



ADVANCING STANDARDS
TRANSFORMING MARKETS

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!



ADVANCING STANDARDS
TRANSFORMING MARKETS

New Member Orientation

Helping Our World Work Better®

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

Introduction to ASTM International

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



ASTM Committee Examples

D02 on Petroleum



D19 on Water



D34 on Waste Management &
E48 on Bioenergy



E44 on Solar



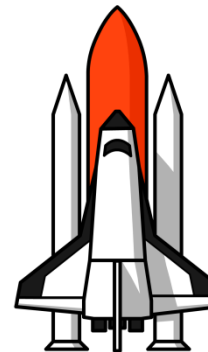
F45 on Driverless
Vehicles



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 more than 125 years of our rigorous consensus process



What is a Standard?

“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

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 Operations

Main Committee:

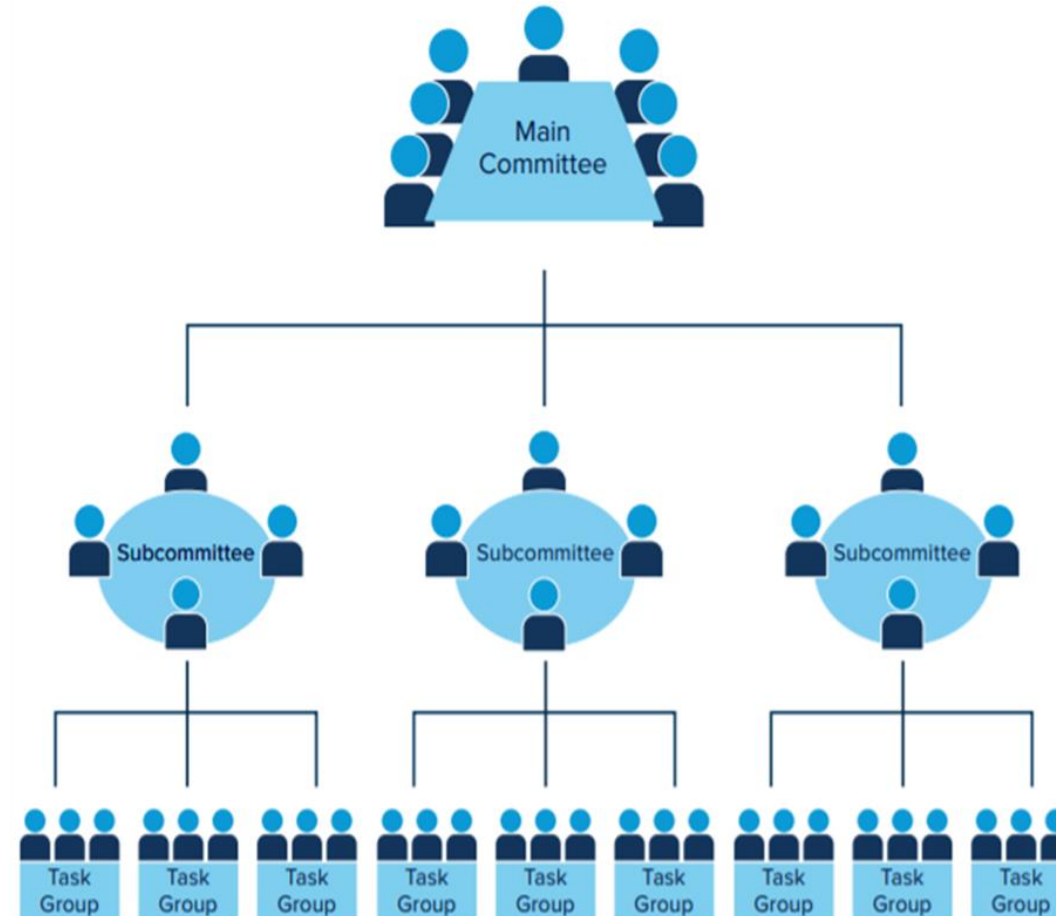
Each main committee is a semi-autonomous group approved by the ASTM Board of Directors and is responsible for developing standards in a given subject area.

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



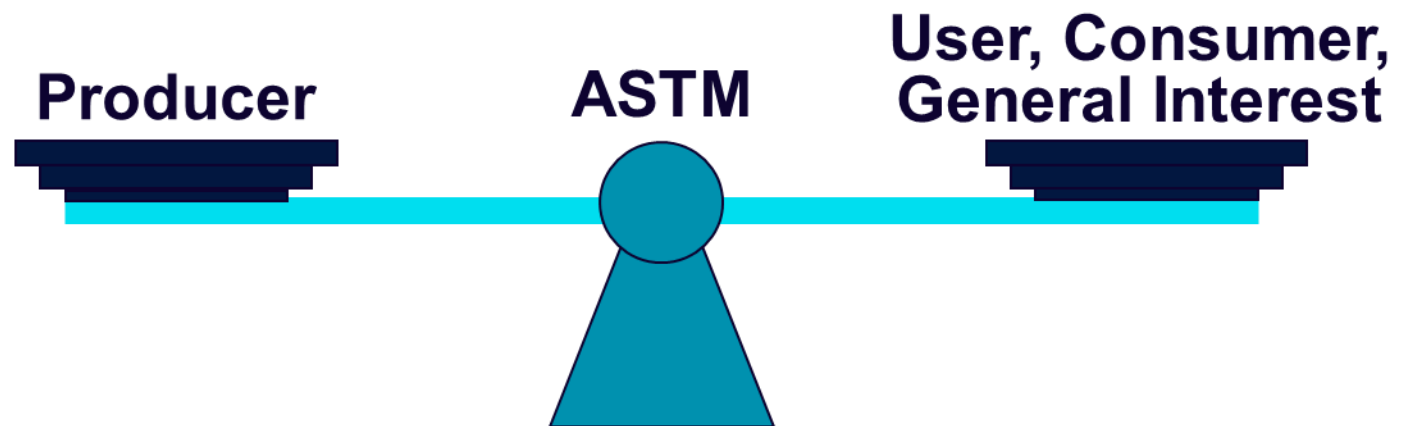
New Members are Classified by volunteer Officers of the Committee using the Membership Applications

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

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



- 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)

Developing and Revising an ASTM Standard

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?

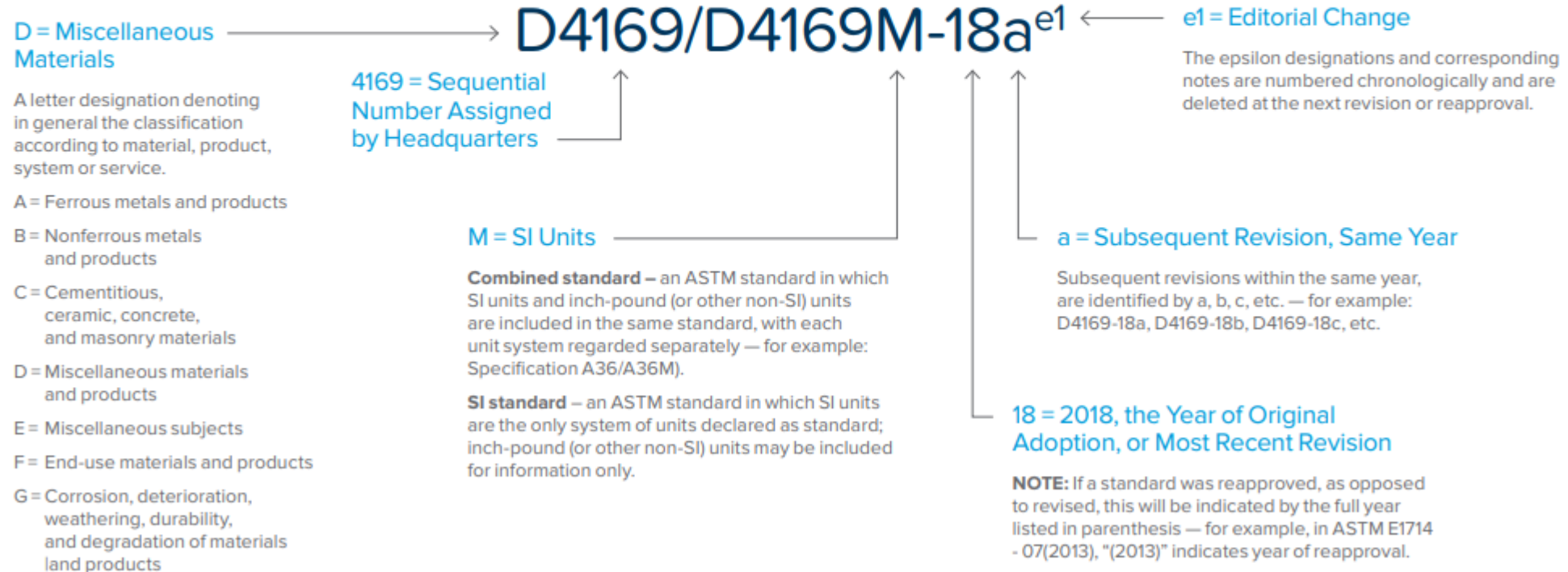


- Provides tracking number - WK25321
- Alerts those on the Standards Tracking Service and those searching the ASTM website
- Stimulates participation from outside of task group

What is an ASTM Designation Number?

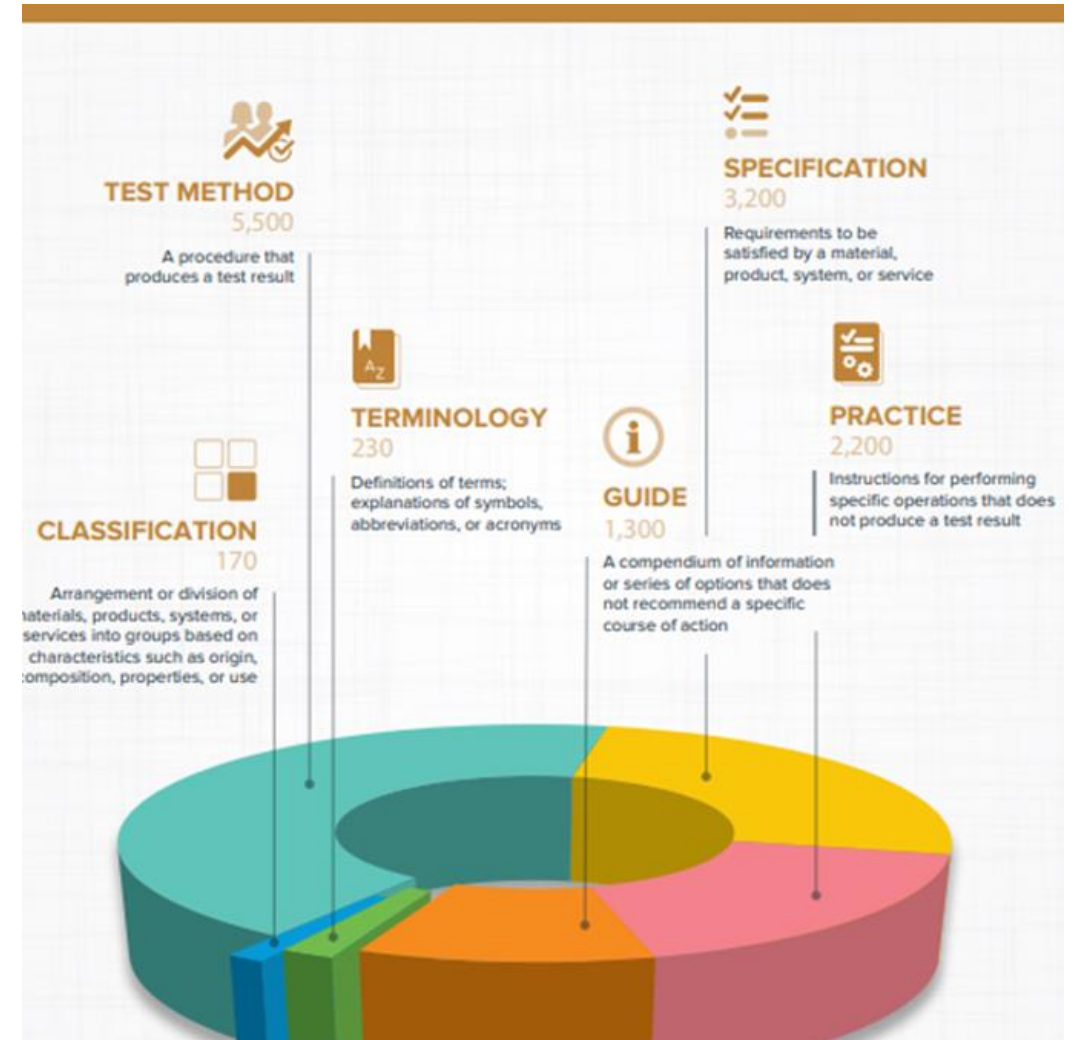


ASTM Designation Numbers Identifying Unique Versions of ASTM Standards



Types of ASTM Standards

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



Development Tools

Standard Development Tools

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



Let's get logged in...



Sign In

Username

Password

☐ Remember Me

[Forgot Password?](#)

[Contact Support](#)

Sign In



MyASTM / [Membership](#) / MyCommittees

MyAccount

Membership

MyCommittees

Manage Committees

Change Of Employment

Committee Profile

Invite a Colleague

Membership Info

Recent Activity

Orders

Compass

MyCommittees

Committee C07 on Lime and Limestone

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

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



Roster Maintenance **836**

Negative & Comments **55**

MyOutstanding Ballots **4**

MyNext Meetings **2**

MyWork Items

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](#)

Manage Your Profile



MyAccount

Membership

MyCommittees

Manage Committees

Change Of Employment

Committee Profile

Invite a Colleague

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MyASTM / Membership / Manage Committees

Manage Committees

View Committee Profile

+ Join Another Main Committee

You are currently a member of the following committees:

C01 Cement	<div>Join / Drop Subcommittees</div>	<div>Drop from Main Committee</div>
C07 Lime and Limestone	<div>Join / Drop Subcommittees</div>	<div>Drop from Main Committee</div>
C15 Masonry - Manufactured Masonry Units, Mortars and Grouts	<div>Join / Drop Subcommittees</div>	<div>Drop from Main Committee</div>

MyAccount

Membership

MyCommittees

Manage Committees

Change Of Employment

Committee Profile

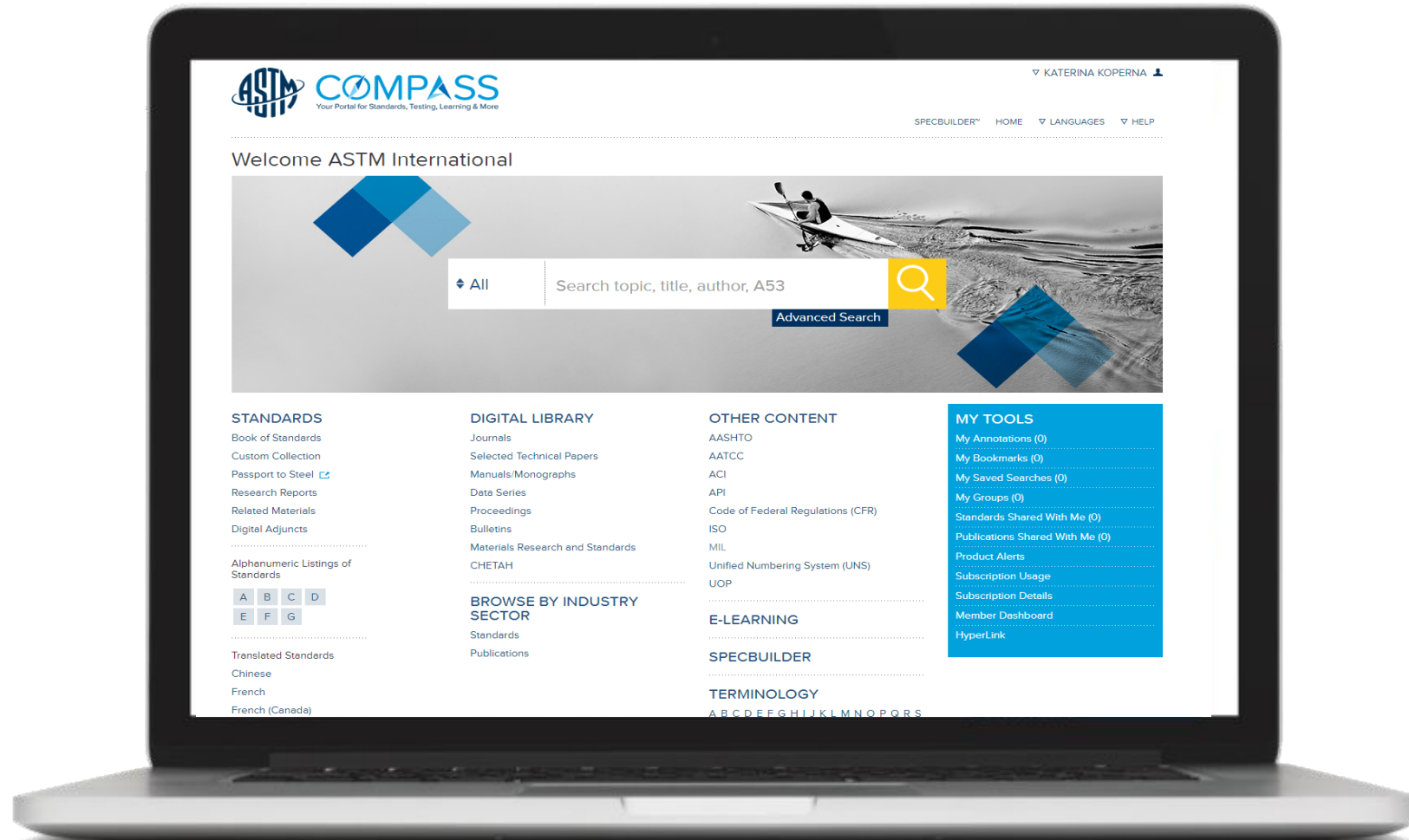
Committee Profile

Active Committee Memberships

Committee C01 on Cement [View](#)

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

Virtual Tools: ASTM Compass



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



MyCommittees

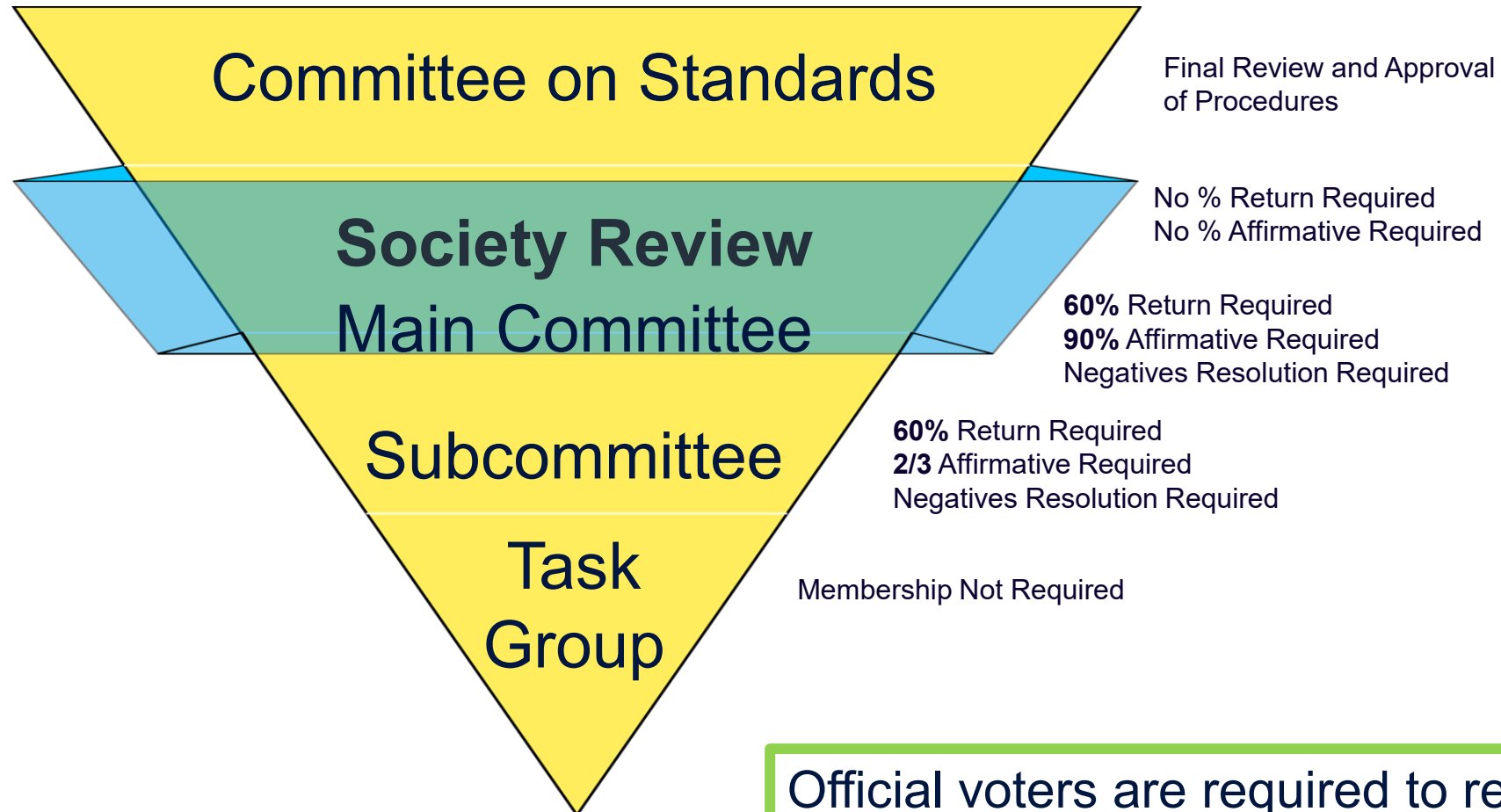
Committee E05 on Fire Standards					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee E54 on Homeland Security Applications					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee F17 on Plastic 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

MyTools

Roster Maintenance 212
MyOutstanding Ballots 12
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

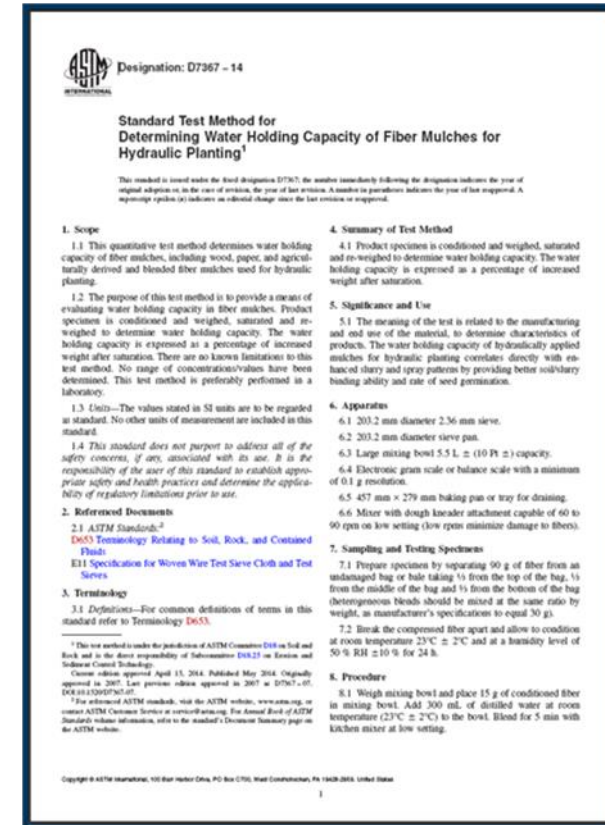
- Affirmative
- Affirmative with comment
- Abstain
- Abstain with comment
- Negative (statement required; only technical)

Negative Resolutions

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

- 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

- 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



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 Tracking – Outside Committee

How it Works:

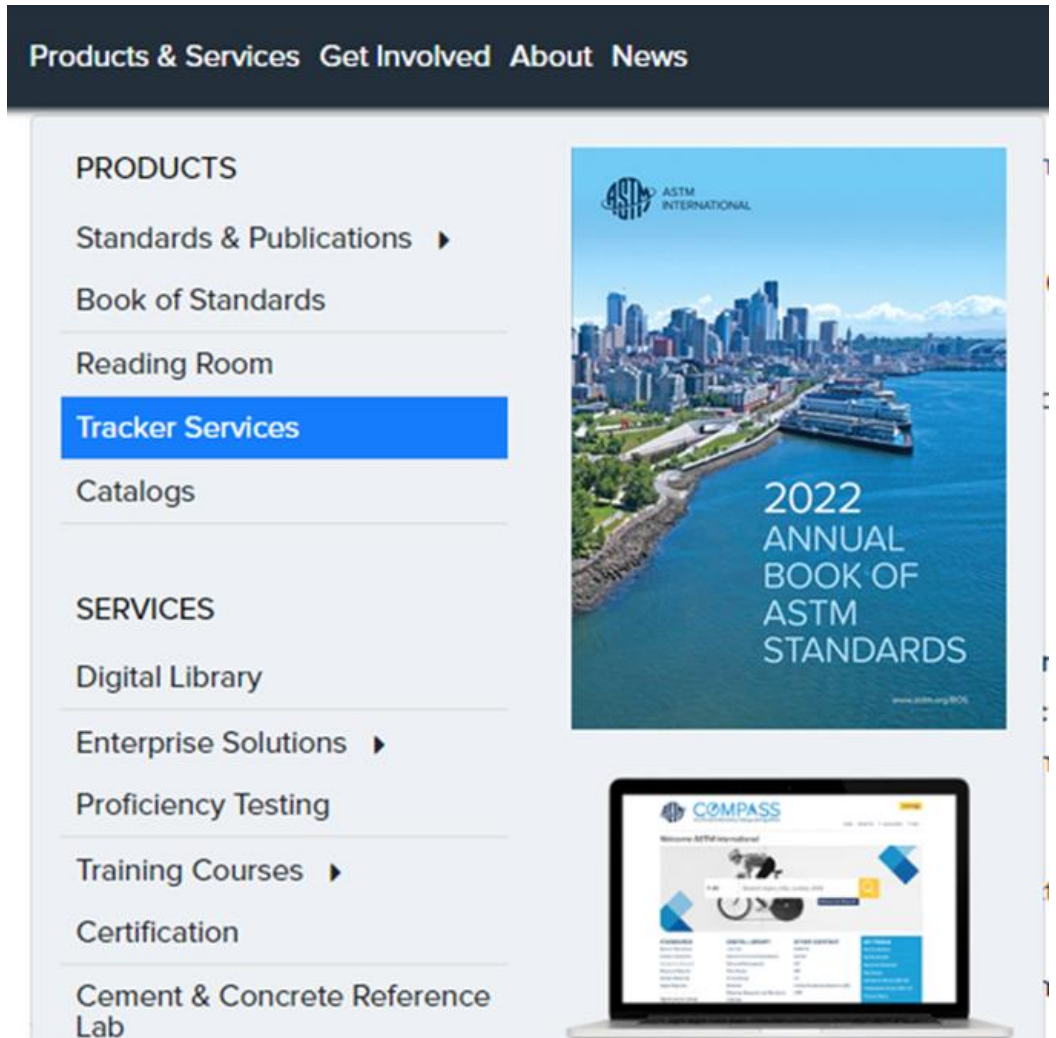
1. Log into www.astm.org
2. Choose Your Standard or Choose by Committee or Industry
3. Edit Your Tracked List
4. Receive Alerts (weekly, biweekly, or monthly)

Standard **Active** | Last Updated: Jan 30, 2024

 Track Document

ASTM C10/C10M-24 ⓘ

Standard Specification for Natural Cement



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



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

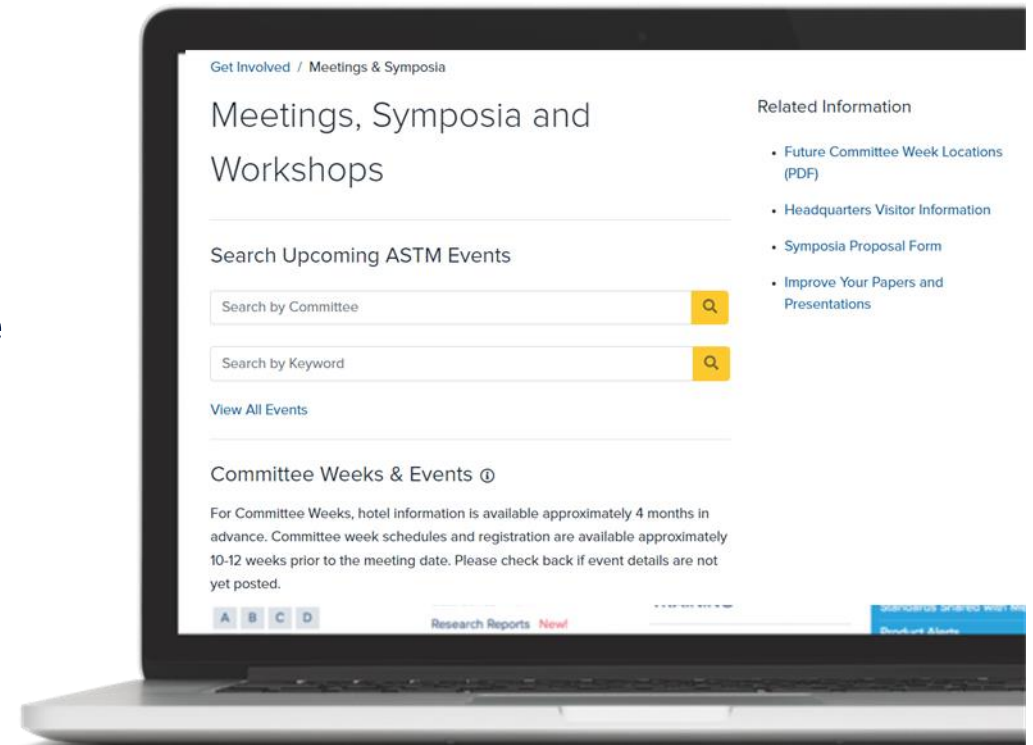
Capacity Building

- 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

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



Member Acknowledgements



- **Recording at ASTM Meetings** - Electronic recording of ASTM meetings is prohibited. Educational events may be recorded with ASTM approval.
- **Responsibilities of Membership** - Guidelines on member responsibilities can be found in **Appendix B** of the ASTM Regulations. The guidelines are intended to assist members in the ASTM process in executing their respective roles and responsibilities. Because no single set of guidelines can address every possible situation, ASTM members and attendees should attempt, even when the guidelines do not specifically address a situation, to act in a manner which is consistent with the mission of ASTM and its policies, as well as the spirit of these guidelines. Concerns regarding member responsibilities shall be reviewed and resolved by the appropriate officers of the Technical Committee.
- The ASTM Regulations are accessible on the ASTM website https://astm.org/media/pdf/regs_Regulations.pdf and copies of the antitrust policy are available at the registration desk.

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.

Available Tools



ASTM assistance provided for the following:

- [Standard Templates](#)
- [Form & Style](#)
- [ASTM Regulations/standard development process](#)
- [Interlaboratory Studies Program \(ILS\)](#)
- Editorial Assistance – ASTM Committee Editor/Staff Manager
- [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](#)

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

Additional Classroom for Member Trainings



- New Member Orientation & Training
- Balloting & Handling Negative 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.

Questions?

go.astm.org

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