

GUIDE FOR THE FORMAT OF A RESEARCH REPORT (RR)

A section on precision and bias is mandatory in all ASTM test methods as specified in the *Form and Style for ASTM Standards*. Section A27 of the Form and Style Manual specifies that where numerical data have been generated in the development of a precision and bias statement, these data must be filed at ASTM Headquarters as a research report.

The purpose of this guide is to assist the committee in the format of a research report. Participants in the ASTM ILS program will be furnished a copy of the Research Report for review. This guide contains components that are required for all research reports. A committee may choose to include additional aspects in its research report that are not included in this guide.

1. Cover Page

Please include a cover page for the research report with the following information:

Date

Title of the Committee

Title of the subcommittee

The research report designation (provided by ASTM)

Standard Designation and Title and/or Title of Interlaboratory Study

Technical Contact

2. Introduction

Please include an introduction that describes the purpose and objective of the study.

3. List of Participating Laboratories

Please provide the laboratory name, contact person, address, email and phone number for each participating laboratory. Each laboratory will receive a code (Lab A, Lab B, etc.) that will allow that laboratory to identify its own data.

4. Description of Samples

Please provide a description of samples used in the ILS.

5. Interlaboratory Test Program Instructions (attach copy of instructions provided to the participants)

Please attach a copy of the instructions provided to the participants in the interlaboratory test program.

When preparing the Interlaboratory Test Program Instructions, please consider the following:

- a. Acceptable equipment/apparatus that should be used to perform the test method
- b. Any special conditions or precautions to be observed
- c. The scheduling and timing of testing the materials or specimens
- d. Detailed procedures in handling and storing the test materials or specimens
- e. Any special detail on the condition of the test materials or specimens
- f. Special features with respect to the test method

6. Equipment/Apparatus

Please include detailed information on the equipment/apparatus used by each laboratory.

7. Data Report Forms

Please provide a compilation of the data report forms returned by the participating laboratories.

8. Research Report Summary

Please provide a summary of the statistics calculated from the data returned by the participating laboratories. Examples include statistical data such as average (mean), standard deviation, and determination of outliers. Please include a summary of the results and conclusions reached.

9. Precision and Bias Statement

Following ASTM Form and Style for Standards section A21, please include a statement on Precision and a statement on Bias.