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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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New Member Orientation Training Session

Helping Our World Work Better®

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Objective

At the end of this module, you will have a better understanding of ASTM International and being a member:

- Introduction of ASTM International
- Review Committee Documents
- Participate in Committee Work
- Use your “My Committees” to stay up to date
- Attend Committee meetings
- Quick Tips

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Introduction to ASTM International

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Touching Every Part of Everyday Life

Introduction

- 13,000+ ASTM standards developed from the expertise of over 30,000 members from 150+ countries
- Standards are used voluntarily unless cited in Regulation or contract
- Standards for manufacturing, products and systems that help consumers, governments, and businesses, across 90 industry sectors

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ASTM Committee Examples

D02 on Petroleum

D19 on Water

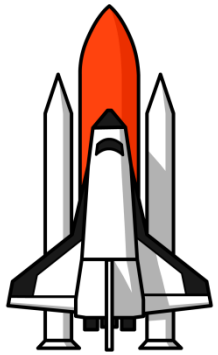
D34 on Waste Management &
E48 on Bioenergy

E44 on Solar

F45 on Driverless Vehicles

F24 on Amusement Rides

F47 on Commercial Spaceflight



D37 on Cannabis

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Over a Century of Openness

How We Work

- ASTM's transparent process is open to anyone around the globe
- Collaborate with organizations, academia, governments, trade associations, and consumers on the development of standards
- Worldwide acceptance and trust comes from more than 125 years of our rigorous consensus process

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What is a Standard?

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ASTM Standards

"A technical document developed by consensus and under certain procedures and regulations"

Role of Standards:

- ✓ Ensure safety, quality and reliability
- ✓ Establish a common language
- ✓ Support all economies and free and fair global trade

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ASTM Committee Structure and Process

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Technical Committee Operations Resources

- ASTM manager for each committee
  - ✓ Regulations Governing ASTM Technical Committees
- ASTM editor for each committee
  - ✓ Form & Style Guide

ASTM Form & Style Guide (blue book)
ASTM Regulations (green book)
Officer Handbook (red book)

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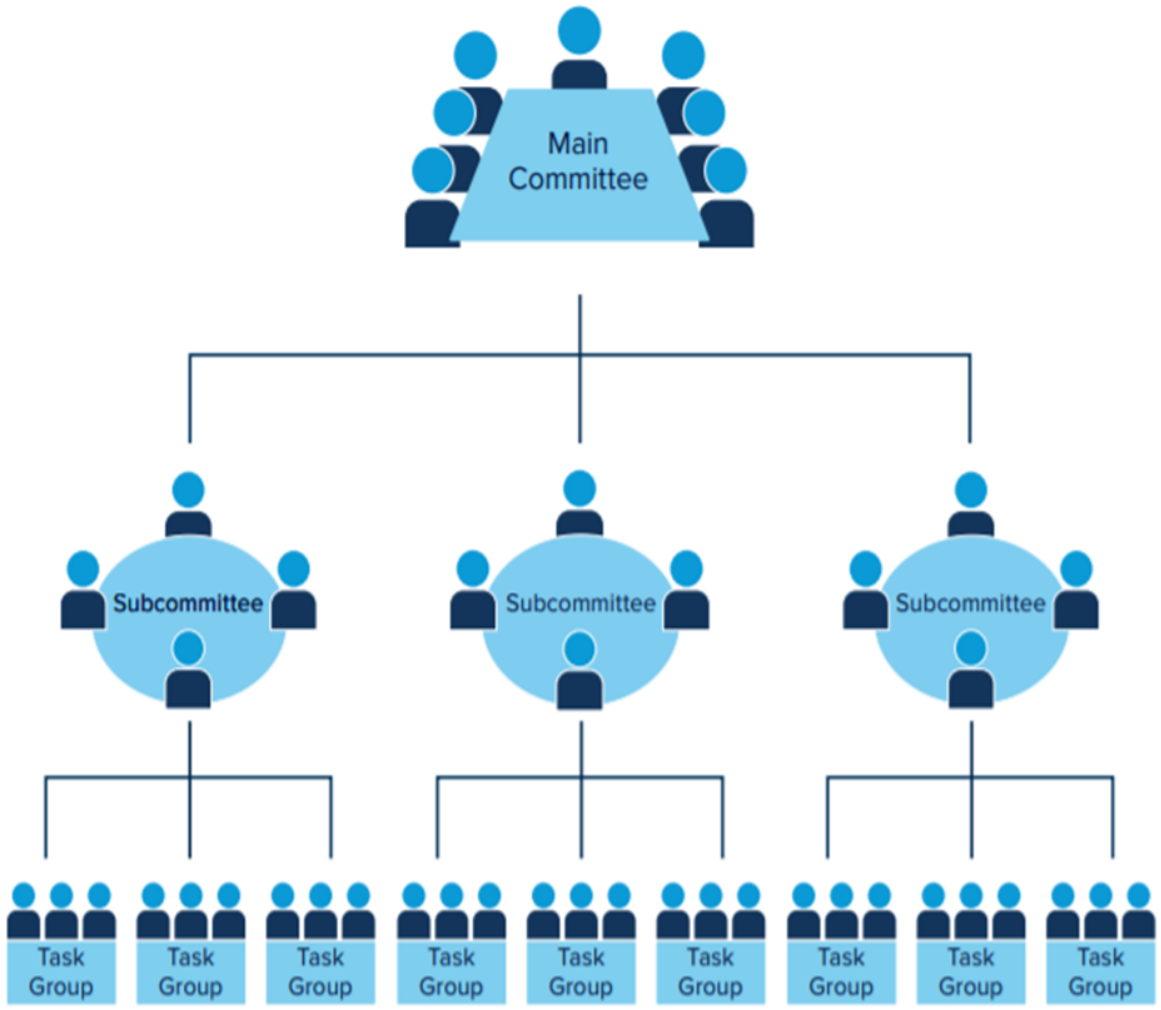
Technical Committee Organization

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.



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Classification of Members

New Members are Classified by volunteer Officers of the Committee using the Membership Applications

New Members are Classified based on what “voting interest” (organization) they represent

- ✓ **Producer** – produces or sells a material, product, system or service covered in the committee or subcommittee scope
- ✓ **User** – purchases or uses a material, product, system or service (other than household use) covered in the committee or subcommittee scope
- ✓ **Consumer** – primarily purchases or represents those who purchase products and services for household use within the committee or subcommittee scope
- ✓ **General Interest** – if not otherwise classified

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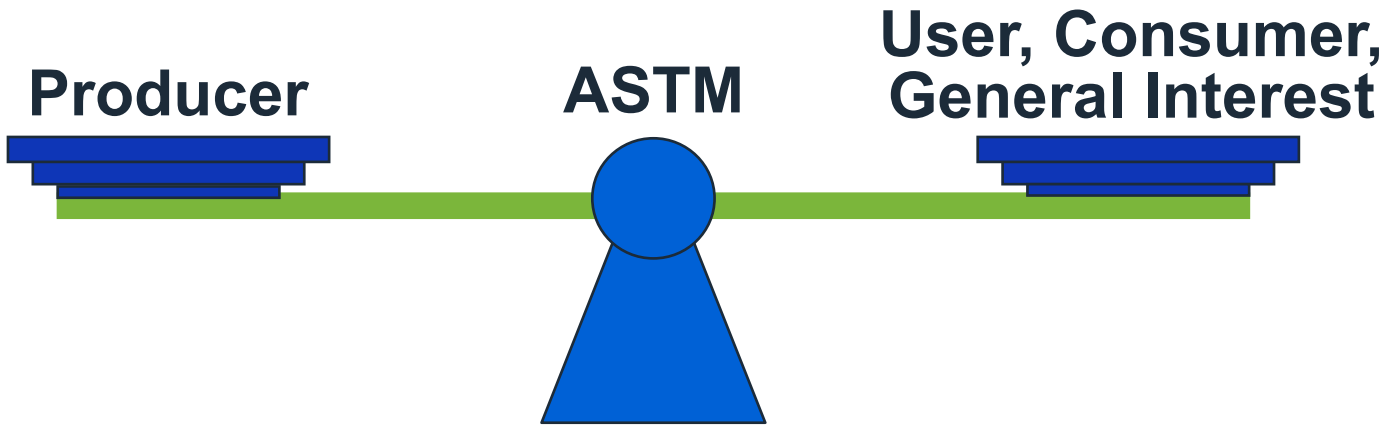
ASTM Process

Equal Voice, Equal Vote

- Openness
- Consensus based
- Balance between Producers and Users/General Interest
- One official vote per “voting Interest”
- But all members can vote
- All negatives are addressed



Technical Committees are balanced.

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Voting Rights: Voting vs. Non-Voting

- 1 official vote per interest (company)
- All are welcome to participate in technical discussions
- All members receive a ballot and are eligible to vote on technical issues
- All negatives are considered the same way
- However, Non-official voting negatives are not included in the requirements for a valid ballot
- Voting members can lose their vote for failure to return ballots (Inactivity)

*All = Voting and Non-Voting Members.

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Developing and Revising an ASTM Standard

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New Standards & Revisions

New Standards Activity

- Determine if new standard is needed
- Identify key stakeholders
- Identify Committee and Subcommittee
- Register a Work Item with approval

Revisions to existing standards

- Revisions can be proposed at any time
- Standards must be reviewed/balloted every 5 years
- Register a Work Item with approval

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What does a Work Item Number 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

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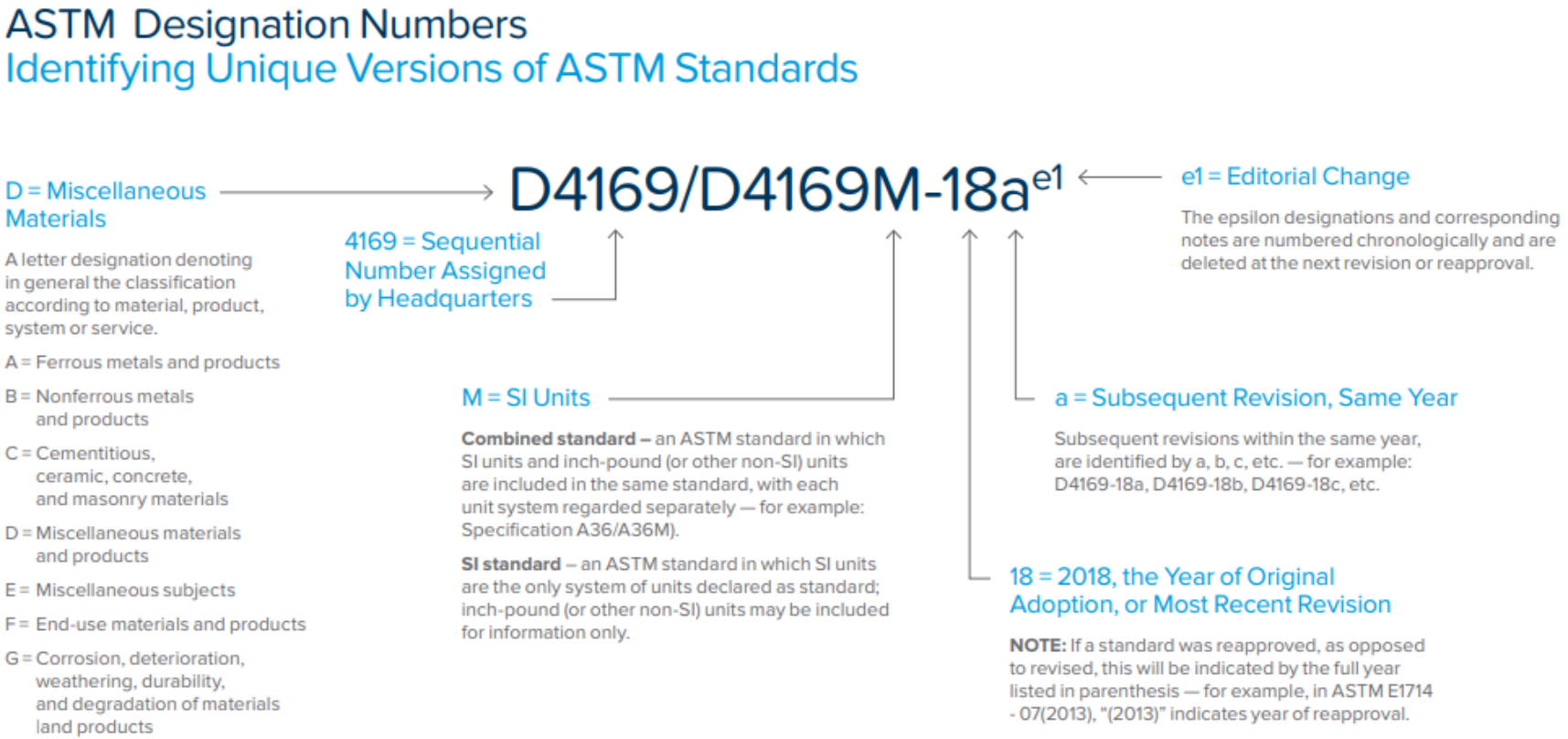
What is an ASTM Designation Number?



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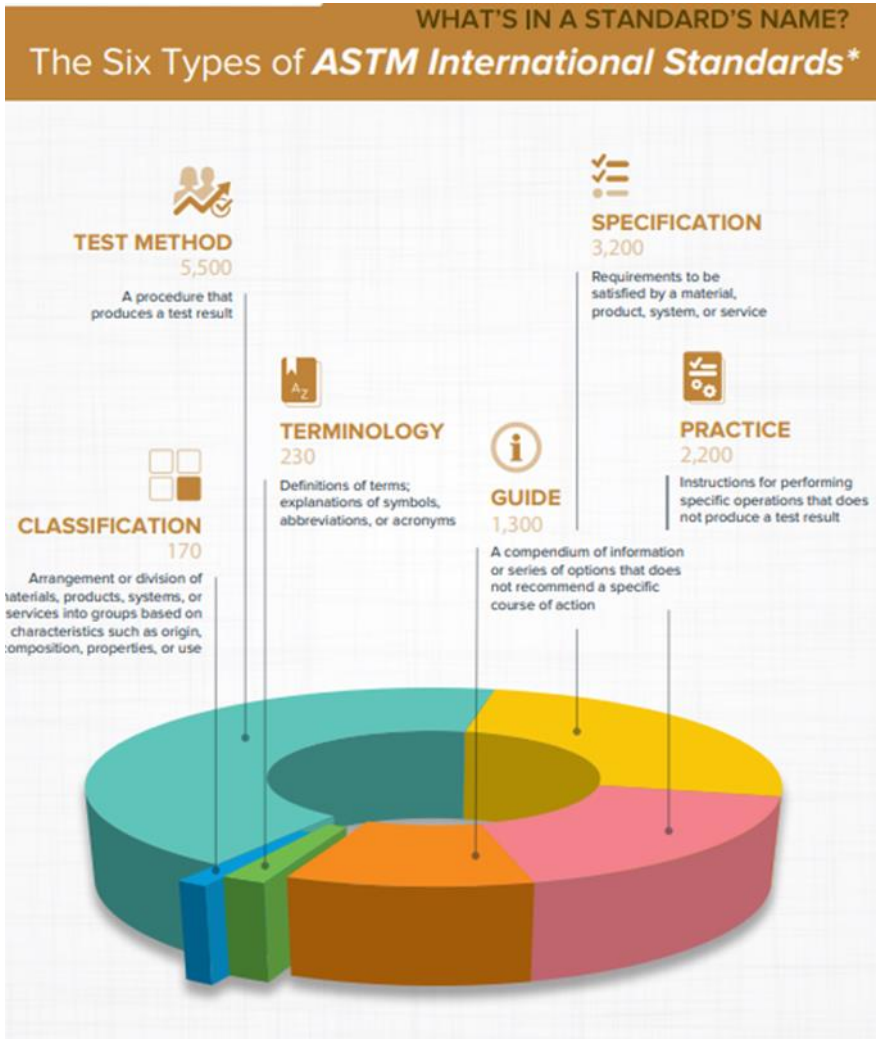
Types of ASTM Standards

- TEST METHOD
- CLASSIFICATION
- TERMINOLOGY
- GUIDE
- SPECIFICATION
- PRACTICE



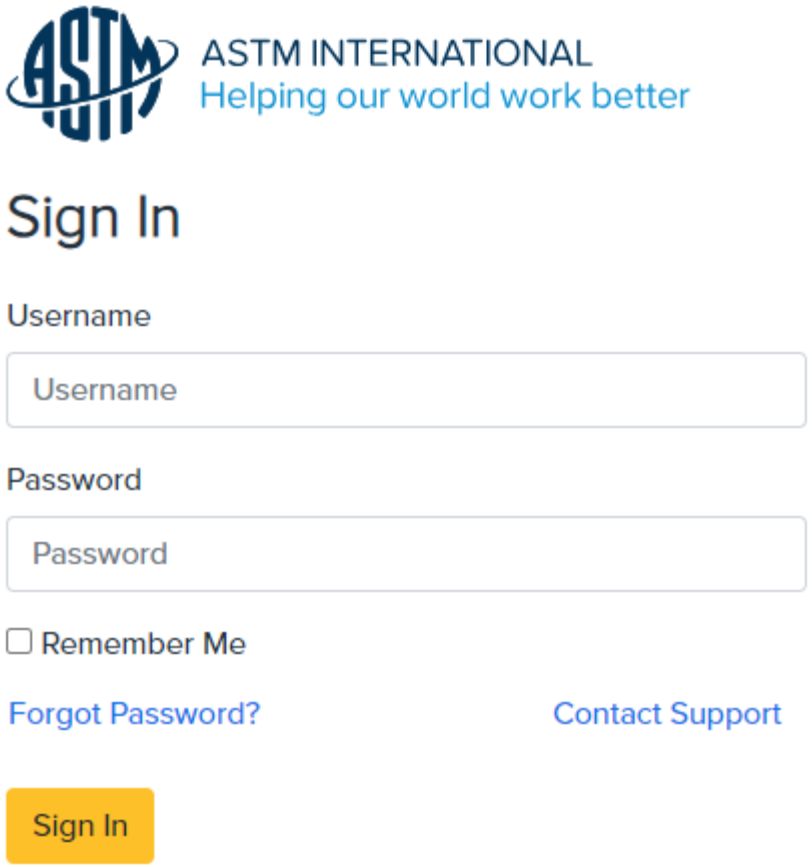
Development Tools

Standard Development Tools

- Writing Resources
  - ✓ Draft Templates
  - ✓ Developmental Editing (Up-front Editor)
- Collaboration Area
- Virtual Meetings

Separate session on Process of Developing and Revising a Standard

Let’s Get Logged In



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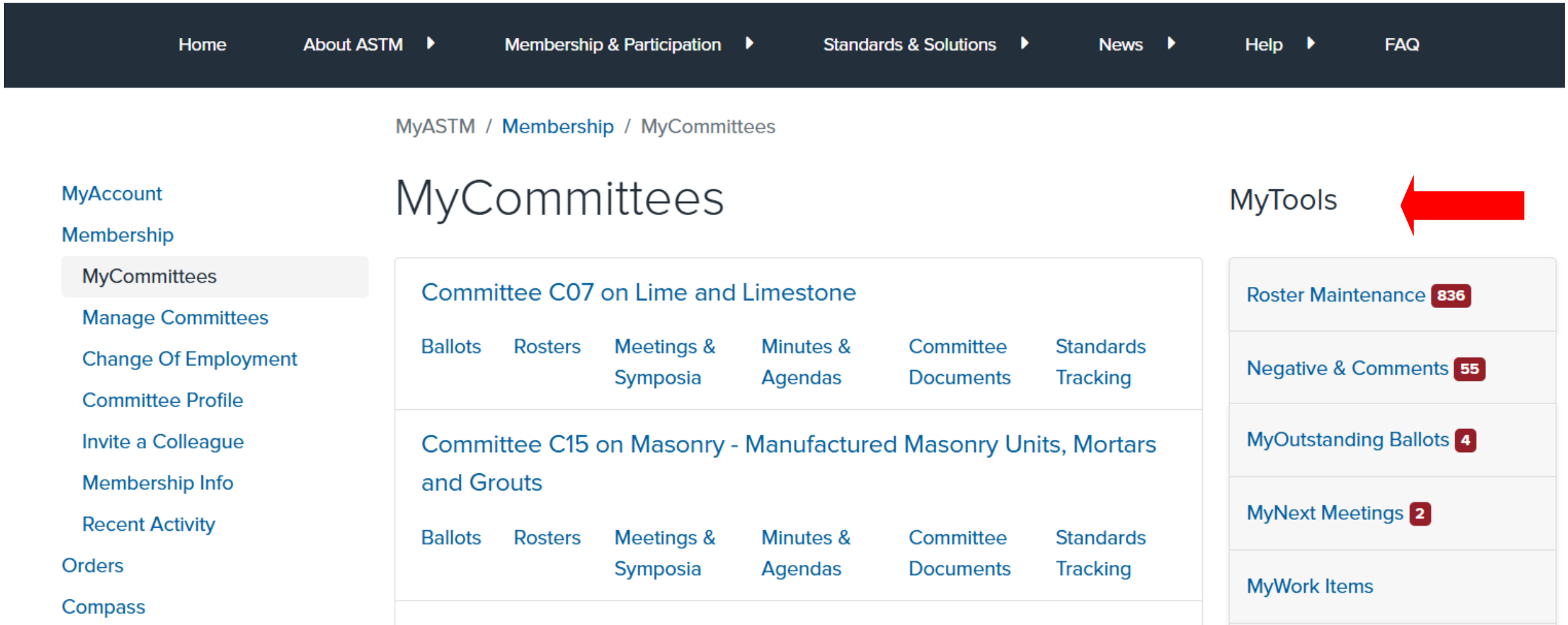
Virtual Tools- My Committees



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Committee Public Website

Committee C09 on Concrete and Concrete Aggregates

Staff Manager: W Scott Orthey

Committee C09 on Concrete and Concrete Aggregates was formed in 1914. C09 meets in June and December, with about 150 members attending over a four-day session. The Committee, with a membership of 1642, currently has jurisdiction of 179 standards, published in the Annual Book of ASTM Standards, Volume 04.02. C09 has 31 technical subcommittees that maintain jurisdiction over these standards. Information on this subcommittee structure and C09's portfolio of approved standards and Work Items under consideration are available from the List of Subcommittees, Standards and Work Items below. These standards, together with the standards developed by ASTM Committee C09 on Cement and committees of the American Concrete Institute (ACI), are essential to civil infrastructure.

In addition, http://www.astm.org/TRAIN/index.html includes ASTM's eTEC online training which provides industry leading, self-guided computer-based training for QA/QC technicians in the construction industry. Training modules include video demonstrations, checklists, glossary of terms, concept presentations, and knowledge-assessment quizzes.

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

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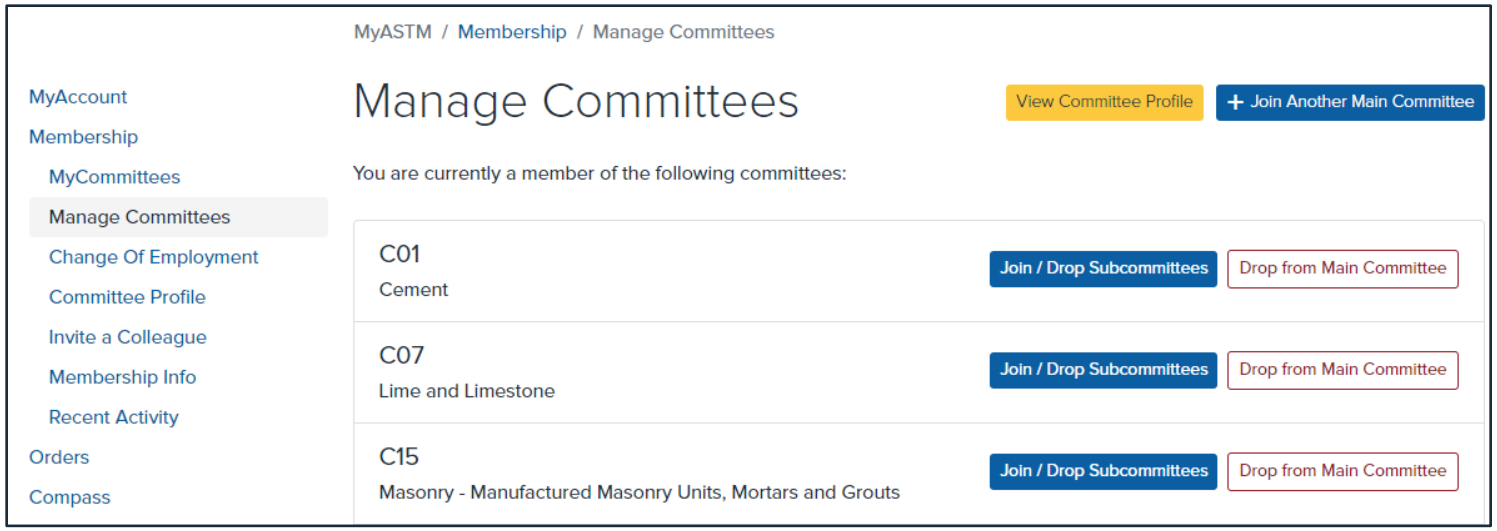
Manage Your Profile



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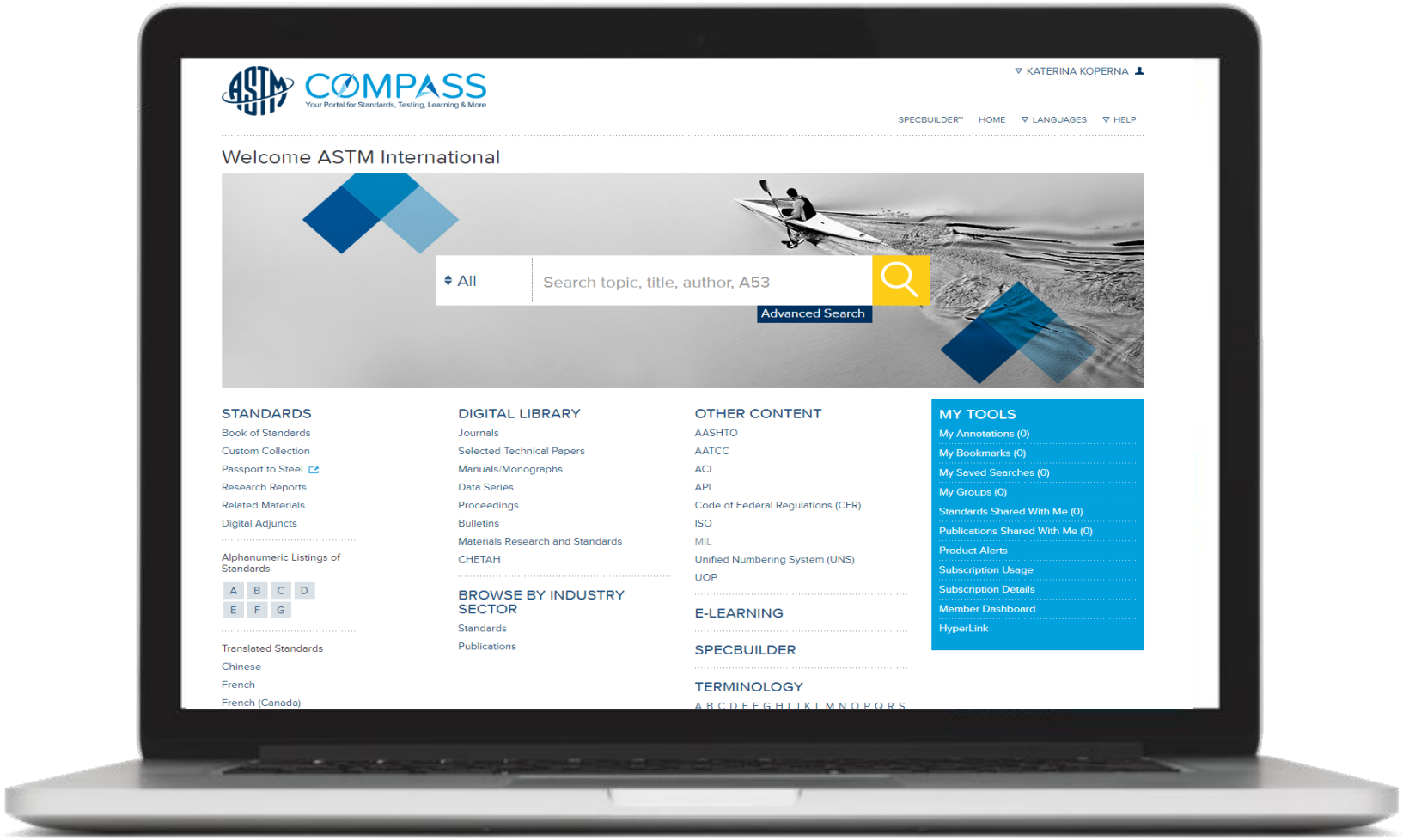
Virtual Tools: ASTM Compass



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Balloting

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Balloting

ASTM levels of ballot:

- ✓ Subcommittee
- ✓ Main Committee/Society Review
- ✓ Committee on Standards (due process, makes sure all points of the negative are addressed)

- ➢ Ballots are open for a minimum of 30 days, all ballots are done online

- ➢ Negative and Comments received during the ballot

- ➢ Approvals are required to move to ballot as stipulated in the ASTM Regulations

Separate training session on Balloting & Handling Negative Votes

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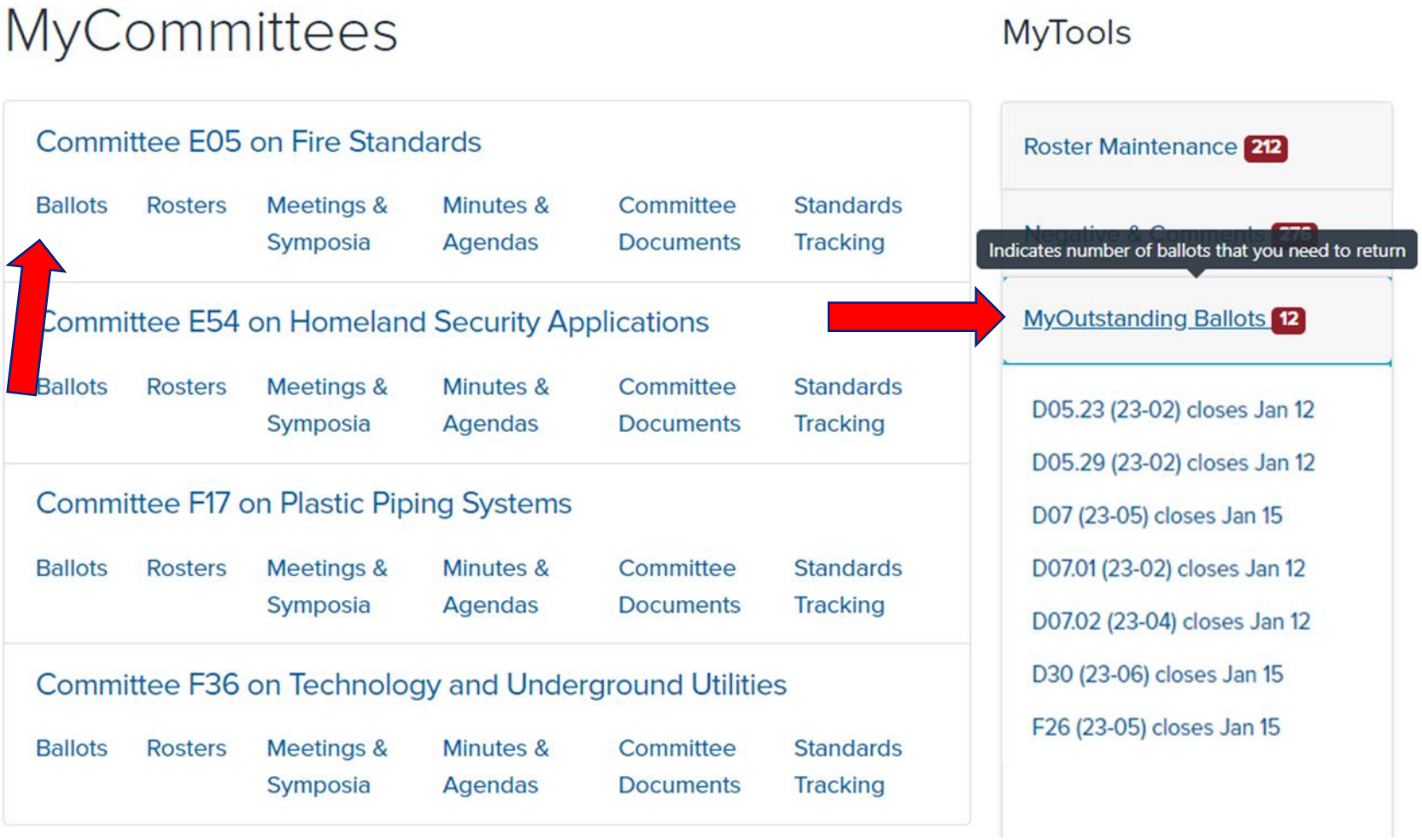
ASTM Electronic Balloting



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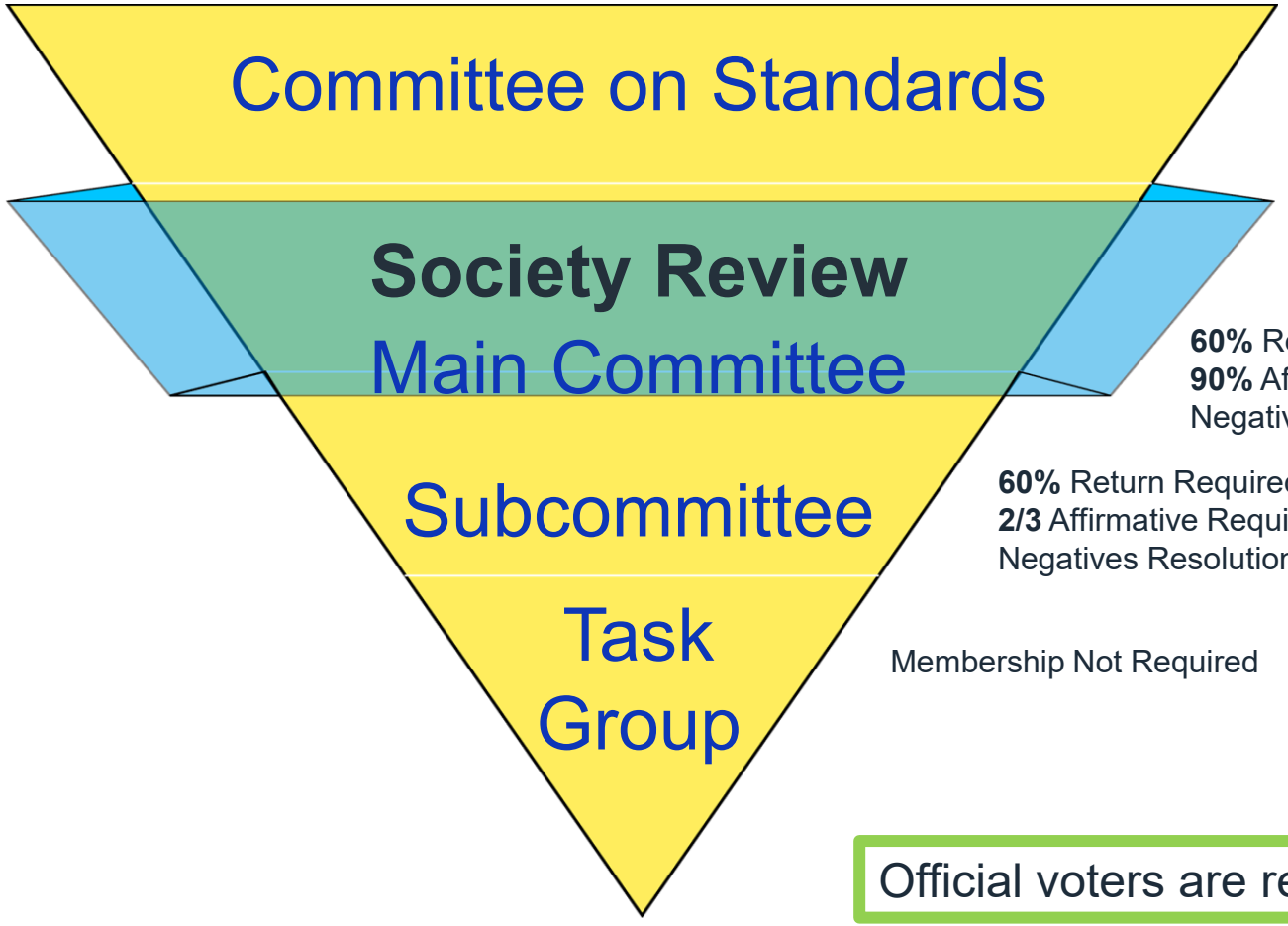
ASTM Balloting Process



Final Review and Approval of Procedures

No % Return Required
No % Affirmative Required

60% Return Required
90% Affirmative Required
Negatives Resolution Required

60% Return Required
2/3 Affirmative Required
Negatives Resolution Required

Membership Not Required

Official voters are required to return ballots

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Vote Overview

Types of Votes

- Affirmative
- Affirmative with comment
- Abstain
- Abstain with comment
- Negative (statement required; only technical)

Negative Resolutions

- Withdrawal
- Withdrawal with Editorial Changes
- Persuasive
- Not Persuasive
- Not Related

Vote on all ballots. One negative stops the balloting process!

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Standards Approvals

- 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

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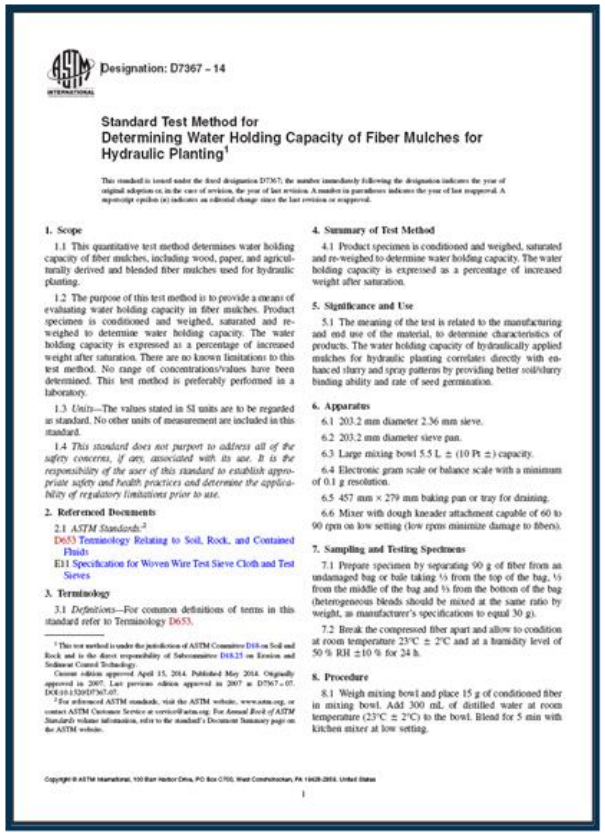
Final Publication

- 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



Designation: D7367 – 14

Standard Test Method for
Determining Water Holding Capacity of Fiber Mulches for Hydraulic Planting[1]

1. Scope

1.1 This quantitative test method determines water holding capacity of fiber mulches, including wood, paper, and agriculturally derived and blended fiber mulches used for hydraulic planting.

1.2 The purpose of this test method is to provide a means of evaluating water holding capacity in fiber mulches. Product specimen is conditioned and weighed, saturated and re-weighed to determine water holding capacity. The water holding capacity is expressed as a percentage of increased weight after saturation. There are no known limitations to this test method. No range of concentrations/values have been determined. This test method is preferably performed in a laboratory.

1.3 *Units*—The values stated in SI units are to be regarded as standard. No other units of measurement are included in this standard.

1.4 *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*[2]

D653 Terminology Relating to Soil, Rock, and Contained Fluids

E11 Specification for Woven Wire Test Sieve Cloth and Test Sieves

3. Terminology

3.1 *Definitions*—For common definitions of terms in this standard refer to Terminology D653.

4. Summary of Test Method

4.1 Product specimen is conditioned and weighed, saturated and re-weighed to determine water holding capacity. The water holding capacity is expressed as a percentage of increased weight after saturation.

5. Significance and Use

5.1 The meaning of the test is related to the manufacturing and end use of the material, to determine characteristics of products. The water holding capacity of hydraulically applied mulches for hydraulic planting correlates directly with enhanced slurry and spray patterns by providing better soil/slurry binding ability and rate of seed germination.

6. Apparatus

6.1 203.2 mm diameter 2.36 mm sieve.

6.2 203.2 mm diameter sieve pan.

6.3 Large mixing bowl 5.5 L ± (10 Pt ±) capacity.

6.4 Electronic gram scale or balance scale with a minimum of 0.1 g resolution.

6.5 457 mm × 279 mm baking pan or tray for draining.

6.6 Mixer with dough kneader attachment capable of 60 to 90 rpm on low setting (low rpms minimize damage to fibers).

7. Sampling and Testing Specimens

7.1 Prepare specimen by separating 90 g of fiber from an undamaged bag or bale taking ⅓ from the top of the bag, ⅓ from the middle of the bag and ⅓ from the bottom of the bag (heterogeneous blends should be mixed at the same ratio by weight, as manufacturer's specifications to equal 30 g).

7.2 Break the compressed fiber apart and allow to condition at room temperature 23°C ± 2°C and at a humidity level of 50 % RH ±10 % for 24 h.

8. Procedure

8.1 Weigh mixing bowl and place 15 g of conditioned fiber in mixing bowl. Add 300 mL of distilled water at room temperature (23°C ± 2°C) to the bowl. Blend for 5 min with kitchen mixer at low setting.

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Standard Tracking

Committee C01 on Cement

Ballots | Rosters | Meetings & Symposia | Minutes & Agendas | Committee Documents | Standards Tracking

Standards Tracking for C01

Here are the standards in designation order. Click here to see them sorted by year date. Click here to see standards requiring review.

Print friendly | Export to Excel

WK12345 * Indicates This Work Item has a Collaboration Area. Work Items That Are Not Hyperlinked Are Reapprovals.

Active standards under the jurisdiction of C01

C10/C10M-24 Standard Specification for Natural Cement

Status: Current

- See WK90140 (Technical Contact: Michael Edison) Ballot C01.10 (24-02) Item 001; **Status:** Draft Withdrawn

C91/C91M-23 Standard Specification for Masonry Cement

Status: Current

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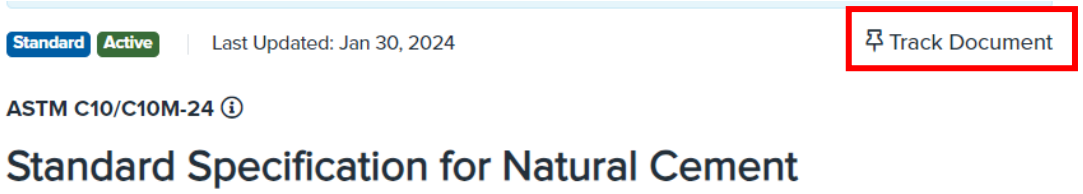
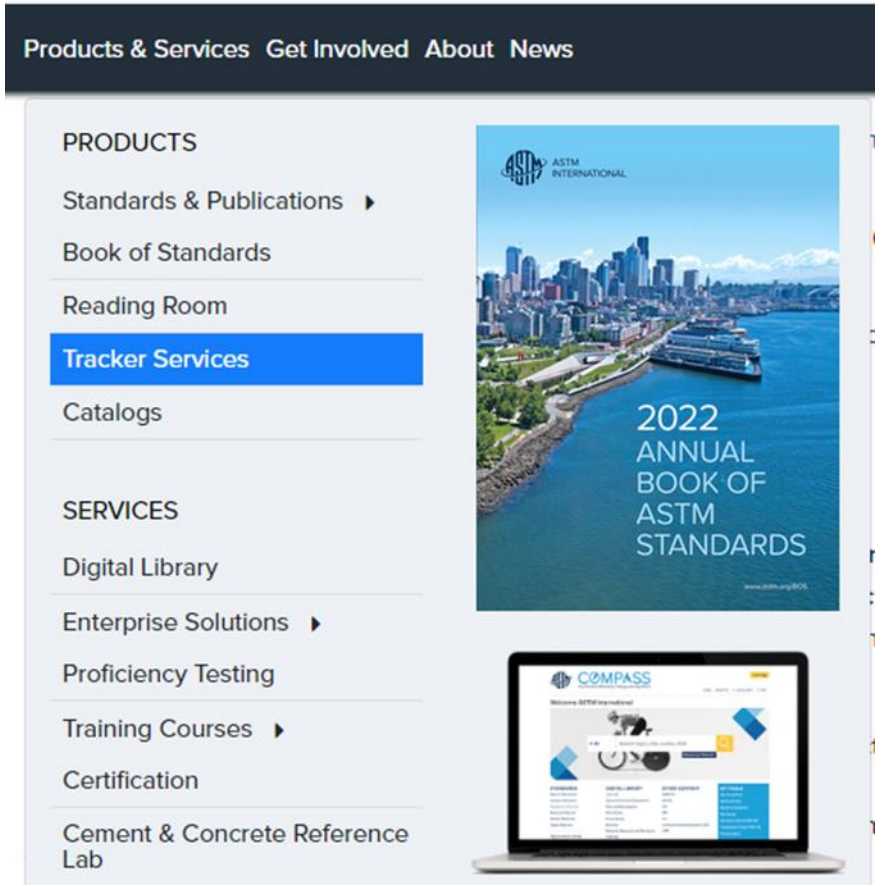
Standard Tracking – Outside Committee

How it Works:

1. Log into www.astm.org
2. Choose Your Standard or Choose by Committee or Industry
3. Edit Your Tracked List
4. Receive Alerts (weekly, biweekly, or monthly)





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ASTM Related Products and Services

- Classroom Training and Certificate Programs
- Emerging Professionals Program
- E-Learning
- Interlaboratory Studies Program (ILS)
- Proficiency Testing Programs
- Certification Programs
- Compass

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ASTM International – Global Outreach

Developing Economies Reach

117 national standards bodies

125+ partners

10 regional bodies

most in transitioning economies

9655+
ASTM citations
from ~75% of ASTM TCs

Virtual

300 programs
10,900 individuals

Provides

- No cost, online access to all **13,000** ASTM standards
- Ability to adopt or use ASTM standards as the basis of national standards, reference, or consult
- **No cost** membership in any and as many ASTM TCs to any stakeholder in partner's geography

Obligations

- Establish a link to the ASTM webpage
- Encouraging participation among respective stakeholders
- Utilizing ASTM International Standards where relevant and appropriate
- Submitting an Annual Report

Capacity Building

- Technical/procedural
- Individuals in-residence or on-site, fully or partially sponsored, delegation programs along with an extensive number of virtual sessions

In-Residence Training Programs | ASTM

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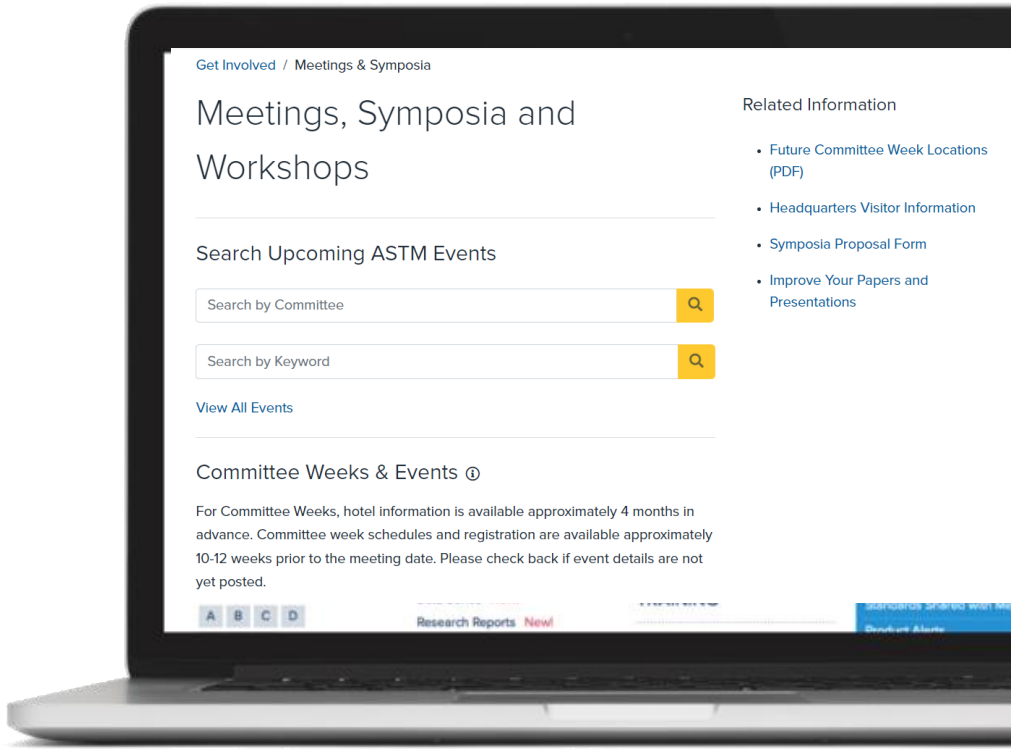
Key Points for Participation

- 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



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Members 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.

ASTM Regulations

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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.

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.

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.

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.

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Available Tools

ASTM assistance provided for the following:

- Standard Templates
- Form & Style
- ASTM Regulations/standard development process
- Interlaboratory Studies Program (ILS)
- Editorial Assistance
- Symposium & workshop
- Administrative Assistance
- Setting up Webex meetings
- Collaboration Areas
- Tracking Service
- Introduction to ASTM Standards
- Your First Committee Week (English, Spanish)
- How Our Meetings Work

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Review

- Introduction of ASTM International
- ASTM Technical Committees Structure and process
- Developing and Revising an ASTM Standard
- Developmental Tools
- Balloting
- Available Resources

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Additional Classroom for Member Trainings

- New Member Orientation & Training
- Balloting & Handling Negatives Votes
- WebEx Training
- Roster Maintenance
- Process of Developing & Revising a Standard
- Task Group Chair & Technical Contact Responsibilities
- Subcommittee Chair's Duties and Responsibilities
- Interlaboratory Studies Program
- Planning Symposia & Workshops
- Collaboration Area Training

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Thank you

Helping Our World Work Better