Subcommittee Chair’s Duties and Responsibilities
Objectives

➢ At the end of this module, you will be able to serve effectively as a Subcommittee Chair by:

➢ Handling administrative responsibilities
➢ Conducting an effective and inclusive meeting
➢ Preparing items for Sub and Main Committee ballots
➢ Resolving negative votes effectively
➢ Utilizing available resources at ASTM Headquarters
Role of the Subcommittee Chair

➢ You serve as a:

➢ Leader

➢ Communicator

➢ Administrator

➢ Organizer
Responsibilities

➢ Conduct effective and inclusive meetings

➢ Record/Submit the meeting minutes

➢ Prepare items for ballot/submit ballot resolutions

➢ Handle inquiries on standards

➢ Roster Maintenance
Subcommittee Officer Responsibilities

• Act in an impartial and inclusive manner in the performance of their duties.

• Consistent in conducting meetings in a professional manner and with respecting the participation by both members and attendees.

• Appendix B: ASTM International Responsibilities of Membership
Impartial and Inclusive Leadership

An inclusive leader ensures that all team members:

- Are given an opportunity to participate in the team’s efforts
- Are valued and respected
- Provided opportunities to feel that they belong
- Can bring their authentic self to the task at hand
Examples of **HOW** to be in Inclusive

**Effort**

- Make a conscious and genuine effort to get to know each team member
  - Explore what each team member can contribute to the team, task, and organization
  - Be committed to being inclusive and the effort required
  - Enhance your cultural competency and be aware of your own biases
  - Be brave and have humility in the face of mistakes

**Awareness**

- Consider team members contributions and attributes:
  - Be curious about Life and Career Experiences
  - Reflect on how these experiences bring different types of value to the table
  - Apply what you learn and encourage members to consider and apply their own value attributes
  - Remember that marginalized individuals may be risk averse or more conservative in their contributions

**Empathy**

- Demonstrate empathy and compassion for others and self.
- Strive to create a sense of safety and openness within the team:
  - Enable voices
  - Open the discussions and encourage team member contributions
  - Support team members through connecting and empowering their work
  - Consider innovative ways to create an inclusive environment, like using closed captioning or other technology available

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Practice Inclusivity!

- Being Inclusive and creating a sense of belonging within teams requires personal effort:
  - Grow your own social and cultural awareness
  - Practice self awareness and explore your own personal biases
  - Identify barriers to inclusion and work to remove them
  - Set the tone and model behaviors you expect from others
  - Support people in getting to know one another
  - Encourage knowledge sharing and being open to change
  - Explore different leadership styles to assist different situations or personalities
  - Practice, practice, practice!
Ways to help Meetings be Inclusive

– Welcome people by name – connect with each person
– Seek out new members or guests joining
– Seek broad input; consider asking reserved members for their perspective
– Provide ways for perspectives to be gathered beyond standing up in the discussion.
– Set the tone/expectations – Come ready to share, listen and learn
– Consider strategies when strong personalities do most of the talking
– Ask open ended questions
– Value each person independently
– Empower the whole team in being part of the process
Delegation of Responsibilities
The Subcommittee Vice Chair

- Chairs meetings in your absence
- Assigns projects to task group chair and follows up on deadlines
- Answers correspondence
The Secretary

- Takes minutes
- Collects task group reports
- Distributes attendance lists
- Assumes responsibilities as delegated by the Sub Chair
Subcommittee Chair

Administrative Duties
Duties

➢ Report to main committee on subcommittee actions

➢ Process necessary information through the website

➢ Provide meeting room requirements and audio/visual needs for next meeting
Inquiries on Standards

➢ ASTM membership and staff are prohibited from offering official interpretation of standards

➢ Official responses must follow Section 16 of the ASTM Regulations

➢ Inquiries can be handled informally by sub-chairs and technical contacts

➢ Do not use ASTM letterhead for the response
Be clear that the response is a personal opinion

ASTM does not provide interpretations of standards. While an ASTM member may offer a personal opinion in this regard, the only action a committee or subcommittee may take is to introduce a revision to the standard to further clarify its intent. If you feel that a revision to this standard would clarify the technical content, I encourage you to provide the subcommittee with that information.

I have provided your inquiry by copy to the Subcommittee Chairman for his consideration as a possible item of new business for the subcommittee. He may offer you his personal opinion on this matter. His response is his opinion and unless otherwise stated does not represent that of the committee or ASTM. I would invite you to consider joining in the work of this committee. You will find more information and an application for membership on our web site at www.astm.org.

Please let me know if I may be of further service in this regard.

Sincerely,

xxx
Roster Maintenance

➢ Approve new members with classification and vote

➢ Check balance and classifications of existing members

➢ ASTM sends email notifications regarding new members and out-of-balance rosters
## Roster Maintenance

[Image of ASTM website interface with MyCommittees and MyTools sections]

### MyCommittees

<table>
<thead>
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### MyTools

- Roster Maintenance
- Negative & Comments
- MyOutstanding Ballots
- MyWork Items
- MyCollaboration Areas
- Ballots & WorkItems
- Meetings, Minutes & Agendas
- Additional Resources
Roster Maintenance

 ASTM INTERNATIONAL

Helping our world work better

Products & Services Get Involved About News

Select Committee A04

Total Pending Applications 310

Committee Summary

Producer Votes Available: 6
Total Official Voters: 38
Total Members: 492
Total Non Official Voters: 454

Name: Abraham Abraham, Mura
Organization: Abraham Mura Consulting
Join Date: 07/11/2011
Classification: Unclassified
Official Vote: No-Non Voter

Name: D'Souza, Adrian
Organization: Standards New Zealand
Join Date: 05/13/2021
Classification: User
Official Vote: No-Wait List

Name: Kupfer, Alan
Organization: Weidlake Chemicals
Join Date: 03/17/2021
Classification: Unclassified
Official Vote: No-Pending

Name: Lens, Andrew
Organization: General Interest
Join Date: 05/13/2021
Classification: General Interest
Official Vote: No-Chairman
Roster Maintenance

Committee Summary

Producer Votes Available: 14

40 Total Official Voters
77 Total Members
37 Total Non Official Voters

Pending Applications: 3
Producer Wait List: 0

Name | Organization | Join Date | Classification | Official Vote
---|---|---|---|---
Olajide, Aderemi | Green Point Ready Mix Concrete | 05/15/2014 | User | No-Inactive
Degruchy, Andre | Degruchy Masonry Inc | 11/26/2003 | Producer | No-Redundant Interest
Hita, Anthony | LimeWorks.us | 01/06/2021 | Producer | Yes
Bicer-Simsir, B | Getty Conservation Inst (The) | 12/12/2007 | General Interest | Yes
Kjorlien, Bill | ARGOS USA | 12/06/2011 | User | Yes
O’Regan, Bobby | Huber Engineered Materials | 10/21/2014 | Producer | Yes
Zirilli, Cailli | ASTM International | 03/16/2006 | Unclassified | No-Non Voter
Conducting a Meeting
Preparation for a Meeting

➢ Review ballot results
➢ Review correspondence
➢ Review minutes and action items from previous meeting
➢ Review status of your subcommittee’s standards
➢ Update subcommittee roster/print attendance reports

➢ If using the ASTM virtual platform (WebEx, etc.) discuss with your Staff Manager on how to obtain the attendance reports.

➢ Contact task group chair
➢ Contact staff manager
➢ Checklist
Why is an Agenda Important?

- Prepares chair
- Prepares attendees
- Travel approval
- Creates an interest
- Defines clear objectives
- Serves as a valuable organizational tool
The Agenda Includes:

- Meeting date, time, location
- Agenda/minutes approvals
- Agenda items with background/goals
- Unfinished/New business
- Utilize the Create My Agenda tool
- Member Website Tools
Create My Agenda

MyCommittees

Committee C01 on Cement
- Ballots
- Rosters
- Meetings & Symposia
- Minutes & Agendas
- Committee Documents
- Standards Tracking

Committee C07 on Lime and Limestone
- Ballots
- Rosters
- Meetings & Symposia
- Minutes & Agendas
- Committee Documents
- Standards Tracking

Committee C12 on Mortars and Grouts for Unit Masonry
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Committee C15 on Manufactured Masonry Units
- Ballots
- Rosters
- Meetings & Symposia
- Minutes & Agendas
- Committee Documents
- Standards Tracking

Committee D05 on Coal and Coke
- Ballots
- Rosters
- Meetings & Symposia
- Minutes & Agendas
- Committee Documents
- Standards Tracking

Committee D07 on Wood

MyTools

Roster Maintenance
Negative & Comments
MyOutstanding Ballots
MyWork Items
MyCollaboration Areas
Ballots & Workboms
Meetings, Minutes & Agendas
Create MyAgenda
Create MySchedule
Create MyMeeting Materials
Submit Minutes & Agendas
Agendas/Minutes/Closing Reports tracker
Additional Resources
Create My Agenda

Create your Subcommittee Meeting Agenda:

- Subcommittee or Section: Select Subcommittees
- Meeting Date: MM/DD/YYYY
- Meeting Location: (optional, separated by commas)
- Start Time: 9:00 AM
- End Time: 5:30 PM

CREATE AGENDA  CLEAR

Documentation:

For guidance on Preparing an Agenda, visit https://astm.org/media/447Handbook_5-11-20.pdf

Templates: Main Committee, Executive Subcommittee

- Call to Order and Introduction of attendees
- Approval of Agenda
- Approval of Previous Meeting Minutes
- Membership Updates
- Ballot Results (ballots closed since last meeting)
- Outstanding Negatives Requiring Resolution (prior to last meeting)
- Standards Requiring Review
- New Standard and Reinstatement Work Items (not currently on Ballot)
- Revision and Withdrawn Work Items (not currently on Ballot)
- Task Group Reports (other than work items)
- Liaison Reports
- Old business
- New business
Create My Agenda

Meeting Agenda
F08.22 on Compost Baling Hoppers

Sub-Chairman: Dr. In. James F.
Date and Time: July 27, 2018, 1:00 PM – 3:30 PM
Place: Dall Lake City, UT

1. Call to order and introduction of attendees
2. The meeting will be conducted in accordance with the ASTM Antitrust Statement (see statement at the end of the agenda)
3. Approval of Agenda
4. Approval of Previous Meeting Minutes
5. Membership Updates

Balance Sheet
As of 06/20/2018 15:42 PM
Producer Votes Available: 3

<table>
<thead>
<tr>
<th>Official Voting Member</th>
<th>Non-Official Voting Member</th>
<th>Total</th>
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<tbody>
<tr>
<td>10</td>
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6. Balancing Act (Next time meeting)
   a. Make Vessel Items
      - F08.20.1.1 Item
      - F08.20.1.2 Item
      - F08.20.1.3 Item
      - F08.20.1.4 Item
    b. Subcommittees
      - Vessel/Bag Items

7. Standards Repealing Review
   a. F1053-15: Task Force for Developing a Baling Volumetric Specifications
      - Status: Ballot Action Required
      - F1053-15: Task Force for Developing a Baling Volumetric Specifications
      - Status: Ballot Action Required
      - F1053-15: Task Force for Developing a Baling Volumetric Specifications
      - Status: Ballot Action Required

8. New Standard and Repeal/Amendment
   a. With/Without New Standard/Existing Standard
      - Status: Ballot Action Required
      - F1053-15: Task Force for Developing a Baling Volumetric Specifications
      - Status: Ballot Action Required

9. Revision and Withdrawn Work Items (Not Currently on Ballot)
   a. Revision
   b. Withdrawn

10. Task Force Reports
   a. F08.20.1.1 Task Force
   b. F08.20.1.2 Task Force
   c. F08.20.1.3 Task Force
   d. F08.20.1.4 Task Force

11. Revision and Withdrawn Work Items (Not Currently on Ballot)

12. Old Business

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13. New Business/Committee Correspondence
14. Administrative Deadlines
15. Future Meetings
   a. Board Meeting: November 2018
   b. Annual Meeting: Washington, DC
   c. Spring Meeting: Dallas, TX

Read Antitrust Statement

ASTM International is a non-profit organization and developer of voluntary consensus standards. ASTM’s leadership in international standards development is driven by the contributions of its members: more than 35,000 technical experts and business professionals representing 135 countries.

The purpose of antitrust laws is to preserve economic competition in the marketplace by prohibiting, among other things, unreasonable restraints of trade. ASTM activities, it is important to recognize that participants often represent competitive interests. Antitrust laws require that all competition be open and unrestricted.

It is ASTM’s policy, and the policy of each of its committees and subcommittees, to conduct all business and activity in full compliance with international, federal and state antitrust and competition laws. The ASTM Board of Directors has adopted an antitrust policy which is found in Section 10 of ASTM Regulation Governing Technical Committees. All members need to be aware of and compliant with this policy. The Regulations are accessible on the ASTM website (http://www.astm.org/COMMITTEE/PS02.txt) and copies of the antitrust policy are available at the registration desk.

For a complete list of standards see
https://www.astm.org/COMMITTEE/PS02.txt

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Opening a Meeting

➢ Start on time
➢ Delegate the task of taking minutes if you don’t have a subcommittee secretary
➢ Review ASTM's Antitrust Statement (included in the agenda)
➢ Announce that recording of any kind (audio or video) is not allowed in ASTM meetings (See Section 9.7 of the ASTM Regulations)
➢ Review the agenda/obtain agreement on the meetings objectives and goals
➢ Revise agenda if necessary
➢ Refer to section 19 of the ASTM Regulations
During the Meeting

➢ Use ASTM Regulations
➢ Use Robert’s Rules of Order
➢ Use time efficiently
➢ Use members effectively
How to Make a Motion

➢ Motion made

➢ Motion seconded

➢ Chair calls for discussion of the motion

➢ Chair calls for vote on the motion

➢ Officer Handbook (Red Book)

➢ Refer to section: Use of Motions at ASTM Meetings
Role of the Chair

➢ Remain neutral

➢ Recognize attendees who wish to speak

➢ Maintain order
Closing a Meeting

➢ State conclusions reached

➢ Summarize assignments

➢ Review requirements for next meeting
Enter Neg. Dispositions from Meeting

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Preparing Items for Ballot
Registering Work Items

➢ Required to register upon initiation of work on new standards or revision to existing standards

➢ No work item registration is needed for re-approvals, withdrawals or reinstatement
Monitoring New Work Items

- Establish procedures for who will register work items within the subcommittee
- Review content and authorize the posting of the work item to the web
- Keep active work items current and delete dropped projects
Why Work Items?

➢ Promote activity
➢ Provide visibility
➢ Serve as tracking number
➢ Initiate the “Standards Tracker” function
### Registering a Work Item

**MyCommitees**

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**MyTools**

- Roster Maintenance
- Negative & Comments
- MyOutstanding Ballots
- MyWork Items
- MyCollaboration Areas
- Ballots & WorkItems

**Account:** 1802687
Krissa Robbins
krobbins@astm.org
ASTM International
Registering a Work Item

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 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
Issuing a Ballot

- **Subcommittee Ballot:**
  - Subcommittee Chair or their designees are authorized to initiate a subcommittee ballot
  
  - Motion passed at a subcommittee meeting
  
  - Rationale required for each ballot item
  
  - Proposed new standards undergoing its initial round of balloting
  
  - Revisions to an existing standard that subcommittee members believe warrant a subcommittee ballot
Issuing a Ballot

➢ **Concurrent Ballot:**

➢ Revisions to an existing standard or new standards that have undergone at least one subcommittee ballot can be issued concurrently.

➢ Concurrent ballots need to be approved by the main committee chair and the subcommittee chair.

➢ Rationale required for each ballot item.

➢ [Handling Negatives Votes](#)
Preparing New Drafts for Ballot

➢ **Use the standard templates**

➢ **Use the [Form and Style Guide](#)** for:

   ➢ Proper format of Test Methods, Specifications, Classification, Practices, Guides, and Terminology

   ➢ “Up Front” editing available via Headquarters
Preparing Revisions for Ballot

➢ Register a work item

➢ A link to the Word document will be provided to the technical contact via webmaster.org

➢ A link to instructions on how to prepare the work item for ballot will also be provided

➢ Track Changes appear in the margin of the document

➢ Submitting entire standard is not necessary, only revised sections
Preparing a Rationale for Ballot

➢ Short, concise explanation for balloting the item

➢ Previous ballot history

➢ Changes made due to negative votes or comments

➢ Include all contact information
Resolving Negatives Effectively

1. COMMUNICATION

2. CONSIDERATION

3. DOCUMENTATION
Communication

➢ Contact the negative voter:

➢ Before the ballot closes

➢ Before the meeting

➢ After the meeting
Consideration

➢ Discussion at a subcommittee meeting to determine the resolution of the negative.

➢ Resolutions can also be determined via committee admin ballot.
Documentation

➢ Document motions, vote count, and rationale in minutes

➢ Respond to negative voter

➢ Resolving the negative online

➢ Additional training is provided on Balloting and Handling Negative Votes
Disposition of Negative

➢ Persuasive

➢ Withdrawn

➢ Withdrawn with Editorial Change(s)

➢ Not Related

➢ Not Persuasive
Utilization of Available Resources
Tools and Resources

➢ **Form and Style Guide- Editorial** *(Blue Book)*
➢ **ASTM Regulations** *(Green Book)*
➢ **Officer Handbook** *(Red Book)*
➢ Committee Bylaws (refer to individual committee)
➢ **Virtual Classroom for Members**
➢ **Standard Templates**
➢ Professional Development
Tools and Resources (cont’d)

➢ **WebEx/ Conference Call**

➢ **Standards Tracking**

➢ **Products and Services/ updates**

➢ **Publicity (Standardization News/Press Releases)**
Finding Resources Online

Technical Committees

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 academics. 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
- ANELI Public Review
- SCC Public Review

Other Programs and Services

- Interlaboratory Study Program (ILS)
- Product Certification Process & Checklist

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)
- 2020 Certificate of Attendance
- Symposium Proposal Form
- Directions for Preparing and Submitting Work Items for Ballot
ASTM Staff Resources

- Staff Manager and Administrative Assistant
- Communications (Publicity Request Form)
- Form and Style Guide- Editorial (Blue Book)
- ASTM Regulations (Green Book)
- Officer Handbook (Red Book)
- Honors & Awards
- Interlaboratory Study Program (ILS)

- Product Certification Process & Checklist
- Sustainability
- Emerging Professionals Program
- Contract & Project Management Services
- Symposium Proposal Form
- Safety Equipment Institute (SEI) and Certification
- ASTM Proficiency Testing Program Testing (PTP)
- ASTM Training and eLearning

- Key Documents and Forms
- Intellectual Property Policy
- Principles for Use of ASTM Intellectual Properties by Other Standards
- Patents
- Trademarks
- Use of ASTM Letterhead
- Copyright/ Permissions
- Antitrust
- Interpretations
- Official Committee Responses
- ASTM Logo Use
Review of Today’s Objectives

➢ Handling administrative responsibilities
➢ Conducting an effective and inclusive meeting
➢ Preparing items for sub and main committee ballot
➢ Resolving negatives effectively
➢ Utilizing ASTM resources
Good Luck in Your Important Role!
Questions?
Thank you for your attention!