



ASTM International Proficiency Testing Program (PTP) Terms and Conditions

(Version 2026.04.01)

These Proficiency Testing Program Terms and Conditions (the “**Terms**”) constitute a binding agreement by and between the participating laboratory or organization (the “**Participant**”) and ASTM International, a Pennsylvania nonprofit corporation with its principal office located at 100 Barr Harbor Drive, West Conshohocken, PA 19428 U.S.A.

By registering for, accessing, or participating in any ASTM International Proficiency Testing Program (“**PTP**”), the Participant acknowledges that it has read, understands, and agrees to be bound by these Terms, as they may be amended from time to time by ASTM International. These Terms govern the Participant’s registration for and participation in the ASTM Proficiency Testing Program, including the Proficiency Testing Program Registration Form submitted by the Participant and all related materials, data submissions, reports, and communications between ASTM International and the Participant.

Additional program procedures, operational guidance, and frequently asked questions are described in [the ASTM Proficiency Testing Program FAQ document](#)

Such materials are provided for informational and procedural guidance only and do not modify or supersede these Terms and Conditions unless expressly stated herein.

1. Program Overview

1.1 Purpose

The ASTM International Proficiency Testing Program is a statistical quality assurance initiative designed to assist laboratories worldwide in evaluating their performance in conducting ASTM test methods.

1.2 Eligibility

Participation in the ASTM PTP is open to all laboratories globally. ASTM membership is not a prerequisite for participation and does not entitle any Participant to discounts on PTP program fees.

1.3 Test Scope Flexibility

Participants are not required to perform all tests listed within a program’s scope. However, participation fees are fixed and will not be prorated based on the number of tests completed.

1.4 Independent Participation

Each registered laboratory location participates independently. Results, data access, and reporting are tied to that specific registration and cannot be transferred or combined across locations.

2. Confidentiality

2.1 Data Confidentiality

ASTM maintains the confidentiality of all Participant data and laboratory identifiers in published reports and communications.

2.2 Requests for Non-Disclosure

Participants seeking additional confidentiality protections must contact ptp@astm.org before or at the time of registration to arrange a written agreement.

3. Registration

3.1 New Participants

New Participants may view available programs and register via <http://go.astm.org/ptp>.

3.2 Returning Participants

Returning Participants must contact ptp@astm.org or call +1.610.832.9534 to ensure their registration is properly linked to their existing account, thereby allowing access to historical data and consolidated billing.

3.3 Multiple Laboratory Locations

Each physical laboratory location must be registered separately to ensure accurate documentation of shipping and contact information.

3.4 Late Registrations

Registrations submitted after the first test cycle has commenced are subject to program availability. Participation fees are not subject to proration for late registrations.

3.5 Multiple Locations

Each physical testing location must register separately to ensure accurate reporting and compliance with PTP procedures.

4. Shipping Information

4.1 Address Definitions

- **Bill To Address:** The address to which invoices and receipts are sent.
- **Ship To Address:** The physical location where test samples will be delivered. P.O. Boxes are not permitted.
- **Third-Party Shipping** (for non-U.S. laboratories only): Participants must provide either:
 - A valid U.S. trans-shipping address and contact details; or
 - A courier account number (UPS, FedEx, DHL) capable of handling hazardous materials, where applicable.

4.2 Shipping Costs

Sample shipping is included in the participation fee for U.S.-based laboratories. For certain international programs, shipping costs are also included, specifically for the following programs:

- Determination of Gold in Bullion
- Flammability
- Multiplastics (ASTM and ISO)
- Polyethylene
- Thermal Analysis of Plastics
- Elemental Analysis of Thermoplastics

All other international Participants must coordinate shipping through a freight forwarder or provide an active courier account.

4.3 Hazardous Materials

By participating in any Proficiency Testing Program (PTP) that involves the shipment of hazardous or potentially hazardous materials, the Participant acknowledges and accepts that such samples may require special handling, storage, and disposal procedures in accordance with all applicable laws and regulations. Participants are responsible for ensuring that their courier or freight forwarder is authorized and equipped to ship hazardous materials, which may include, but are not limited to:

- Diesel Fuel (#2), Aromatic Hydrocarbons
- Aviation Fuels (Jet, Military)
- Crude Oil
- Liquefied Petroleum Gas (LPG)
- Motor Gasoline

4.4. Title, Risk of Loss, and Delivery Terms

ASTM's responsibility for the shipment of samples, including hazardous materials, ends upon delivery to the Participant's designated location, courier or freight forwarder. At that point, title and risk of loss or damage transfer to the Participant. The Participant is solely responsible for all subsequent transportation, handling, customs clearance, import/export documentation, and compliance with applicable regulations. ASTM shall not be liable for any loss, delay, or damage occurring after delivery to the Participant's location, courier or freight forwarder.

Additionally, we are unable to issue credits or replacements for lost samples reported more than 90 days after the shipment date. To ensure timely resolution of any delivery issues, we recommend reviewing all shipments promptly upon receipt.

5. Billing and Payment Terms

5.1 Payment Terms

Unless otherwise stated, ASTM International's standard payment terms are Net 30 days from the date of invoice issuance. These terms shall prevail over any conflicting terms included in the Participant's purchase order or other documents.

5.2 Purchase Orders (POs)

Purchase orders are accepted solely for internal customer payment processing. They do not amend, override, or modify any provisions set forth in these Terms and Conditions.

5.3 Accepted Payment Methods

Participants may remit payment via the following methods:

- **Credit Card:** Visa, MasterCard, American Express
- **Check/Money Order:** Payable in U.S. dollars from a U.S. bank
- **Electronic Funds Transfer (EFT):** ASTM may provide upon request.

5.4 Invoices

- Invoices are issued via ASTM's designated billing platform, Billtrust, and are sent from astm@billtrust.com.

- Payment terms begin on the date the invoice is transmitted to the billing contact listed on the official registration form.
- It is the sole responsibility of the registrant to provide accurate and complete billing and contact information.
- Alternative billing information provided on customer purchase orders (POs) will not be recognized. Only the data submitted via the registration form will be used for registration and invoicing.

6. Sample Shipping and Testing

6.1 Sample Shipping Schedule

Samples are shipped during the scheduled test cycle month. Specific dates are available at <http://go.astm.org/ptp>.

6.2 Delayed Shipments

Participants must allow up to one (1) week from the scheduled shipment date before requesting tracking information via ptp@astm.org.

6.3 Instructions and Technical Support

Testing instructions are included with each shipment. For assistance, contact ptp@astm.org.

7. Data Entry and Submission

7.1 Portal Access

Participants will receive credentials via email from ptp@astm.org for access to the online data submission portal.

7.2 Submission Deadline

Participants must submit results through the PTP online portal within eight (8) weeks of sample shipment. ASTM is not responsible for lost, incomplete, or late data submissions.

7.3 Data Format and Validation

Participants are solely responsible for ensuring that results are entered accurately and in accordance with ASTM test methods. Validation errors may occur if incorrect or improperly formatted data is entered.

7.4 Submission Procedure

To finalize submissions, Participants must:

- Save data entries
- Click “Finish and Submit to ASTM”
- Review or print submitted data
- Click “**Submit Results**” to complete the process

7.5 Post-Submission Inquiries

- If a submission reminder is received after data was submitted, confirm the submission status in the portal or contact ptp@astm.org.
- If a submission error is discovered, notify ASTM immediately, and in all cases prior to the submission deadline.

8. Final Reports

8.1 Delivery Timeline

Final reports are issued electronically according to the following schedule (subject to variation):

- Standard Programs: ~25 business days after data submission deadline
- Mechanical Properties of Metals: ~35 business days
- Reformulated Gasoline and ULSD: ~15 business days

8.2 Report Access

- Reports are delivered via a secure link sent from **ptp@astm.org** and stored in the Participant portal for a period of two (2) years.
- Reports are in PDF format.

8.3 Laboratory ID Codes

- Each final report will include a unique Lab ID Code, which varies by cycle and program.
- To retrieve a lost report or Lab ID, contact **ptp@astm.org**.

9. Complaints, Feedback, and Appeals

9.1 Process

- All complaints, feedback, and appeals are formally logged, reviewed, investigated, and resolved by ASTM PTP staff.
- Where corrective action is necessary, all relevant parties will be informed and involved in the resolution process.
- To submit a complaint or feedback, contact **ptp@astm.org** or call **+1.610.832.9534**.

10. Limitation of Liability, Disclaimers, and Indemnification

10.1 Limitation of Liability

To the fullest extent permitted by law, ASTM's total liability for any claim arising from or related to participation in the PTP shall not exceed the total fees paid by the Participant for that specific program cycle during the twelve (12) months preceding the claim.

10.2 No Consequential Damages

In no event shall ASTM be liable for any indirect, incidental, consequential, special, or punitive damages, including lost profits, data loss, or business interruption.

10.3 Indemnification

The Participant agrees to indemnify and hold harmless ASTM International, its officers, employees, and agents from any claims, losses, damages, or expenses (including reasonable legal fees) that arise from:

- the Participant's use or handling of PTP materials, data, or reports;
- the Participant's testing or disposal of samples; or
- the Participant's failure to follow these Terms.

This protection applies to any claim made by a third party related to the Participant's participation in the PTP.

11. Amendments

ASTM reserves the right to amend these Terms and Conditions at any time. Updates will be communicated via the Participant portal or by email, and continued participation constitutes acceptance of any such amendments.

12. Governing Law and Jurisdiction

These Terms and Conditions shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, U.S.A., without regard to its conflict of laws principles. Participants consent to the exclusive jurisdiction of the courts located in Pennsylvania for the resolution of any disputes arising under these Terms.

Contact Information

ASTM International – Proficiency Testing Program (PTP)

Email: ptp@astm.org

Phone: **+1.610.832.9534**

Website: <https://www.astm.org/standards-and-solutions/laboratory-services/proficiency-testing-program>