



ADVANCING STANDARDS
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WELCOME

Thank you for joining the session. The session will start shortly. Due to the number of participants, all attendees have been muted upon entry. If you have any questions, please use the chat feature and your questions will be addressed at the end of the presentation. Any questions not addressed by the close of the program will be collected and addressed by email.

Thank you!



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Task Group Chair & Technical Contact Responsibilities

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Objective

At the end of this module, you will be able to serve effectively as a Task Group Chair and Technical Contact by:

- Handling administrative responsibilities
- Conducting an effective task group meeting
- Preparing items for Sub and Main Committee ballots
- Resolving negative votes on the website
- Utilizing available resources at ASTM Headquarters

Being an Effective Task Group Chair / Technical Contact

What is a Task Group?

Task Groups are formed for:

- Technical Discussions
 - ✓ Creating new standards
 - ✓ Reviewing and revising existing standards

- Administrative Work
 - ✓ Promote membership/publicize activities
 - ✓ Plan a symposium



Responsibilities of Task Group Chair

- Establish missions and goals of task group
- Assign a small working group with experience and expertise
 - ✓ Ensure key players of industry are involved
- Assign tasks with deadlines
- Organize meetings
 - ✓ Use face to face or virtual meetings
- Coordinate task group reports at subcommittee meetings
- Create an inclusive environment for participation

Scheduling a Virtual Meeting

- Easy scheduling through your staff manager or MyASTM
- Virtual meetings and conference calls in between face-to-face meetings help accelerate the standards development process



Scheduling a Virtual Meeting

MyASTM / Membership / MyCommittees

MyAccount

Membership

MyCommittees

- [Manage Committees](#)
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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 C15 on Masonry - Manufactured Masonry Units, Mortars and Grouts					
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					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee D30 on Composite Materials					

MyTools

- [Roster Maintenance 423](#)
- [Negative & Comments 87](#)
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- [MyNext Meetings 3](#)
- [MyWork Items](#)
- [MyCollaboration Areas](#)
- [Ballots & Work Items](#)
- [Meetings, Minutes & Agendas](#)
- [Interlaboratory Study \(ILS\)](#)
- [Terminology Dictionary](#)
- [Plan Online Mtg/Conf](#)
- [Member Training](#)

Preparing for an Effective Meeting



Before the Meeting:

- Prepare agenda/presentation/TG report
 - ✓ Include ballot results, if any
- Review ballot results, correspondence with negative voters, any action items from previous meeting
- For subcommittee meetings, contact subcommittee chair with meeting requirements
- Review the task group roster and invite all the key contributors; including the negative voters

Running an Effective Meeting

During the Meeting:

- Start on time
- If using virtual meeting tools, ensure all attendees know how to log in and use meeting tools
- Review the agenda and revise as necessary
- Recognize new members and guest
- Open the discussions and encourage team member contributions including different perspectives and opinions
- Maintain Order

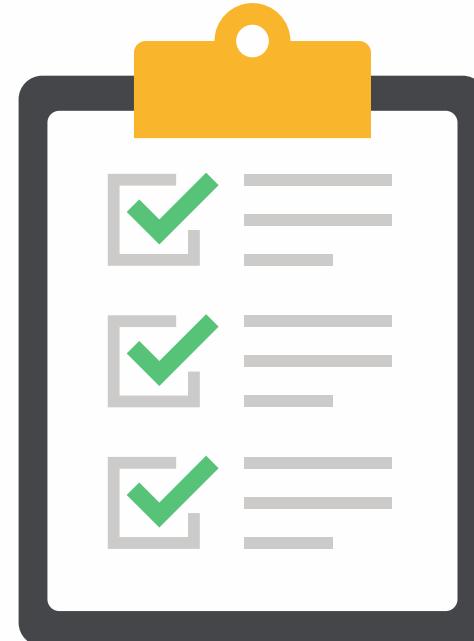


Task Group Reports

Written report to be included in subcommittee meeting minutes

➤ Report(s) should include:

- ✓ The status of the project, including projected timeline for milestones
- ✓ A recommendation on items for ballot
- ✓ A recommendation for disposition of negative votes
- ✓ Requests for data, review or assistance from ILS



Responsibilities of the Technical Contact

- Some Task Group Chairs are the Technical Contacts
- Technical Contact is the primary author of a new draft standard or revision
- Practice good communication skills
- May be asked to address technical questions about the standard, but cannot provide official interpretations
(covered on next slide)
- Consider revisions needed based on inquiries

Responding to Inquiries on Standards

- ASTM membership and staff are prohibited from offering official interpretation of standards, standards speak for themselves
- Official responses must follow Section 16 of the ASTM Regulations
- Inquiries may be handled informally by Subchairs and Technical Contacts
- Be clear that the response is a personal opinion
- Do not use ASTM stationery for the response

Leading the Standard Development Activity

- Gain approval of subcommittee chair for work item registration
- Register work item via MyASTM
- ASTM requires the following items for registration:
 - ✓ Rationale for the activity
 - ✓ Scope, keywords, target ballot date
- Write the draft standard or revision
- Submit draft to ballot online with rationale/cover letter

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Account#: 1802687

Krista Robbins

krobbins@astm.org

ASTM International

MyCommittees

Committee C01 on Cement

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

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

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
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Committee C15 on Manufactured Masonry Units

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

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
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Registering a Work Item

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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](#)



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Registering a Work Item

All

Search topic, title, author, A53



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Type > Copyright > Target > Data > Summary > Confirm

Work Item registration is required for New Standards and Revisions to Existing Standards.

* What type of Work Item are you submitting?

Proposed New ASTM Standard Revision(s) to an Existing ASTM Standard

Note: To submit a ballot item for re-approvals, withdrawals, or reinstatements go to "Submission of Ballot Items". Work Item Registration not required.

* Select the Main Committee and Subcommittee sponsoring the Work Item:

Please select a Committee

Please select a Sub Committee

Continue

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Work Item Registration

Note that the following choices refer to new additional material in your proposed revision and the choices do not apply to currently published ASTM standards.

Please select one of the following choices regarding this Work Item.

- I am submitting original material (i.e. it is not copyrighted, patented, pending patent, or published elsewhere)
- I am not submitting original material (i.e. it is copyrighted, patented, pending patent, or published elsewhere), but I am authorized to and agree to release copyright.
- The material I am submitting is not original and I am not authorized to release copyright.

I have read and will comply with [ASTM International's Intellectual Property Policy](#). I hereby grant and assign to ASTM International all and full intellectual property rights, including copyright, in the proposed draft standard/text and any contributions I make to ASTM International in connection with this proposal. I understand that I will have no rights in any publication of ASTM International in which the proposed draft standard in this or similar form is used. To the best of my knowledge the proposed draft standard/text is not subject to copyright of any other person or entity. I 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 Chair of the Committee having jurisdiction and the written authorization of the President of the Society.

Back

Agree



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Registering a Work Item

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Type > Copyright > Target > Data > Summary > Confirm

Work Item Registration - C15.03

* What is the target date for Subcommittee or Concurrent Ballot?

Select month Select year

* Was this Work Item authorized at a Subcommittee meeting, or by the Subcommittee Chair?

Yes No

* Select authorization date:

12 2024

* Does this Work Item respond to an emergency situation, regulatory requirement or other special circumstance?

Yes No

* Does this Work Item include a patented or pending patent material, product, system or service?

Yes No

* What is the expected target date for approval of the Work Item?

3 - 6 months

* Who will be the Technical Contact for this Work Item?

I will A Member of Committee C15 will.

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Type > Copyright > Target > Data > Summary

Work Item Registration - Revision - C15.03

The contents of these fields will serve as the posted Work Item on the web: a Word version of the existing standard from ASTM International for preparation and distribution.

Note: Fields marked with an asterisk are required.

* Which C15.03 Standard are you revising?

Select

* Rationale for Revision

Note: All revisions for this standard being considered by this Task Group should be listed here. You may judgement when registering separate Work Items for revisions to different this Work Item into separate ballot items when you Submit Item to Ballot.

List other ASTM Committees or key outside organizations that you feel should be involved in this work item.

Back Continue

Registering a Work Item

All

Search topic, title, author, A53



Select Work Item

Done

Search

- C55-23 Standard Specification for Concrete Building Brick
- C73-23 Standard Specification for Calcium Silicate Brick (Sand-Lime Brick)
- C90-24 Standard Specification for Loadbearing Concrete Masonry Units
- C129-23 Standard Specification for Nonloadbearing Concrete Masonry Units
- C139-23 Standard Specification for Concrete Masonry Units for Construction of Catch Basins and Manholes
- C140/C140M-24 Standard Test Methods for Sampling and Testing Concrete Masonry Units and Related Units
- C426-23 Standard Test Method for Linear Drying Shrinkage of Concrete Masonry Units
- C744-21 Standard Specification for Prefaced Concrete and Calcium Silicate Masonry Units
- C936/C936M-24 Standard Specification for Solid Concrete Interlocking Paving Units



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Registering a Work Item

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Type > Copyright > Target > Data > **Summary** > Confirm [Print](#)

MyAccount [Work Item Registration - Revision - C15.03](#)

Membership * Do you want to open an online collaboration area for this work item so members may collaborate online?
 Yes No [\(What is a Collaboration Area?\)](#)

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Work Item Type: Revision

Copyright: Yes, authorized to submit original material

Revised Standard: C55-23 Standard Specification for Concrete Building Brick

Sponsoring Subcommittee: C15.03

Technical Contact: Michael Brown - mibrown@strongtie.com

Target Ballot Date: 03/2026

Authorization Date: 12/2024

Emergency Response: No

Target Completion Date: 03/2025 to 06/2025

Rationale: test

Notify Other:

By submitting this form, I acknowledge that all copyrights to this document, as a draft and an approved ASTM standard, are the sole and exclusive property of ASTM, in accordance with the Intellectual Property policies of the Society.

Please review the Data Summary and print or save this screen for your personal records. Click **Submit** to register the new Work Item for C15.03. The Work Item will be posted on the ASTM website within five business days.

[Cancel](#) [Back](#) **Submit**

Collaboration Area



ASTM Collaboration Area

Collaboration area features include:

- A central location for draft documents
 - ✓ Add comments, start a new discussion
- File repository
 - ✓ Add related files, images, tables, etc.
- Task group member list
 - ✓ Easily send email to individuals or entire task group
- History
 - ✓ See actions taken over the life of the collaboration area

Collaboration area can be established as part of the work item registration process or at a later date.



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My Collaboration Area

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Welcome Krista Robbins

Please Select:

- MyCommittees
- **MyCollaboration Areas**
- Compass
- MyStandards Tracker
- MyJournals Tracker

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MyWork Items
<u>MyCollaboration Areas</u> ←
Launch Admin Collaboration Area
Create Work Item Collaboration
undefined-ASTM F1506 Issue List
undefined-ASTM F1506 Mass Retail Website Discussion on FR...
undefined-ASTM G01 Standard Inquiries
undefined-B07.03- G01.05 Task Group
undefined-Batman
undefined-C12.98/C15.98 Strategic Planning



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Email Settings

Help Home Krista ▾

My Collaboration Area

ASTM International Collaboration Area

Current Collaboration Area

80198 - WK88182 - Revision of G85-19 Sta...

▼

80198 - WK88182 - Revision of G85-19 Standard Practice for Modified Salt Spray (Fog) Testing

Collaboration Area

Drafts

Polls

Discussions

Files

Overview

Members

History

Edit Collaboration Area

Schedule Online Meeting

WK88182 - Revision of G85-19 Standard Practice for Modified Salt Spray (Fog) Testing

WorkItem Creation Date: 10/18/2023

Ballot Target Date: 01/2025

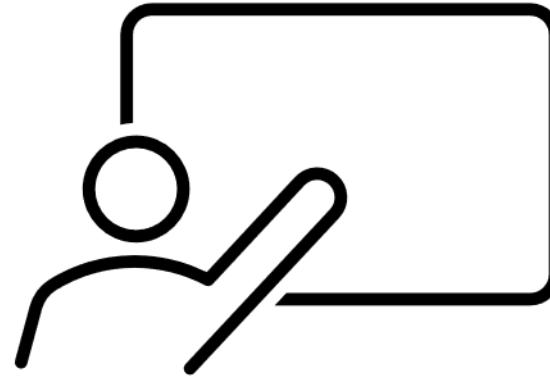
Work Item Status: Draft Under Development

Status: Draft Under Development

[Submit Item For Ballot](#)

[Edit Work Item](#)

Submitting an item for ballot



Submitting an Item for ballot

- Authorization of Subcommittee Ballots
 - ✓ sub chair
 - ✓ Motion at Meeting (simple majority)
- Submit draft to ballot online with rationale/cover letter
- Ballot Open for Minimum of 30 Days.
- Qualifications for Valid Subcommittee Ballot – 60% return and 2/3 affirmative



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Submitting a Ballot Item

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Submitting a Ballot Item



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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

Submitting a Ballot Item

MyASTM / Ballot & WorkItems

1 2 3 4 5

AUTHOR DATA ATTACH SUBMIT CONFIRM

To ballot a new standard, revision or reapproval with editorial change you will be required to upload a document, including a ballot rationale statement, at the end of the submittal process. Please have your item ready before you proceed.

Select the Main Committee and Subcommittee sponsoring the Ballot Item:

Please Select a Committee

Please Select a SubCommittee...

Select an action:

- New Standard
- Revision
- Reapproval
- Withdrawal
- Reinstatement

What Ballot Level are you submitting?

- Subcommittee Ballot
- Concurrent Subcommittee/Main Committee/Society Review

Has the Ballot Item been authorized at a Subcommittee meeting or by the Subcommittee Chairman?

- Yes No

CONTINUE



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MyAccount Author > Data > Attach > Submit > Confirm

Membership

MyCommittees Submission of Ballot Item - Revision - Concurrent Subcommittee/Main Committee/Society Review

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Use the features below to post a file attachment for this Ballot Item.

The contents of your ballot item must include:

- Rationale for Ballot Item
- Contents of ballot item (using MS WordTrack Changes feature when possible to identify changes from published version)
- Any Related Figures

The formatting requirements for ballot item submission are:

- MS Word Documents (.DOC)
- Only a single file can be uploaded
- If you have multiple files for this item .ZIP file with all materials included OR append all information into a single MS Word (.DOC) file and attach or exit online submittal and email documents directly to staff.

Upload Attachment:

Click browse to select an attachment from your computer for WK13973 (full path and file name required e.g. C:\Data\test.doc)

Please do not click the Upload Attachment button more than once. Uploading may take some time depending on the size of the file and connection speed. When the upload is complete, a page will appear where you can review and approve the submission to be sent to ASTM HQ.

While the Item is on Ballot

- Email notification will be sent when a negative vote or comment has been received
- Ability to monitor ballot input when received
- Can view, print and download negatives and comments
- Communicate with negative voters and commenters

After the Ballot Closes

- Review ballot results, comments and negatives
- Contact negative voter(s) prior to task group/subcommittee meeting
- Communicate with subcommittee chair to determine if a virtual meeting, time during the subcommittee meeting, or both are needed to address ballot results
- Inform negative voters of the outcome of vote consideration

Reviewing Ballot Results and Resolving Negative Votes





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Reviewing Negatives & Comments

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Reviewing Negatives & Comments



My Committees / **Ballot Negatives and Comments**

 Print

KRISTA ROBBINS

The ballots listed below contain items for which you are the technical contact, subcommittee chair or section chair.

The ballots displayed are either

- Currently open for voting
- Closed for voting but individual items on the ballot remain open due to either unresolved negative votes, an open Society Review, or a dependency on another ballot item. Note: For convenient reference, resolved items will continue to appear for a period of 12 months.

[C07 \(24-01\)](#)Closing April 25, 2024

[C07 \(24-02\)](#)8 Closing November 4, 2024

[C07.02 \(24-01\)](#)Closing February 26, 2024

[C07.05 \(24-01\)](#)2 Closing February 26, 2024

[C07.08 \(24-01\)](#)Closing September 16, 2024

[C12 \(23-03\)](#)Closing November 2, 2023

[C12.02 \(23-02\)](#)Closing September 15, 2023

[C12.03 \(23-02\)](#)Closing September 18, 2023

[C15 \(23-05\)](#)Closing November 6, 2023

[C15 \(23-06\)](#)Closing November 13, 2023

[C15 \(24-01\)](#)Closing April 26, 2024

[C15 \(24-02\)](#)12 Closing November 4, 2024

[C15 \(24-03\)](#)Closing November 14, 2024

[C15.02 \(24-01\)](#)Closing May 23, 2024

[C15.02 \(24-02\)](#)4 Closing September 20, 2024

[C15.03 \(23-01\)](#)Closing February 27, 2023

Reviewing Negatives & Comments

ITEM	SUB	ACTION
001	01	Revision Of D1079-2020 Terminology Relating to Roofing and Waterproofing

TECHNICAL CONTACT:
Jason A Aspin

WORK ITEM: WK70263

	Main	Sub
Affirmative	133	36
Negative	2	1
Abstain	105	16
%Affirmative	98.51	97.29

NEGATIVE VOTERS: (all ASTM member negatives must be considered)

* Felicia A Reid	Enter Disposition
Lewis S Rippis	Enter Disposition
Sidney I Dinwiddie	Enter Disposition
* Stephen J Condren	Enter Disposition
* Thomas L Smith	Enter Disposition

NON-OFFICIAL VOTING MEMBER: # INDICATES SUB; * INDICATES MAIN

COMMENTS:

[James Carlson](#)
[Jeffrey Levine](#)

Reviewing Negatives & Comments

Negative

Ballot Number:	G01 (24-03)	Close Date: OCTOBER 3, 2024
		Revision Of G0168-2017 Practice for Making and Using Precracked Double Beam Stress Corrosion Specimens WK91583
Item Number:	007	Revision of G168 Detail Explanations of Prod Forms(SEE VOLUME 03.02) 16 AFF. - 0 NEG. - 11 ABS.
		TECHNICAL CONTACT: Edward L Colvin edw.colvin@gmail.com (540) 544-3087
Member's Name:	Francine Bovard	
Address:	Touchstone Testing Laboratory	
Phone Nr:	14125220115	Fax Nr:
Email Address:	fbovard@live.com	
File Attachment:		
Statement:		
Section		

Statement

Section 7.2.3 indicates that the S-L orientation is "the S-L orientation is usually the most critical and is the most frequently used to avoid crack branching" but it does not specify a required orientation. Therefore, the new sentence in 6.1 should not imply that there is a specified orientation. Perhaps it could be revised as follows:

"If the precrack is not parallel to the grain flow, the loading will not be perpendicular to the specified orientation the grain flow"

or

"If the precrack is not parallel to the grain flow, the loading will not be perpendicular to the specified orientation the direction of intergranular crack propagation"

or

"If the precrack is not parallel to the grain flow, the loading will not be perpendicular to the specified orientation the most critical orientation"

6.1

Resolving Negatives & Comments

ITEM	SUB	ACTION
001	01	Revision Of D1079-2020 Terminology Relating to Roofing and Waterproofing

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* Stephen J Condren	Enter Disposition
* Thomas L Smith	Enter Disposition



NON-OFFICIAL VOTING MEMBER: # INDICATES SUB; * INDICATES MAIN

COMMENTS:

[James Carlson](#)
[Jeffrey Levine](#)

Resolving Negatives & Comments

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MAIN COMMITTEE BALLOT C01 (11-03) ITEM 001 - REVISION OF C0150/C0150M-2011

Submit disposition of **Paul D Tennis** negative vote. Click [here](#) to view negative.

<input type="radio"/>	PERSUASIVE - (Any part of the negative vote was found persuasive; Item removed from ballot)
<input type="radio"/>	WITHDRAWN (Entire negative vote was withdrawn without editorial changes)
<input type="radio"/>	WITHDRAWN WITH EDITORIAL CHANGES (Entire negative vote was withdrawn with editorial changes) Clearly distinguish editorial changes from the ballot item using "track changes" or provide in a separate list format (attach below). Please do not provide a clean copy of the document. Submission may be made in separate document. <input type="button" value="Browse..."/>
<input type="radio"/>	NOT PERSUASIVE (Entire negative vote was found not persuasive or there is a combination of not persuasive and withdrawn dispositions)
<input type="radio"/>	NOT RELATED (Entire negative vote was found not related or there is a combination of not related and withdrawn dispositions)

Resolving Negatives Votes Online

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MAIN COMMITTEE BALLOT C13 (24-03)
ITEM 003 - WITHDRAW REPLACE BY OF C0497M-2020A

Shawn R Coombs
Was there a single vote to find this negative Not Persuasive or Not Related?

Yes No

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MAIN COMMITTEE BALLOT C13 (24-03)
ITEM 003 - WITHDRAW REPLACE BY OF C0497M-2020A

Submit disposition of **Shawn R Coombs** negative vote. Click [here](#) to view negative.
Provide rationale, vote count (affirmative, negative, abstaining) and date of action.

Rationale

Subcommittee vote

A vote Of (For) And (Against)
And (Abstain) Subcommittee Meeting Date

Main Committee vote

A vote Of (For) And (Against)
And (Abstain) Main Committee Meeting Date

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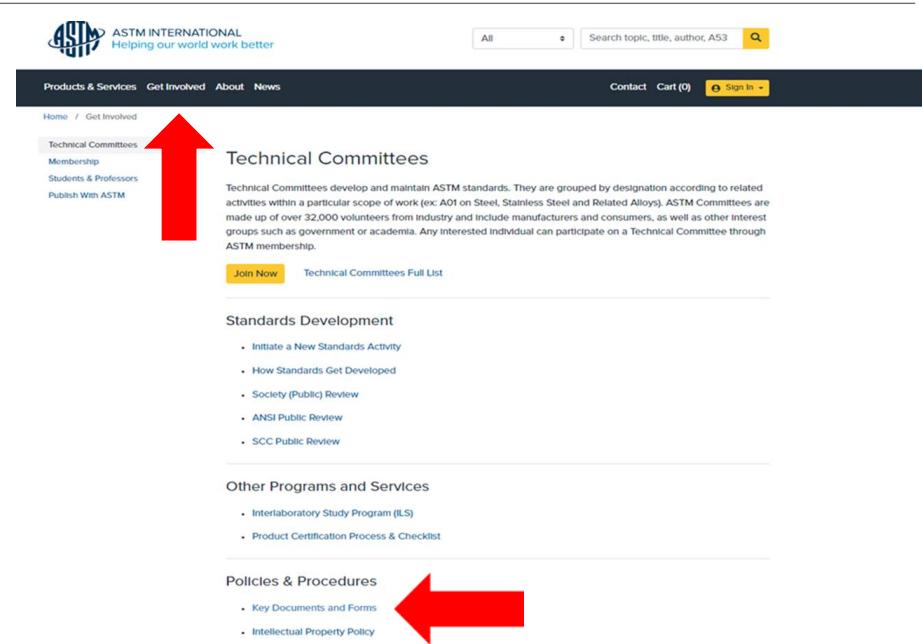
Review

- Handling Administrative Responsibilities
- Conducting an Effective Meeting
- Preparing Items for Committee Ballots
- Resolving Negatives on the Website
- Communicate with Sub Chair, TG Chair (if technical contact) and TG members
- Utilizing resources from ASTM and the Committee

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Questions?



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