Editorial Module: Process of Developing and Revising a Standard
Objectives
New Standard Activity

➢ Determine if new standard is needed
➢ 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 Chair or Subcommittee Members at a meeting
Registering a Work Item
Registering a Work Item

Choose from the following options:

- I need to register a Work Item for a Revision or New Standard.
  - Work Item registration is not required to submit a Reapproval, Withdrawal or Reinstatement action to ballot; go to Option 2 - Ballot Item Submittal

- 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
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
Collaboration Area

ASTM International Collaboration Area

71844 - WK71844 - Fire Resistance of Geosynthetics

Work Item Description
Geosynthetics may exhibit different response to fire. This test method is intended to provide a means to classify geosynthetics exposed to fire. Additional questions to be answered: For instance, are routine tests or qualification tests required? Are special configurations to be more critical on fire hazards? Regulations in building materials and their resistance to fire is defined by National Fire Codes. Should NFPA or a similar organism be involved in the development of the fire resistance of geosynthetics?

Submit Item For Ballot | Edit Work Item
WRITING TOOLS
Submit Your Draft in Word

- ASTM requests WORD for balloting purposes.

- 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

Key Documents and Forms
- Form and Style Manual for ASTM Standards or “Blue Book”
- Regulations Governing ASTM Technical Committees or “Green Book”
- Draft Standard Templates
- ASTM Technical Committee Officer Handbook or “Red Book”
- Strategic Planning Manual (PDF)
- Proxy Form—For Voting (PDF)

Policies & Procedures
- Key Documents and Forms
- Intellectual Property Policy
- Principles for Use of ASTM Intellectual Properties by Other Standards
- Patents
- Trademarks
Form and Style Contents

Preface
Introduction
Definitions
Part A. Form of ASTM Test Methods
Part B. Form of ASTM Specifications
Part C. Form of Other Types of ASTM Standards
Part D. Use of the Modified Decimal Numbering System
Part E. Terminology in ASTM Standards
Part F. Caveats and Other Legal Aspects in Standards—Special Instructions
Part G. Standards Style Manual
Part H. Use of SI Units in ASTM Standards
Annex A. SI Quick Reference Guide
Summary of Changes
Index
ASTM Templates

Key Documents and Forms
- Form and Style Manual for ASTM Standards or “Blue Book”
- Regulations Governing ASTM Technical Committees or “Green Book”
- Draft Standard Templates
- ASTM Technical Committee Officer Handbook or “Red Book”
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Policies & Procedures
- Key Documents and Forms
- Intellectual Property Policy
- Principles for Use of ASTM Intellectual Properties by Other Standards
- Patents
- Trademarks
ASTM Template

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

➢ Detailed instructions are provided with the template

Draft Standard Templates

Important: Please read Download Information and Template Features before using Templates.
- Test Methods
- Specifications
- Guides/Practices
- Classification
- Terminology

Support Documents Template
- Research Report

Help
- Template Features
- The Form and Style for ASTM Standards or “Blue Book”
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
Cellular Insulation Blocks

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 reapproval or reissue.

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 ofASTM’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

2.1 ASTM Standards:
Screen Shot of Template

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 C15 on Thermal Insulation and is the direct responsibility of Subcommittee C15.08.16 on Mechanical Properties. Current edition approved XXX XX, XXXX. Published XX XXXX. DOI: 10.1520/XXXXX-XX

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1 This document is not an ASTM standard; it is under consideration within an ASTM technical committee but has 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 this document. Copyright ASTM International, 100 Barr Harbor Drive, West Conshohocken, PA 19428. All Rights Reserved.
Screen Shot of Template

4. Summary of Test Method

5. Significance and Use

6. Interferences

7. Apparatus

8. Reagents and Materials
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 health practices and determine the applicability of regulatory limitations prior to use.
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 health practices and determine the applicability of regulatory limitations prior to use.

2. **Referenced Documents**

2.1 ASTM Standards:

3. **Terminology**
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.
If you have questions while drafting a standard, contact the developmental editor.

Developmental editor can be reached by phone or e-mail. Kathleen Peters kpeters@astm.org or 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 & AUTOCAD formats are acceptable

➢ Graphics department will work with what you have

Color Figures

➢ PDF Downloads
➢ Online Volumes
SVG Figures

• Scalable Vector Graphics

  ➢ Now being incorporated into online standards
  ➢ Are searchable and do not degrade when expanded
  ➢ Available in up-to-date 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
Registering a Revision Work Item
Registering a Revision Work Item

Choose from the following options:

1. I need to register a Work Item for a Revision or New Standard.
   Work item registration is not required to submit a Reapproval, Withdrawal or Reinstatement action to ballot; go to Option 2 - Ballot Item Submittal.

2. 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.

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

My D35 Work Items

You are a task group member or a technical contact on the Work Item(s), or WK(s) listed below.

D35.01 on Mechanical Properties
- Proposed: WK708888 Technical Contact: Eli Cuelho
- Proposed: WK80513 Technical Contact: Gregory Lyons
- D4595.17 Standard Test Method for Tensile Properties of Geotextiles by the Wide-Width Strip Method
  - WK66852 Technical Contact: John Lostumbo
  - WK62459 Technical Contact: Manoj Tyagi
  - WK53157 Technical Contact: Mark Wayne

D35.02 on Endurance Properties
- Proposed: WK78844 Technical Contact: David Baumann
- Proposed: WK78495 Technical Contact: Michael Dickey
- D5262.21 Standard Test Method for Determining the Unconfined Tension Creep and Creep Rupture Behavior of Planar Geosynthetics Used for Reinforcement Purposes
  - WK78772 Technical Contact: Mardi Windley
Revision of D4595-17 Standard Test Method for Tensile Properties of Geotextiles by the Wide-Width Strip Method

Active Standard: D4595-17
Developed by Subcommittee: D35.01 | Committee D35 | Contact Staff Manager

Rationale
Updating the standard to reflect current practice of test performance. Special focus will be on extensometers, grip guidance and strain rate. An updated review of the precision and bias section will also be included in this revision.
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

Designation: D6521 – 13

ITEM 11

To: D04 Main Committee Ballot
Tech Contact: mknake@astmresourcero.org
Work item #: WK61423
Ballot Action: Revision of ASTM D6521 Sections 1-2

Rationale:
This ballot item is only for revision to Sections 1 and 2 of D6521. Only the portion of the standard shown below is considered part of this ballot. A summary of proposed changes are as follows:

- Clarified that this is a conditioning procedure that simulates aging, not an aging procedure
- Note 1 has been deleted, as this wording is more applicable to the RFTOT standard.
- Units have been clarified in the scope to comply with D04 policy
- Reference to ASTM D3666 added in a new Note 1 to comply with D04 policy.
- Referenced documents updated to include ASTM D3666.

Standard Practice for Accelerated Aging of Asphalt Binder Using a Pressurized Aging Vessel (PAV)

This standard is issued under the final designation D6521; 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 letter (c) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This practice covers the conditioning of asphalt binders to simulate accelerated aging (oxidation) of asphalt binders by means of pressurized air and elevated temperature. This is intended to simulate the changes in rheology which occur in asphalt binders during in-service oxidative aging but may not accurately simulate the relative rates of aging. It is normally intended for use with residue from Test Method D2872 (RFTOT), which is designed to simulate plant aging.

Note 1 — Modified asphalt binders may phase separate or form skins during oven conditioning in Test Method D2872 (RFTOT); the results from subsequent testing of the residue may not be representative of modified asphalts short-term aged under field conditions. Phase separation, or formation of skins, or both can also occur during PAV conditioning. Therefore, the practice may not be suitable for some modified asphalts.

Note 12 — PAV conditioning has not been validated for materials containing particulate materials.

1.2 The aging of asphalt binders during service is affected by ambient temperature and by mixture-associated variables, such as the volumetric proportions of the mix, the permeability of the mix, properties of the aggregates, and possibly other...
BALLOTTING
Submitting an Item for Ballot
Submitting an Item for Ballot

ASTM Work Item Registration Area and Ballot Item Submittal

Choose from the following options:

- I need to register a Work Item for a Revision or New Standard.
  Work Item registration is not required to submit a Resapproval, Withdrawal or Reinstatement action to ballot; go to Option 2 - Ballot Item Submittal

- 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
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 chair could contact negative voters before ballot closes
- Task group may decide to revise draft and re-ballot 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
Online Negative Resolutions

Five possible negative 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
  - Ensuring the standard matches balloted draft
  - Scanning and placing artwork

- Ensuring that sections, tables, and figures are cited and numbered correctly:
  - This includes checking that sections and cross-references are correct (for example, See Table 1.)
While the Standard is Balloting

The Editor will also:

➢ Verify titles of ASTM standards in the Referenced Documents section and confirm that they are all cited in the text

➢ 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 Form and Style for ASTM Standards. A list of preferred spelling can be found in Part G
Editorial versus 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 do 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 sources of supply, 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, may 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

➢ Changing values in tables and equations (unless supported by existing balloted text)
A standard will receive official Society approval on the 1st or 15th of the month.

Once a standard receives Society approval:

- The editor is notified
- The editor prepares the standard for review by the technical contact 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 redline is not an ASTM standard and is intended only to provide the user of an ASTM standard an indication of what changes have been made to the previous version. In all cases only the current version of the standard as published by ASTM is to be considered the official document.

- This email:
  - Will provide a link to the online ballot item
  - 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 review email 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.
Final Publication

➢ Editor sends final approved document to ASTM website team

➢ Within a week, the standard is available online

➢ The ASTM website will always have the most current version of the standard.

➢ The printed Annual Book of Standards will contain the standards available at the time of its publication
What the Editor Sees

1. Scope

1.1 This practice establishes criteria for the design of amusement rides, devices and major modifications to amusement rides and devices manufactured after the effective date of publication except as noted in the standard.

1.2 This practice shall not apply to: Patron directed amusement rides or devices (for example, go karts.
Standard Practice for Design of Amusement Rides and Devices

1. Scope

1.1 This practice establishes criteria for the design of amusement rides, devices and major modifications to amusement rides and devices manufactured after the effective date of publication.

1.2 This practice shall not apply to:

1.2.1 Patron-directed amusement rides or devices (for example, go karts, bumper cars, bumper boats),
1.2.2 Artificial climbing units,
1.2.3 Air-supported structures,
1.2.4 Dry slides,
1.2.5 Coin operated rides,
1.2.6 Amusement rides or devices that involve the purposeful immersion of the patron’s body partially or totally in the water and involves more than incidental patron water contact (for example, pools, water slides, lazy rivers, interactive spray play devices), or
1.2.7 Devices whose design criteria are specifically addressed in another ASTM standard.

1.3 Portions of an amusement ride or device manufactured by a major modification, or
1.3.1 Or, changes in electrical wiring, electrical motors and electrical components of amusement rides and devices provided the original design and safety criteria were met and
1.3.2 Pre-existing rides manufactured after the effective date of publication of this practice if the ride is service approved, pre-certified compliant and the modifications provide compliance with the current version of the amusement ride, device or major modification.

1.3.3 A statement that the design is service approved or previously compliant as specified by 1.2.

1.4.1 Major modifications to amusement rides and devices may qualify as “previously compliant” for five years following the date of publication of this practice. Thereafter, amusement rides and devices, and major modifications to amusement rides and devices must qualify as “service proven” or meet the requirements of this practice.

1.5 This practice includes all notes (non-mandatory), which provide additional information (for example, rationale, background, assumptions, findings, commentary, and so forth) to improve the user’s understanding and application of the criteria presented in this practice. The notes information shall be interpreted as mandatory design criteria.

1.6 This practice includes an appendix (non-mandatory), which provides additional information (for example, national, background, assumptions, findings, commentary, and so forth) to improve the user’s understanding and application of the criteria presented in this practice. The appendix information shall not be interpreted as mandatory design criteria.

1.7 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.

1.8 This standard is issued under the fixed designation F2301; the number immediately following the designation indicates the year of original adoption. You may wish to consult the latest edition of the standard for any revisions that may have been issued since this standard was first issued.

2. Referenced Documents

2.1 ASTM Standards:

F730 Practice for Ownership, Operation, Maintenance, and Inspection of Amusement Rides and Devices

F4101 Practice for Design of Amusement Rides and Devices that are Outside the Purview of Other F4100 Design Stan-

dards

F4103 Practice for Quality, Manufacture, and Construction of Amusement Rides and Devices

F4117 Practice for Measuring the Dynamic Characteristics of Amusement Rides and Devices

F2374 Practice for Design, Manufacture, Operation, and

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Note: This document includes non-mandatory information in its existing format during 2013. Only information that has been approved is included in the document. All information that was approved in 2013 was approved as of 2013. Last amendment approved as of 2013.
Redline Version or Version Comparison

Standard Practice for Design of Amusement Rides and Devices

This standard is issued under the jurisdiction of ASTM Committee F29 on Amusement Rides and Devices and is the direct responsibility of Subcommittee F29.23 on Design and Manufacture.

1. Scope

1.1 This practice establishes criteria for the design of amusement rides, devices and major modifications to amusement rides and devices manufactured after the effective date of publication except as noted in 1.2.

1.2 This practice shall not apply to:

1.2.1 Patron directed amusement rides or devices (for example, go karts, bumper cars, bumper boats),
1.2.2 Artificial climbing walls,
1.2.3 Air-supported structures,
1.2.4 Dry slides,
1.2.5 Coin operated rides,
1.2.6 Amusement rides or devices that involve the purposeful immersion of the patron’s body partially or totally in the water and involves more than incidental patron wear contact (for example, pools, water rides, lazy rivers, interactive aquatic play devices),
1.2.7 Amusement rides and devices whose design criteria are specifically addressed in another ASTM standard.
1.2.8 Portions of amusement rides or devices modified by a major modification.
1.2.9 Upgrades to electrical wiring, electrical motors and electrical components of amusement rides and devices provided the original design and safety criteria are maintained or enhanced and:
1.2.10 Pre-existing designs manufactured after the effective date of publication of this practice if the design is service proven or previously compliant and the manufacturer provides:
1.2.10.1 A historical summary of the amusement ride, device or major modification, and
1.2.10.2 A statement that the design is service proven or previously compliant as specified by Section 3.
1.2.10.3 Amusement rides and devices, and major modifications to amusement rides and devices may qualify as “previously

This practice is under the jurisdiction of ASTM Committee F29 on Amusement Rides and Devices and is the direct responsibility of Subcommittee F29.23 on Design and Manufacture. Original approval of this practice was in 2003. Last previous edition approved in 2020.
Standard Practice for Design of Amusement Rides and Devices

This standard is issued under the fixed designation F2295; the number immediately preceding 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 (´) indicates an editorial change since the last revision or reapproval.

IN THIS STANDARD:
- Scope
- Reference Documents
- Terminology
- Significance and Use
- General Design Criteria
- Patent Information
- Clear Space
- Component Design Criteria
- Acceleration Limits
- Loads and Strengths
- Dynamic Equipment for Amusement Rides and Devices
- Pneumatic Systems and Components
Review
QUESTIONS?
Thank you for your attention!

www.astm.org