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Helping our world work better

## 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!

[www.astm.org](http://www.astm.org)



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## New Member Orientation Training Session

[www.astm.org](http://www.astm.org)

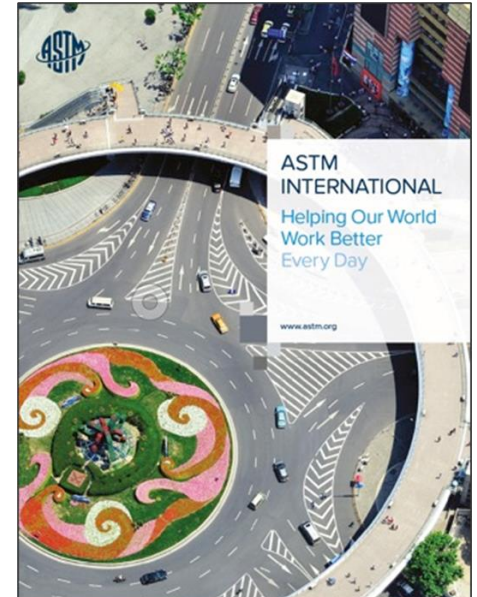


# Objective



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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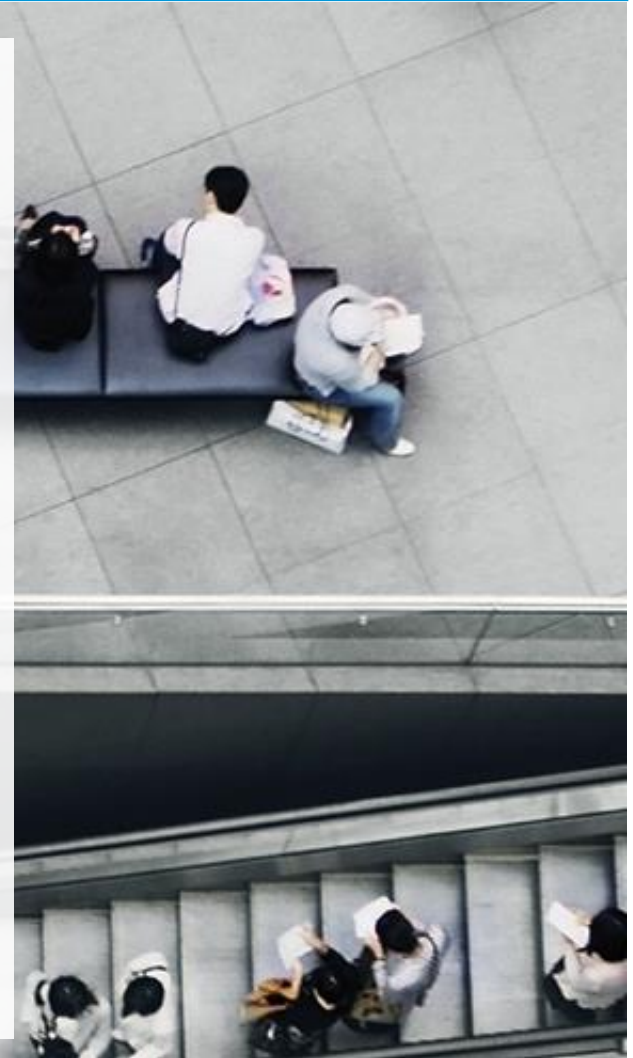
# Introduction to ASTM International

# Touching Every Part of Everyday Life



## Introduction

- 12,900+ 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



# ASTM Committee Examples



**D02** on Petroleum

**D19** on Water

**D34** on Waste Management &  
**E48** on Bioenergy

**E44** on Solar

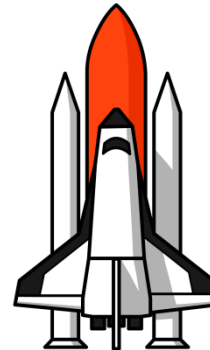


**F45** on Driverless  
Vehicles

**F24** on Amusement  
Rides

**F47** on Commercial  
Spaceflight

**D37** on Cannabis



# 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 a 125 years of our rigorous consensus process





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## *What is a Standard?*



# ASTM Standards

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*“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

# 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)

# Technical Committee Organization



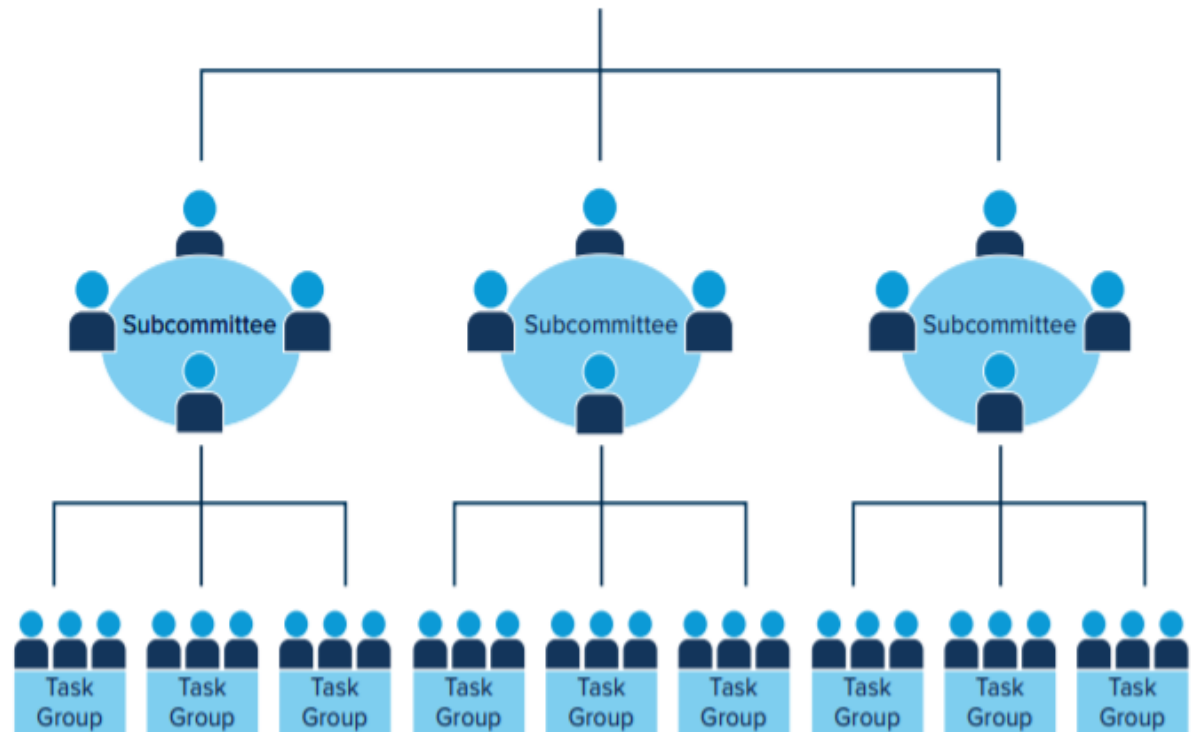
## Main Committee:

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.



# Classification of Members

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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

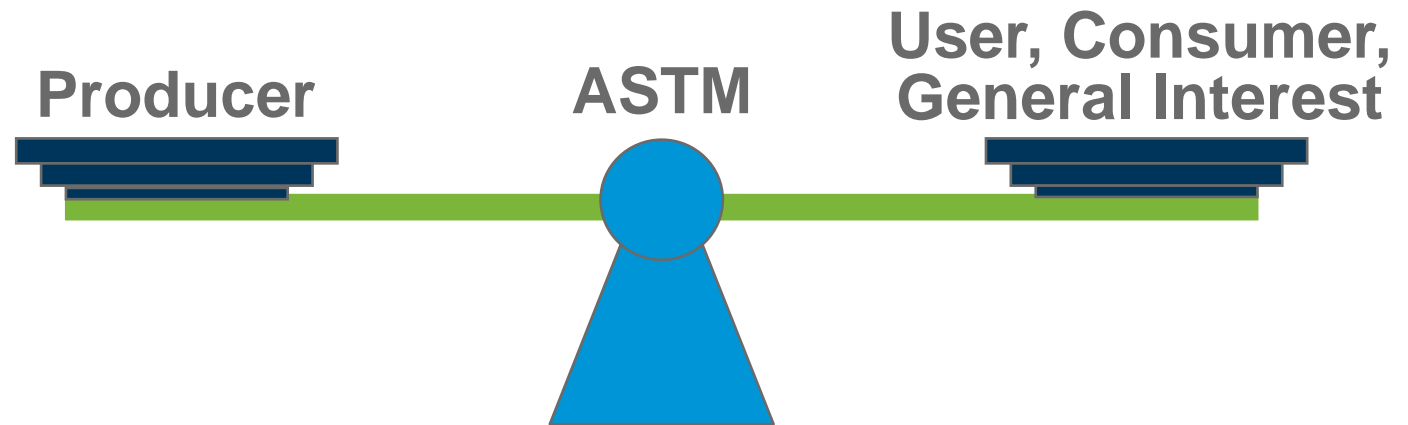
- ✓ **Producer** – produces or sells a material, product, system or service covered in the committee or subcommittee scope
- ✓ **User** – purchases or uses a material, product, system or service (other than household use) covered in the committee or subcommittee scope
- ✓ **Consumer** – primarily purchases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

# 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.

# Voting Rights: Voting vs. Non-Voting

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- 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





# New Standards & Revisions

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## 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

# What does a Work Item Number do?

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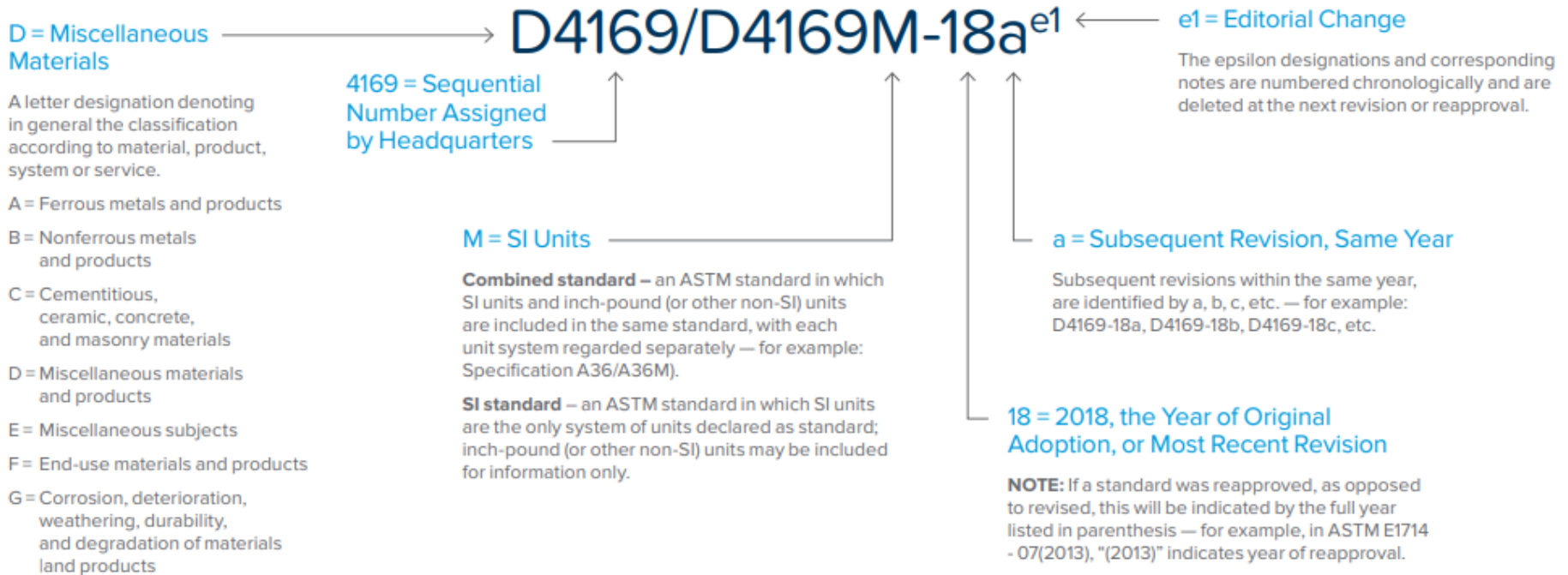


- Provides tracking number - WK25321
- Alerts those on the Standards Tracking Service and those searching the ASTM website
- Stimulates participation from outside of task group

# What is an ASTM Designation Number?



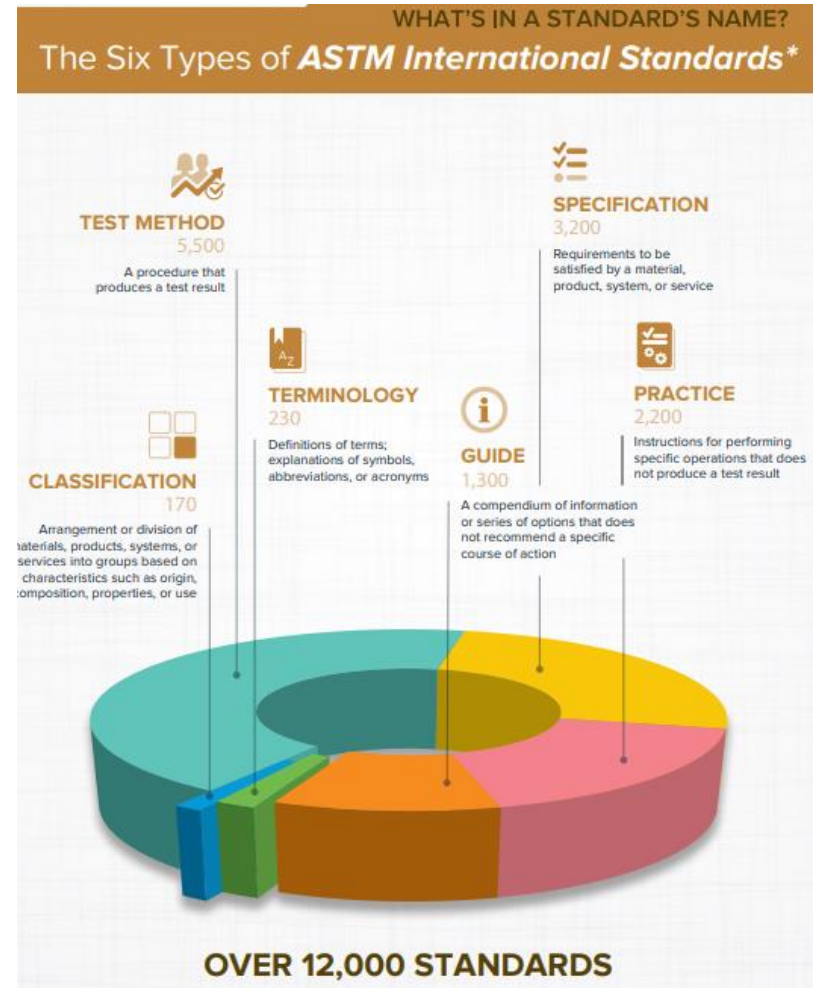
## ASTM Designation Numbers Identifying Unique Versions of ASTM Standards



# Types of ASTM Standards



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







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# DEVELOPMENT TOOLS

# Standard Development Tools

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- 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



## Sign In

Username

Password

Remember Me

[Forgot Password?](#)

[Contact Support](#)

# Virtual Tools- My Committees



All

Products & Services Get Involved About News

Contact Cart Molly

MyAccount

MyASTM / Membership / MyCommittees

Membership

MyCommittees

Manage Committees

Change Of Employment

Committee Profile

Invite a Colleague

Membership Info

Recent Activity

Orders

Compass

Tracker

## MyCommittees

### Committee COS on Committee on Standards

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

### Committee E50 on Environmental Assessment, Risk Management and Corrective Action

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

### Committee F15 on Consumer Products

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

### Committee F42 on Additive Manufacturing Technologies

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

### Committee UAE on United Arab Emirates Chapter

Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Documents

## MyTools

Roster Maintenance **495**

Negative & Comments **110**

MyOutstanding Ballots **3**

Ballots & Workitems

Meetings, Minutes & Agendas

Additional Resources





# 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](#)

# Committee Public Website

# Manage your profile



MyASTM / Membership / Manage Committees

## Manage Committees

You are currently a member of the following committees:

C01 Cement	<a href="#">View Committee Profile</a>	<a href="#">+ Join Another Main Committee</a>
	<a href="#">Join / Drop Subcommittees</a>	<a href="#">Drop from Main Committee</a>
C07 Lime and Limestone	<a href="#">Join / Drop Subcommittees</a>	<a href="#">Drop from Main Committee</a>
C15 Masonry - Manufactured Masonry Units, Mortars and Grouts	<a href="#">Join / Drop Subcommittees</a>	<a href="#">Drop from Main Committee</a>

**MyAccount**  
Membership  
MyCommittees  
Manage Committees  
Change Of Employment  
Committee Profile  
Invite a Colleague  
Membership Info  
Recent Activity  
Orders  
Compass

## Committee Profile

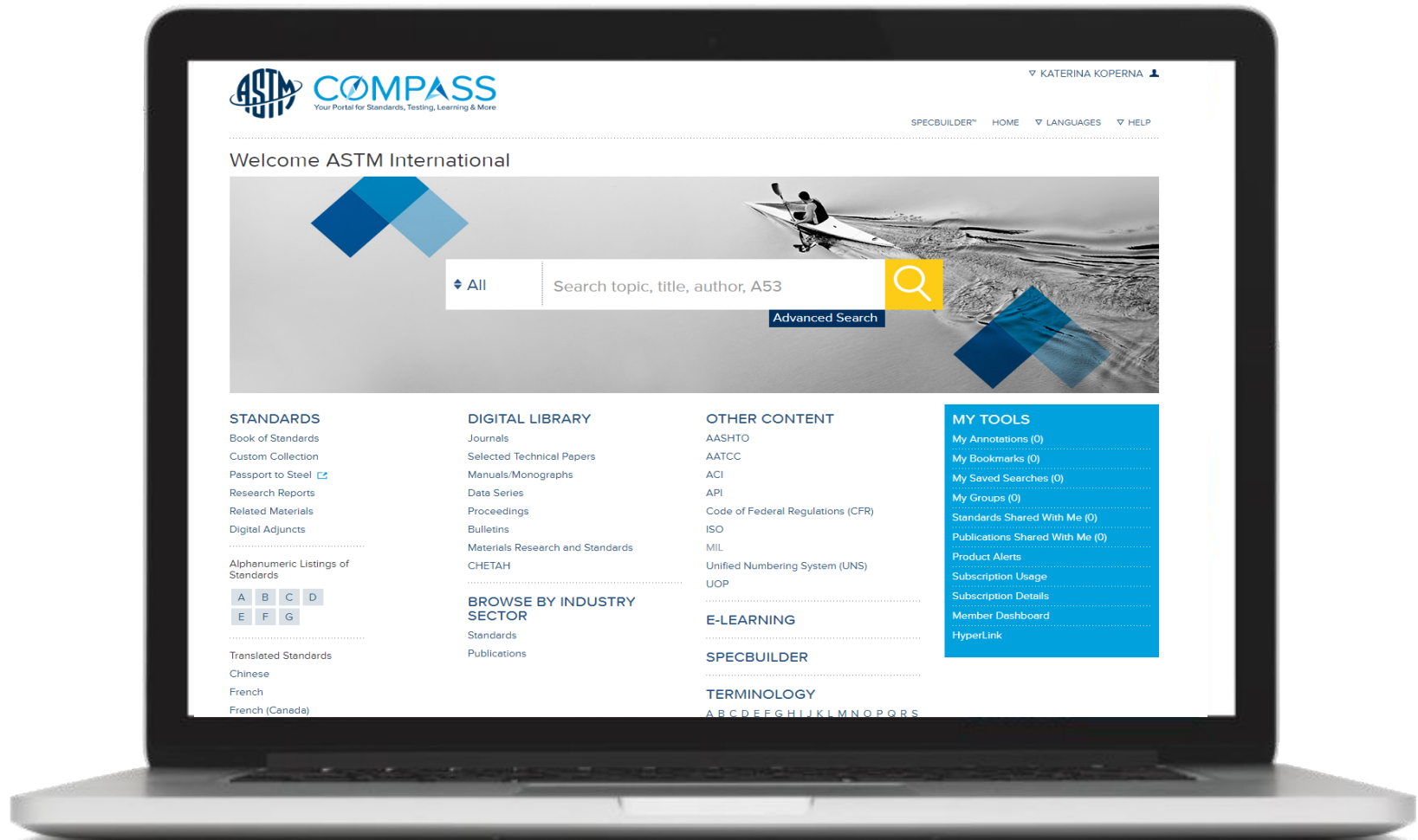
### Active Committee Memberships

Committee C01 on Cement View

C01 Joined on 01/2016 • No-Non Voter • General Interest

**MyAccount**  
Membership  
MyCommittees  
Manage Committees  
Change Of Employment  
Committee Profile

# Virtual Tools: Compass







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# BALLOTING



# Balloting

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ASTM has four levels of ballot:

- ✓ Subcommittee
  - ✓ Main Committee
  - ✓ Society
  - ✓ Committee on Standards
- 
- 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 session on [Balloting & Handling Negative Votes](#)

# ASTM Electronic Balloting



## MyCommittees

## MyTools

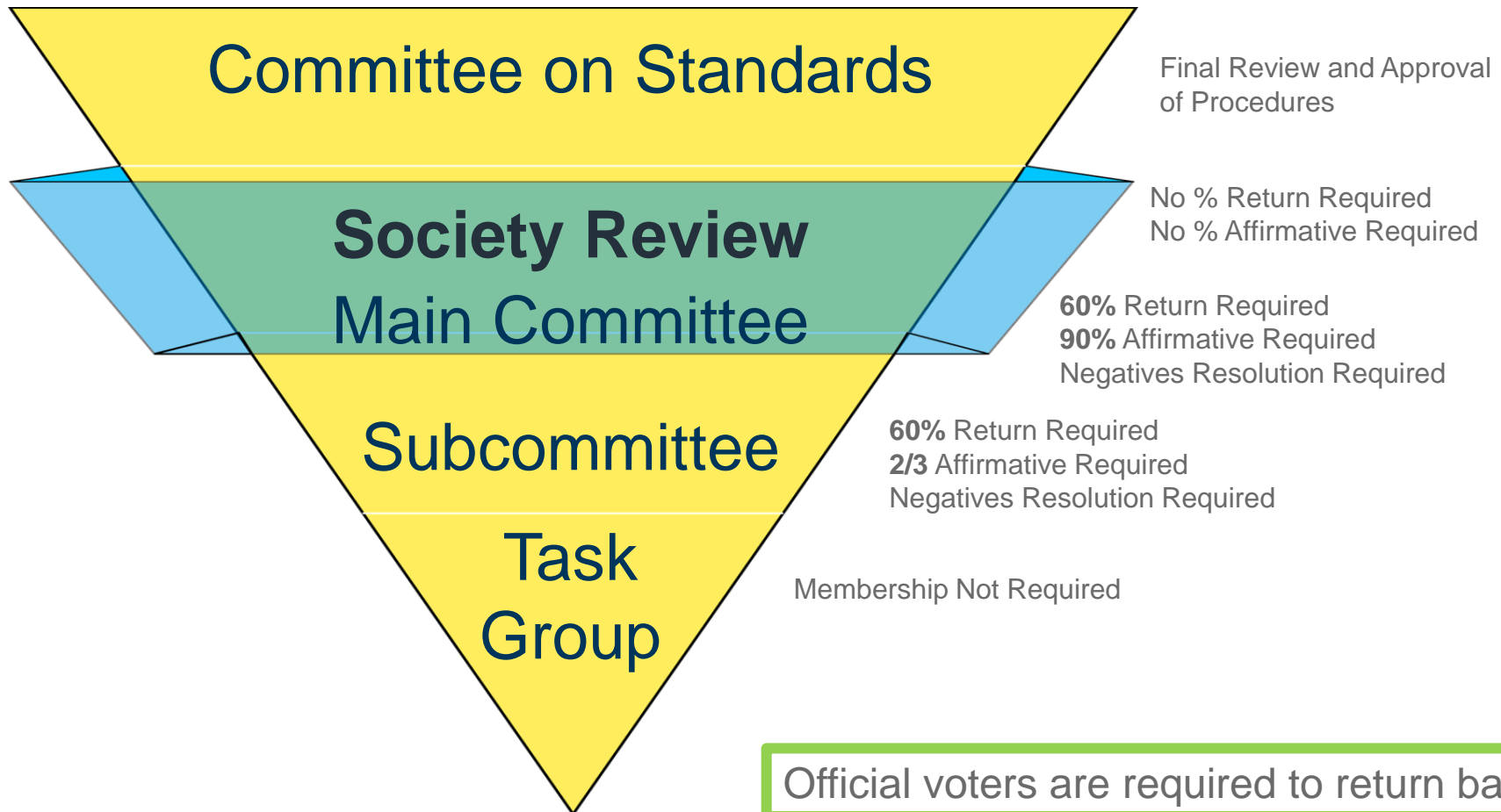
Committee E05 on Fire Standards					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee E54 on Homeland Security Applications					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee F17 on Plastic Piping Systems					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee F36 on Technology and Underground Utilities					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking

Roster Maintenance <b>212</b>
MyOutstanding Ballots <b>12</b>
D05.23 (23-02) closes Jan 12
D05.29 (23-02) closes Jan 12
D07 (23-05) closes Jan 15
D07.01 (23-02) closes Jan 12
D07.02 (23-04) closes Jan 12
D30 (23-06) closes Jan 15
F26 (23-05) closes Jan 15



Indicates number of ballots that you need to return

# ASTM Balloting Process



## 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!**



# Standards Approvals

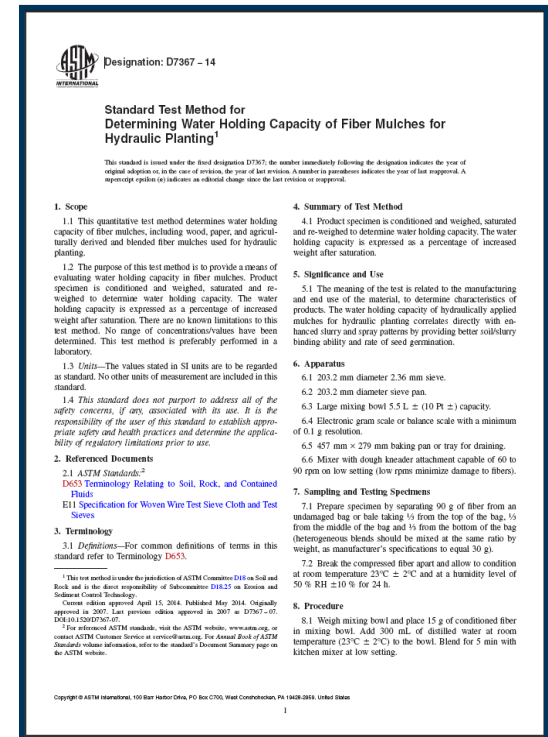
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- A standard will receive official Society approval on the 1st or 15th of the month.
  
- Once a standard receives Society approval:
  - ✓ The editor is notified
  
  - ✓ The editor prepares the standard for review by the technical contact listed on 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

# 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





# Standard Tracking – My Committees



## 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

# Standard Tracker – Outside Committee



## Products & Services – Tracker Services

Products & Services Get Involved About News

PRODUCTS

- Standards & Publications ▶
- Book of Standards
- Reading Room
- Tracker Services**
- Catalogs

SERVICES

- Digital Library
- Enterprise Solutions ▶
- Proficiency Testing
- Training Courses ▶
- Certification
- Cement & Concrete Reference Lab

2022 ANNUAL BOOK OF ASTM STANDARDS

COMPASS

Standard Active | Last Updated: Jan 30, 2024

ASTM C10/C10M-24 ⓘ

Standard Specification for Natural Cement

How it Works:

1. Log into [www.astm.org](http://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)

Track Document

# 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](#)



# ASTM International – Global Outreach



## Developing Economies Reach



**115**  
national  
standards  
bodies

**122**  
partners

**6**  
regional bodies

*most in transitioning economies*



**9000+**  
ASTM citations  
from ~75% of ASTM TCs

## Virtual



**100** programs  
**3500** 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

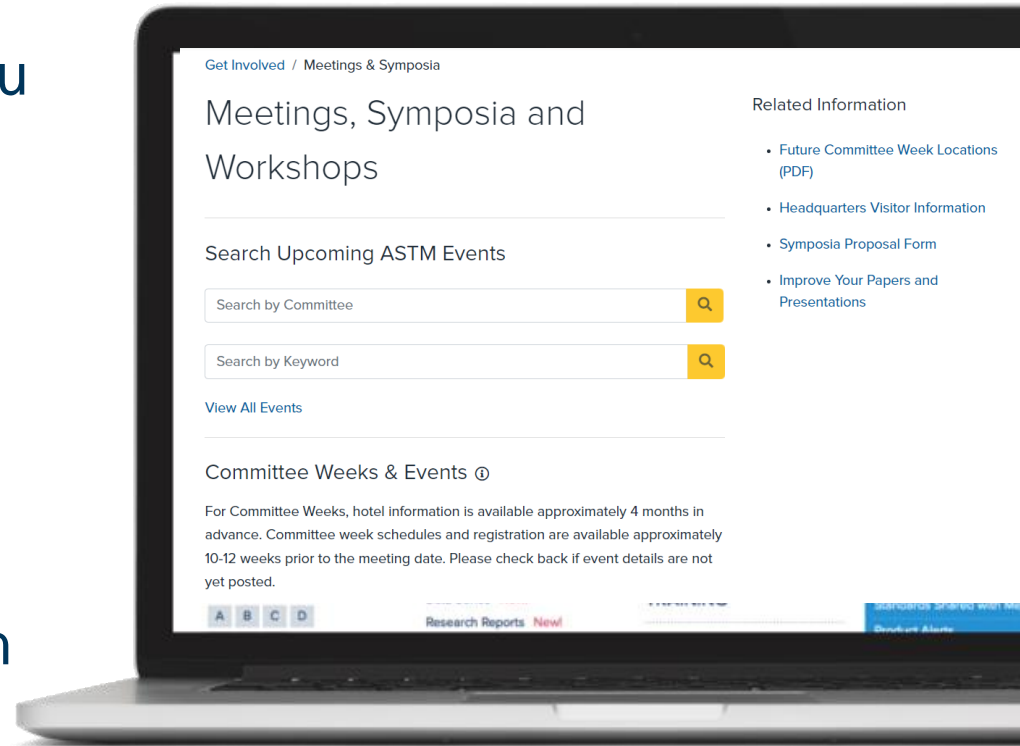
## Capacity Building – technical/procedural

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

# 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



# 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](mailto:comserv@astm.org) for further assistance.

## Member Training

[www.astm.org/MEMBER\\_TRAINING](http://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](http://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.



# Available Tools

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## 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](#)



# Review

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

# Member Conduct

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## 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](#)

# Additional Classroom for Member Trainings

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- [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](#)

# How Does a Standard Get Created?





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Thank you

[www.astm.org](http://www.astm.org)