New Member Orientation Training Session
Today’s Goals

1
Introduction to ASTM International

2
Being an ASTM Member

3
Participating through the ASTM website

4
Questions
Helping Our World Work Better

12,900 ASTM standards operate globally

Applied to just about everything from steel to sustainability

They improve the lives of millions every day
Over a Century of Openness

How We Work

- Worldwide acceptance and trust comes from the principle of openness
- Experts, individuals, organizations, academia, governments, trade associations, consultants and consumers come together
- Over 30,000 members from 148 countries
- Exchanging expertise and knowledge
- Participating in a transparent process – open to anyone, anywhere
- Timely and relevant. Fully representative of sectors. An aid to innovation, not a hurdle to overcome

148 main committees plus 2,024 subcommittees
Introduction to ASTM International

- Opportunity for all stakeholders to participate in the standards development process
- Every member has equal say
- Consensus-based procedures
- Stakeholders on ASTM Committees:
  – Product Manufacturers
  – Regulatory Agencies
  – End Users
  – Professional Societies
  – Academia
Operating Globally

- ASTM is one of the world’s largest Standards Developing Organizations, with global reach and influence
- Embracing all the principles of the World Trade Organization’s Agreement on Technical Barriers to Trade
- Working across political, cultural and geographic borders
- Recognizing expertise, not country of origin
- Trusted for market relevance and technical quality
- The choice for many global industries
  – 50% outside USA
- Our global outreach activities increase understanding
- Our Memorandum of Understanding Program provides tangible encouragement to developing economies

120 memorandums of understanding

150 Countries cite ASTM standards in their regulation.
Introduction to ASTM International

Examples of ASTM Committees

- A01 on Steel, Stainless Steel and Related Alloys
- C16 on Thermal Insulation
- E50 on Environmental Assessment
- D01 on Paint
- D02 on Petroleum Products and Lubricants
- D20 on Plastics
- E60 on Sustainability
- F04 on Medical and Surgical Materials and Devices
- F24 on Amusement Rides and Devices
- F47 on Commercial Spaceflight
- G01 on Corrosion of Metals
Effective and Relevant Around The World

The Role of Standards

- We rely on our members’ expertise and commitment – their good science, good engineering and good judgment
- Recognizing expertise not geography – over 150 countries are represented by our members
- Our voluntary consensus process gives everyone an opportunity to participate – ensuring standards are effective and relevant across diverse markets
- Our standards help everyone: consumers, businesses, manufacturers, innovators and governments
- Embracing all the principles of the World Trade Organization’s Agreement on Technical Barriers to Trade
- Incorporated into contracts, regulations, codes, and laws, they support established and emerging economies and free and fair global trade
Types of ASTM Standards

- TEST METHOD
- CLASSIFICATION
- TERMINOLOGY
- GUIDE
- SPECIFICATION
- PRACTICE
Identifying an ASTM Standard

- **D** = Miscellaneous Materials
- **M** = SI Units
- **e1** = Editorial Change
- **a** = Subsequent Revision, Same Year
- **18** = 2018, the Year of Original Adoption, or Most Recent Revision

**Combined standard** — an ASTM standard in which SI units and inch-pound (or other non-SI) units are included in the same standard, with each unit system regarded separately — for example: Specification A36/A36M).

**SI standard** — an ASTM standard in which SI units are the only system of units declared as standard; inch-pound (or other non-SI) units may be included for information only.

The epsilon designations and corresponding notes are numbered chronologically and are deleted at the next revision or reapproval.
Technical Committee Operations

- ASTM staff manager for each committee
- Regulations Governing ASTM Technical Committees
- ASTM editor for each committee
- Form & Style Guide
Technical Committee Organization

- **Main Committee:**
  Each main committee is a semi-autonomous group approved by the ASTM Board of Directors and is responsible for developing standards in a given subject area.

- **Subcommittees:**
  Are formed as needed to address specific subjects or areas within the scope of the main committee. These areas include technical as well as administrative and strategic planning functions.

- **Task Groups:**
  Task groups are small working groups responsible for a specific assignment (development of a draft standard or implementation of an interlaboratory study) within a given time period. Task group members need not be members of ASTM.
Voting Interests

- Technical committees are “classified” and “balanced”
- “Balance” in ASTM means that committees have more User, General Interest, and Consumer members than Producer members
- Only one official vote is assigned per company
- Every member receives ballots and should vote
– Documents are drafted and revised in the task group
– New standards are required to be balloted at the subcommittee level at least once
– After subcommittee approval, the main committee & entire Society
Member Expectations

ASTM requires all participating members with the official vote to return ballots

- Review standards activity in the committee
- ASTM’s website facilitates this; www.astm.org
Member Conduct

1.1.2.1 Responsibilities of membership

Open participation and the consensus process are core values and the principal strengths of standards development in ASTM International. To be successful, the consensus process depends on the ability of members to work together with an attitude of collaboration and collegiality. Each member is expected to participate and contribute in good faith to the standardization activities undertaken by the committee(s) to which they belong. For additional information on the responsibilities of membership, see Appendix B.
Technical Committees Webpages (public)

Technical Committees develop and maintain ASTM standards. They are grouped by designation according to related activities within a particular scope of work (e.g., A01 on Steel, Stainless Steel and Related Alloys). ASTM Committees are made up of over 32,000 volunteers from industry and include manufacturers and consumers, as well as other interest groups such as government or academia. Any interested individual can participate on a Technical Committee through ASTM membership.

Standards Development
- Initiate a New Standards Activity
- How Standards Get Developed
- Society (Public) Review
- ANSI Public Review
- SCC Public Review

Other Programs and Services
- Interlaboratory Study Program (ILS)
- Product Certification Process & Checklist

Policies & Procedures
- Key Documents and Forms
- Intellectual Property Policy
Logging In – Members Only Area
Options
MyCommittees Area
Committee C01 on Cement

Staff Manager: W Scott Orthey

ASTM Committee C01 on Cement was formed in 1902. C01 meets twice each year, in June and December, with about 100 members attending over a three-day session. The Committee, with a membership of approximately 380, currently has jurisdiction of over 50 standards, published in the Annual Book of ASTM Standards, Volume 04.01. C01 has 19 technical subcommittees that maintain jurisdiction over these standards. Information on this subcommittee structure and C01’s portfolio of approved standards and Work items under construction are available from the List of Subcommittees, Standards and Work Items below. These standards, together with the standards developed by ASTC Committee C09 on Concrete and Concrete Aggregates and committees of the American Concrete Institute (ACI), are essential to construction of the Nation’s civil infrastructure. More

General Information

- Scope
- Committee Officers and Staff Support
- Meetings and Symposia

Get Involved

- Membership Information and Application

Standards Development

- List of Subcommittees, Standards, and Work Items
- Interlaboratory Studies
Ballots

Item

TO: Members of Committee E07
FROM: Thomas Maeder, Technical Contact
SUBJECT: Reapproval

The following standard under the jurisdiction of subcommittee E07.01 is submitted for reapproval with no change:

ASTM E94/E94M-17 Standard Guide for Radiographic Examination Using Industrial Radiographic Film

Successful completion of this action will ensure the standards continued publication.

Please refer to Volume 3.03 of the Annual Book of ASTM Standards for a complete copy of this standard.

If you would like a pdf copy of this standard, please send an email to limone@astm.org

Thank you
Key Points for Participation

– Join Subcommittees & Task Groups that interest you and your organization

– Return Ballots, this is your voice in the process

– Meeting Information posted on the ASTM website
Standards Development Resources

Regulations Governing ASTM Technical Committees

– Recommended reading: Entire item; critical: sections 4 - 12
– https://www.astm.org/media/pdf/regs_Regulations.pdf

Form and Style for ASTM Standards

– Recommended reading: Introduction (1 page), Information on the type of standard you may be writing or critiquing (+/- 10 pages)
– https://www.astm.org/media/pdf/bluebook_FormStyle.pdf

ASTM Technical Committee Officer Handbook

– Recommended Reading: Peruse cover-to-cover
– A one-stop shop for an overview on what you need to know (not just for officers!)
New Member Onboarding Checklist

ASTM International staff recommends the following actions which will help with your understanding of the ASTM consensus process used to develop international standards.

Please contact comserv@astm.org for further assistance.

- **Member Training**
  - www.astm.org/MEMBER_TRAINING
  - Offered through the virtual classroom of the ASTM website and onsite at committee weeks.
  - Participate in the New Member Orientation.
  - Take the virtual training on ASTM Online Tools.
  - If you’re attending a committee week, check the schedule for trainings offered onsite (this is always a great way to meet ASTM leadership while gaining valuable knowledge of the ASTM processes)
  - There are other helpful trainings available virtually throughout the year. Feel free to take these as you get better acquainted with your committees operations.

- **Attend an ASTM technical committee meeting**
  - Registration is required but membership is not a requirement to attend meetings.
  - ASTM meetings are open to all interested stakeholders.
  - Task group meetings are where technical discussions about the content of the standard are discussed (non-members can participate).
  - Subcommittee and Main committee meetings are where voting members have the opportunity to vote on ballot actions and task group reports are given.
  - Meetings are a great opportunity to network with industry colleagues and will give you a deeper understanding of the consensus process.
  - Notifications about upcoming meetings will be sent to all participating members and will include registration information.

- **Contact your staff manager**
  - Each committee is assigned an ASTM staff manager to monitor operations, the process and provide help to members.
  - Your staff manager information can be found by logging into your ASTM account and clicking on the committee title name or by clicking on the committee roster link.
  - Introduce yourself and use the staff manager as a resource for any questions about the consensus process, upcoming meetings, or specific areas of interest.

- **Download a copy of the ASTM Regulations**
  - www.astm.org/Regulations.html
  - The ASTM Regulations is a seventeen-page document used by staff and members to oversee the consensus process.
  - The Regulations outlines all rules that govern the process.
Thank you