Comparison
Revisions
Registering Revisions

- Register new work item for a revision
- Registering generates a request for WORD file of the latest version of the standard from ASTM International
  - An email with a link to the WORD version of the standard will be sent to the technical contact
  - If you are the technical contact, you will have access to a WORD version of the standard on the work item summary page after you log in to MyASTM
My D30 Work Items

You are a task group member on the Work Item(s), or WK(s) listed below. Where you serve as the Technical Contact, the WK(s) are shown in red.

D30.03 on Constituent/Precursor Properties
- Proposed: WK29302 Technical Contact: Henry Pawlowski
- Proposed: WK44270 Technical Contact: Grant Pomeroy
  - WK37485 Technical Contact: Kevin Schuman

D30.04 on Lamina and Laminate Test Methods
- Proposed: WK30580 Technical Contact: Ronald Krueger
  - WK38762 Technical Contact: Neil Wyatt

D30.05 on Structural Test Methods
- Proposed: WK36719 Technical Contact: J MICHAEL PEREIRA
My ASTM Work Item Summary

ASTM WK30879

Work Item: ASTM WK30879 - Revision of B265 - 10 Standard Specification for Titanium and Titanium Alloy Strip, Sheet, and Plate

Active Standard: B265 - 19a

Developed by Subcommittee: B10.01 | Committee B10 | Contact Staff Manager

1. Rationale

Our request is that in ASTM B265-10, in the definition of plate, the size range be extended up to 3.71mm in thickness. Specifically, it is requested that in section 3, Terminology, the lower limit of thickness should be changed from 0.187 in, (4.76mm) to 0.146 in, (3.71mm), and that in TABLE 13, 0.187(4.76mm) to 0.375(9.52), excl. We ask this because while plate is ordinarily manufactured on a plate mill, with the plate mill, it is difficult to secure the accuracy of thickness, as compared with the case of a strip mill. This leads to a situation in which we are now unable to manufacture plate products having thicknesses to which the prescribed tolerances for strip-mill manufactured sheet are applicable. For this reason, we considered it desirable and necessary to set appropriate tolerances for plate, to make it possible for plate to be manufactured to fitting tolerances. To this end, we thought that an extension of the thickness range in TABLE 13 might be an appropriate step. May we add that we are making this request by pressing demands of our customers for plate manufactured to the thickness accuracy of levels of TABLE 13.

Keywords
plate; sheet; strip; titanium; titanium alloys; Pdellium (titanium plus palladium)-specifications; Titanium plus palladium—specifications; Titanium (Ti)alloys—specifications; UNS R50250 (Ti, unalloyed); UNS R50400 (Ti, unalloyed); UNS R50550 (Ti, unalloyed); UNS R50700 (Ti, unalloyed); UNS R52250 (Ti, low-alloy); UNS R52500 (Ti, low-alloy); UNS R52400 (Ti, low-alloy); UNS R55400 (Ti, low-alloy); UNS R56400 (Ti, alloy); UNS R58030 (Ti, alloy);
Electronic Revision Preparation

- Always keep a clean copy of standard
- Determine if entire document is to be balloted, or just sections
  - Determine which sections need revision
  - Determine how much context is needed for a revision to make sense to the voter
- Use Track Changes to make revisions
Example of Revision on Ballot

This document is under consideration within an ASTM international technical committee. The revisions proposed have not received all approvals required to become an ASTM standard. You 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. If you do not agree with these conditions please immediately destroy all copies of the document. Copyright ASTM International, 100 Barr Harbor Drive, West Conshohocken, PA 19428. All Rights Reserved.

ITEM 4

Work Item **WK41410**.

Revise the text of Annex Section A2.3.3 of C926 as follows:

A2.3.3 Where dissimilar base materials abut and are to receive a continuous coat of plaster: (1) a two-piece expansion joint, casing beads back-to-back, or premanufactured control-expansion joint member shall be installed; or (2) the juncture shall be covered with a 6-in. (152-mm) wide strip of galvanized, self-furring metal plaster base extending 3-in. (76 mm) on either side of the juncture; or (3) where one of the bases is metal plaster base, self-furring metal plaster base shall be extended 4-in. (102-mm) onto the abutting base.

Rationale: The term control-expansion joint is antiquated and no longer used within the standard since clarification has been provided on distinguishing these terms. Depending on their location the provisions of (2) and (3) may not comply with the requirements of the IBC. In instances where they do comply, experience has shown that these provisions have limited success in preventing cracks that can lead to water intrusion.
Balloting
Submitting an Item for Ballot

MyCommittees

Committee B02 on Nonferrous Metals and Alloys
- Ballots
- Minutes
- Rosters
- Meetings & Symposiums
- Committee Documents
- Standards Tracking

Committee B10 on Reactive and Refractory Metals and Alloys
- Ballots
- Minutes
- Rosters
- Meetings & Symposiums
- Committee Documents
- Standards Tracking

Committee C18 on Dimension Stone
- Ballots
- Minutes
- Rosters
- Meetings & Symposiums
- Committee Documents
- Standards Tracking

Committee D01 on Paint and Related Coatings, Materials, and Applications
- Ballots
- Minutes
- Rosters
- Meetings & Symposiums
- Committee Documents
- Standards Tracking

Committee E08 on Fatigue and Fracture
Balloting

- ASTM has three levels of ballot
  - Subcommittee
  - Main Committee
  - Society

- Ballots are open for a minimum of 30 days, all ballots are done online
Subcommittee Ballot

- Ballot item submittal
- Develop a strategy for considering ballot results
- Task group chairman could contact negative voters before ballot closes
- Task group may decide to revise draft and reballot before Subcommittee meets
Main Committee Ballot

- Items that pass subcommittee ballot with no negatives move automatically to main committee ballot

- Drafts that have been through at least one subcommittee ballot can be balloted at main committee
Concurrent Sub/Main Ballot

• During the balloting process:
  – Editor begins working on item with the start of the balloting process
  – Technical contact could contact negative voters while ballot is open in order to resolve any negatives
  – Develop strategy for how to resolve negative votes
  – Contact your staff manager with your negative ballot resolutions
Negative Resolutions

• Five possible resolutions:
  – Withdrawal
  – Withdrawal with Editorial Changes
  – Persuasive
  – Not Persuasive
  – Not Related
While the Standard is Balloting

• The Editor begins the editing process, which includes:
  – Typesetting/converting Word document to XML
  – Scanning and placing artwork
  – Ensuring the standard matches balloted draft
  – Ensuring that tables and figures are cited and numbered correctly
  – Verifying titles of ASTM standards in the Referenced Documents section and verifying that they are all cited in the text
While the Standard is Balloting

• The Editor will also:
  – Ensure that section and cross-references are correct (for example, See Table 1)
  – Confirm that all mandatory sections are included and in the correct order
  – Review supplier footnotes for compliance with Part F in the Form and Style for ASTM Standards manual
Typical Corrections

• Grammar
• Typographical errors
• The editor will ensure that:
  – Certain formats or spellings appear consistently throughout the standard
  – Trademarked terms are replaced with generic terms (for example: “Pyrex” becomes “borosilicate glass”)
  – Technical terms are spelled in accordance with ASTM Form and Style. A few of the most corrected terms are: metre and litre
Editorial vs. Technical Changes

- **Editorial** changes do NOT change the meaning or intent of a standard and do NOT require balloting.
  - Changes can be made during review process

- **Technical** changes CHANGE the meaning or intent of a standard and REQUIRE balloting.
  - Changes must be made on the next ballot
Editorial Change Examples

- Address changes for Referenced Organizations, Sole Source Suppliers, etc.
- Misspelled words
- Minor text edits that improve readability, but do not change the content
- Update titles of standards (ASTM and others)
Technical Change Examples

• Changing permissive language to mandatory language: For example, *should* to *shall*
• Text edits that change the intent of standard
• Changing a single units of measurement standard to a dual measurement standard. For example, *SI units only* to *Combined SI/Inch-Pound units*
A standard will receive official Society approval on the 1st and 15th of the month.

Once a standard receives society approval, the editor is notified and prepares the standard for review by the technical contact (reviewer) listed on the ballot.

If editorial changes were provided during the balloting process or as the result of negative vote resolution, the editor includes those changes in the standard sent for review.
Review Process

• The editor e-mails a licensed PDF and redlined PDF of the standard for review.

• This email:
  – Will provide a link to the online ballot item.
  – Will note if the “Units of Measure” statement in the Scope does not follow Form and Style and requires correction.
  – Will include any questions or comments from your editor
Reviewer’s Checklist

• The reviewer should ensure that all balloted information appears correctly in the printed standard

• Address any questions the editor may have posed in the cover letter or on the review PDF
  – Typical questions include:
    • Citation of Referenced Documents in the text
    • Addition of Keywords

• The reviewer should respond to the editor by the stated deadline. This ensures the timeliest publication of the new standard. Contact the editor immediately if an extension is needed.
Publication
Final Publication

- Editor sends final approved document to ASTM website team
- Within a week the standard is available online as a separate
- The printed *Book of Standards* is a snapshot of what was completed at the time the book published, but the ASTM website will always have the most updated version of the standard
1. Scope

1.1 This quantitative test method determines water holding capacity of fiber mulches, including wood, paper, and agriculturally derived and blended fiber mulches used for hydraulic planting.

1.2 The purpose of this test method is to provide a means of evaluating water holding capacity in fiber mulches. Product specimen is conditioned and weighed, saturated and re-weighed to determine water holding capacity. The water holding capacity is expressed as a percentage of increased weight after saturation. There are no known limitations to this test method. No range of
Final Version

Designation: D7367 - 14


This standard is issued under the fixed designation D7367; the number immediately following the designation indicates the year of
original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last revision.
A superscript epsilon (e) indicates an editorial change since the last revision or adoption.

1. Scope

1.1 This quantitative test method determines water holding capacity of fiber mulches, including wood, paper, and agriculturally
derived and blended fiber mulches used for hydraulic planting.

1.2 The purpose of this test method is to provide a means of

1.2.1 evaluating water holding capacity in fiber mulches. Product

specimen is conditioned and weighed, saturated and re-

weighed to determine water holding capacity. The water

holding capacity is expressed as a percentage of increased

weight after saturation. There are no known limitations in this

test method. No range of concentrations/grades have been

determined. This test method is performed in a laboratory.

1.3 Notes—The values stated in SI units are to be regarded as

standard. No other units of measurement are included in this

standard.

1.4 This standard does not purport to address all of the

safety concerns, if any, associated with its use. It is the

responsibility of the user of this standard to establish appro-

priate safety and health practices and determine the approp-

riateness of regulatory limitations prior to use.

2. Reference Documents

2.1 ASTM Standards:

D653 Terminology Relating to Soil, Rock, and Contained Fluids

E111 Specification for Woven Wire Test Screen Cloth and Test Net

3. Terminology

3.1 Definitions—For common definitions of terms in this

standard refer to Terminology D653.

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Redline Version or Version Comparison

Standard Test Method for
Determining Water Holding Capacity of Fiber Mulches for
Hydraulic Planting

I. Scope

1.1 This quantitative test method determines water holding capacity of fiber mulches, including wood, paper, and agriculturally derived and blended fiber mulches used for hydraulic planting.

1.2 The purpose of this test method is to provide a means of evaluating water holding capacity in fiber mulches. Product specimen is conditioned and weighed, saturated and re-weighed to determine water holding capacity. The water holding capacity is expressed as a percentage of increased weight after saturation. There are no known limitations to this test method. No range of concentrations/values have been determined. This test method is preferably performed in a laboratory.

1.3 Usage—The values stated in SI units are to be regarded as the standard. The values given in parentheses are for information only.

1.4 This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.

2. Referenced Documents

2.1 ASTM Standards:

D653 Terminology Relating to Soil, Rock, and Contained Fluids

3. Terminology

3.1 Definitions—For common definitions of terms in this standard refer to Terminology D653.

4. Summary of Test Method

4.1 Product specimen is conditioned and weighed, saturated and re-weighed to determine water holding capacity. The water holding capacity is expressed as a percentage of increased weight after saturation.

5. Significance and Use

5.1 The meaning of the test is related to the manufacturing and end use of the material, to determine characteristics of products. The water holding capacity of hydraulically applied mulches for hydraulic planting correlates directly with enhanced slurry and spray patterns by providing better soil/slurry bonding ability and rate of seed germination.

6. Apparatus

6.1 203.2 mm (8 in.)-diameter #8 diameter 3.16 mm sieve,

6.2 203.2 mm (8 in.)-diameter sieve pan,

6.3 Large mixing bowl 3.5 L ± (10 Pt ±) capacity,

6.4 Electronic gram scale or balance scale with a minimum of 0.1 g resolution.

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1 This test method is under the jurisdiction of ASTM Committee D15 on Soil and Rock and is the direct responsibility of Subcommittee D15.25 on Erosion and Sediment Control Technology.


3 For information on ASTM standards, visit www.astm.org. Copyright © ASTM International, 100 Barr Harbor Drive, PO Box C700, West Conshohocken, PA 19428-2959. United States.

4 OFFICERS’ TRAINING WORKSHOP
Your Network to Knowledge

www.astm.org // 58

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1 Scope

1.1 This quantitative test method determines water holding capacity of fiber mulches, including wood, paper, and agriculturally derived and blended fiber mulches used for hydraulic planting.

1.2 The purpose of this test method is to provide a means of evaluating water holding capacity in fiber mulches. Product specimen is conditioned and weighed, saturated, and reweighed to determine water holding capacity. The water holding capacity is expressed as a percentage of increased weight after saturation. There are no known limitations to this test method. No range of concentrations values have been determined. This test method is preferably performed in a laboratory.

1.3 Units—The values stated in SI units are to be regarded as standard. No other units of measurement are included in this standard.

1.4 This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.
Review

New Standard Activity

Work Items

Development Tools

Publication

ASTM Standard

Writing Tools

Review

Revisions

Balloting
Questions?

Thank you!