



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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ASTM INTERNATIONAL Helping our world work better

New Member Orientation Training Session

www.astm.org

Objective

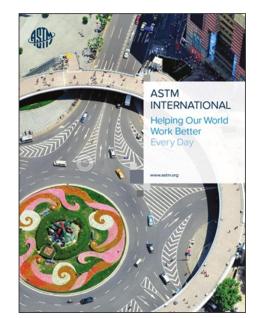
At the end of this module, you will have a better understanding of ASTM International and being a member:

- Introduction of ASTM International
- Review Committee Documents
- Participate in Committee Work
- Use your "My Committees" to stay up to date

New Member Orientation

> Attend Committee meetings

Quick Tips







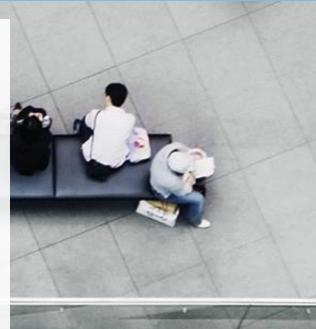
Introduction to ASTM International

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 & E44 on Solar E48 on Bioenergy





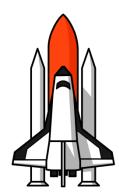
F45 on Driverless Vehicles



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







ASTM INTERNATIONAL Helping our world work better

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



BURNING DESCAL

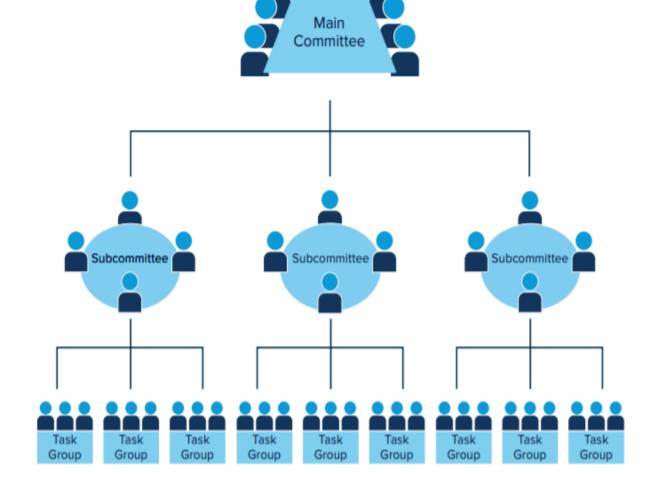
- > ASTM manager for each committee
 - ✓ Regulations Governing ASTM Technical Committees
- ASTM editor for each committee
 - ✓ Form & Style Guide

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



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

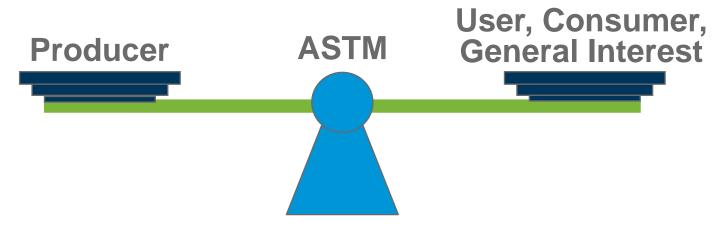
- Producer produces or sells a material, product, system or service covered in the committee or subcommittee scope
- <u>User</u> purchases or uses a material, product, system or service (other than household use) covered in the committee or subcommittee scope
- Consumer primarily purchases or represents 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

- I official vote per interest (company)
- <u>All</u> are welcome to participate in technical discussions
- <u>All</u> members receive a ballot and are eligible to vote on technical issues
- <u>All</u> 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)

*<u>All</u> = Voting and Non-Voting Members.



Developing and Revising an ASTM Standard



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



- 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?

→ D4169/D4169M-18a^{e1 ←}

ASTM Designation Numbers Identifying Unique Versions of ASTM Standards

D = Miscellaneous -Materials

A letter designation denoting in general the classification according to material, product, system or service.

- A = Ferrous metals and products
- B = Nonferrous metals and products
- C = Cementitious. ceramic, concrete, and masonry materials
- D = Miscellaneous materials and products
- E = Miscellaneous subjects
- F = End-use materials and products
- G = Corrosion, deterioration, weathering, durability, and degradation of materials land products

4169 = Sequential Number Assigned by Headquarters

M = SI Units

Combined standard – an ASTM standard in which SI units and inch-pound (or other non-SI) units are included in the same standard, with each unit system regarded separately - for example: Specification A36/A36M).

SI standard – an ASTM standard in which SI units are the only system of units declared as standard; inch-pound (or other non-SI) units may be included for information only.

e1 = Editorial Change

The epsilon designations and corresponding notes are numbered chronologically and are deleted at the next revision or reapproval.

a = Subsequent Revision, Same Year

Subsequent revisions within the same year. are identified by a, b, c, etc. - for example: D4169-18a, D4169-18b, D4169-18c, etc.

18 = 2018, the Year of Original Adoption, or Most Recent Revision

NOTE: If a standard was reapproved, as opposed to revised, this will be indicated by the full year listed in parenthesis - for example, in ASTM E1714 - 07(2013), "(2013)" indicates year of reapproval.

Types of ASTM Standards



≻ TEST METHOD

> CLASSIFICATION

> TERMINOLOGY

> GUIDE

> SPECIFICATION

➢ PRACTICE







DEVELOPMENT TOOLS



Standard Development Tools



- Writing Resources
 - ✓ <u>Draft Templates</u>
 - 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

Username

Password

Password

C Remember Me

Forgot Password?

Contact Support

Sign In

Virtual Tools- My Committees



Products & Services Get Involved	ed About News Contact Cart 🕒 Molly -
MyAccount	MyASTM / Membership / MyCommittees
Membership MyCommittees	MyCommittees MyTools
Manage Committees	Committee COS on Committee on Standards Roster Maintenance 495
Change Of Employment Committee Profile	Ballots Rosters Meetings & Symposia Minutes & Agendas Committee Standards Documents Tracking Negative & Comments 10
Invite a Colleague Membership Info	Committee E50 on Environmental Assessment, Risk Management and MyOutstanding Ballots 3
Recent Activity Orders	Ballots Rosters Meetings & Minutes & Committee Standards Symposia Agendas Documents Tracking
Compass Tracker	Committee F15 on Consumer Products Additional Resources
	Ballots Rosters Meetings & Minutes & Committee Standards Symposia Agendas Documents Tracking
	Committee F42 on Additive Manufacturing Technologies
	Ballots Rosters Meetings & Minutes & Committee Standards Symposia Agendas Documents Tracking
	Committee UAE on United Arab Emirates Chapter

Committee CO9 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

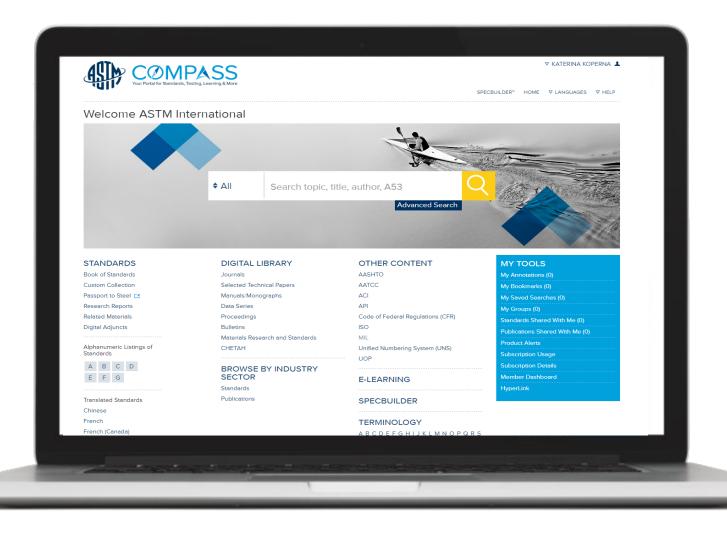


	MyASTM / Membership / Manage Committees		
MyAccount Membership MyCommittees	Manage Committees You are currently a member of the following committees:	View Committee Profile + Join Another Main Committee	tee
Manage Committees Change Of Employment Committee Profile	C01 Cement	Join / Drop Subcommittees Drop from Main Committee]
Invite a Colleague Membership Info Recent Activity	C07 Lime and Limestone	Join / Drop Subcommittees Drop from Main Committee]
Orders Compass	C15 Masonry - Manufactured Masonry Units, Mortars and Grouts	Join / Drop Subcommittees Drop from Main Committee]

MyAccount Membership	Committee Profile
MyCommittees	
Manage Committees	Active Committee Memberships
Manage Committees	Committee C01 on Cement View
Change Of Employment	C01 Joined on 01/2016 • No-Non Voter • General Interest
Committee Profile	

Virtual Tools: Compass







BALLOTING



Balloting

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

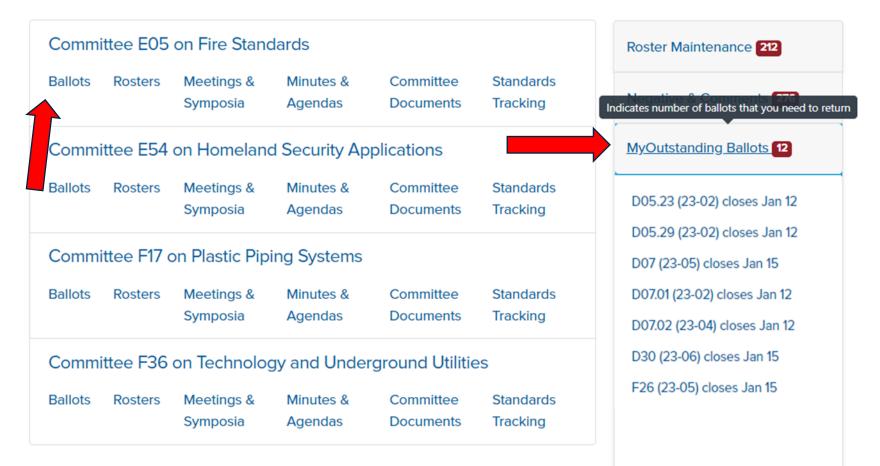
Approvals are required to move to ballot as stipulated in the ASTM Regulations

Separate session on **Balloting & Handling Negative Votes**

ASTM Electronic Balloting



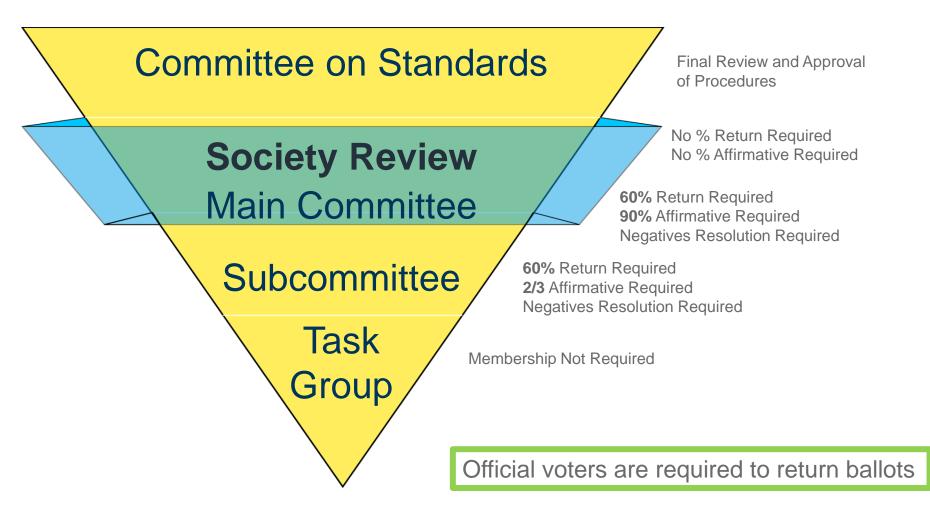
MyCommittees



MyTools

ASTM Balloting Process





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!

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

Standard Test Method for Determining Water Holding Ca Hydraulic Planting ¹	pacity of Fiber Mulches for
This standard is issued under the fixed designation D7367; the no original adoption or, in the case of servicion, the year of last revisie superscript eption (e) indicates an editorial change since the last	n. A number in parentheses indicates the year of last reapproval. A
1. Scope	4. Summary of Test Method
1.1 This quantitative test method determines water holding capacity of fiber mulches, including wood, paper, and agricul- turally derived and blended fiber mulches used for hydraulic planting.	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.
1.2 The purpose of this test method is to provide a means of evaluating water holding capacity in fiber mulches. Product	5. Significance and Use
specimen is conditioned and weighed, summated 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 sets method. No range of concentrations/values have been determined. This test method is preferably performed in a laboratory.	5.1 The meaning of the test is related to the manufacturing and end twe of the material, to determine characteristics of products. The water holding capacity of hydraulically applied mulches for hydraulic planting correlates directly with en- hanced stury and spray patterns by providing better soil/slury binding ability and rate of seed germination.
1.3 Units—The values stated in SI units are to be regarded as standard. No other units of measurement are included in this	 Apparatus 1 203.2 mm diameter 2.36 mm sieve.
standard. No other units of measurement are included in this standard.	6.1 203.2 mm diameter 2.36 mm sieve. 6.2 203.2 mm diameter sieve pan.
1.4 This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the	6.3 Large mixing bowl 5.5 L ± (10 Pt ±) capacity.
responsibility of the user of this standard to establish appro- priate safety and health practices and determine the applica-	6.4 Electronic gram scale or balance scale with a minimum of 0.1 g resolution.
bility of regulatory limitations prior to use. 2. Referenced Documents	6.5 457 mm × 279 mm baking pan or tray for draining.
2.1 ASTM Standards. ²	6.6 Mixer with dough kneader attachment capable of 60 to 90 rpm on low setting (low rpms minimize damage to fibers).
D653 Terminology Relating to Soil, Rock, and Contained Fluids	7. Sampling and Testing Specimens
E11 Specification for Woven Wire Test Sieve Cloth and Test Sieves	7.1 Prepare specimen by separating 90 g of fiber from an undamaged bag or bale taking 3/3 from the top of the bag, 3/3
3. Terminology	from the middle of the bag and ½ from the bottom of the bag (heterogeneous blends should be mixed at the same ratio by
 3.1 Definitions—For common definitions of terms in this standard refer to Terminology D653. 	weight, as manufacturer's specifications to equal 30 g). 7.2 Break the compressed fiber apart and allow to condition
¹ This test method is under the junisdiction of ASTM Committee D18 on Soil and Rock and is the direct responsibility of Subcommittee D18.25 on Ecosion and Sediment Control Technology.	at room temperature 23° C $\pm 2^{\circ}$ C and at a humidity level of 50 % RH ± 10 % for 24 h.
Current edition approved April 15, 2004. Published May 2014. Originally approved in 2007. Last previous edition approved in 2007 as D7367-07.	8. Procedure
DOI:10.1520/D7367-07. ² For referenced ASTM standards, visit the ASTM website, www.astm.org, or	8.1 Weigh mixing bowl and place 15 g of conditioned fiber in mixing bowl. Add 300 mL of distilled water at room
contact ASTM Customer Service at service@ustm.org. For Annual Book of ASTM Standards volume information, sefer to the standard's Document Summary page on	temperature (23°C ± 2°C) to the bowl. Blend for 5 min with kitchen mixer at low setting.



Standard Tracking – My Committees



Commi	ittee 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

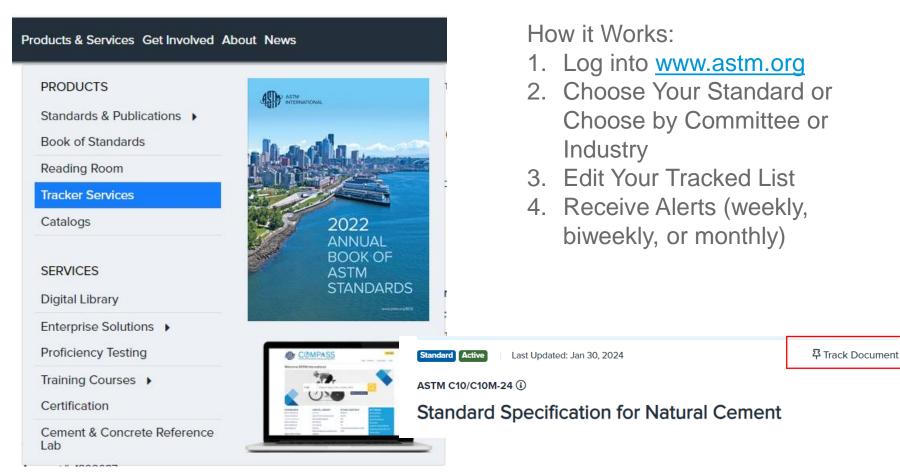
See WK90140 (Technical Contact: Michael Edison) Ballot C01.10 (24-02) Item 001; Status: Draft Withdrawn

C91/C91M-23 Standard Specification for Masonry Cement Status: Current

Standard Tracker – Outside Committee



Products & Services – Tracker Services



ASTM Related Products and Services



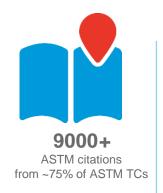
- Classroom Training and Certificate Programs
- Emerging Professionals Program
- E-Learning
- Interlaboratory Studies Program (ILS)
- Proficiency Testing Programs
- Certification Programs
- Compass







Developing Economies Reach





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

Get Involved / Meetings & Symposia	
Meetings, Symposia and	Related Information
Workshops	Future Committee Week Loca (PDF)
	 Headquarters Visitor Informa
Search Upcoming ASTM Events	Symposia Proposal Form
Search by Committee	Improve Your Papers and Presentations
Search by Keyword Q	
View All Events	
Committee Weeks & Events ①	
For Committee Weeks, hotel information is available approximately 4 months in advance. Committee week schedules and registration are available approximately	
10-12 weeks prior to the meeting date. Please check back if event details are not yet posted.	
yet posted.	

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.



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
- Symposium & workshop
- > Administrative Assistance
- Setting up Webex meetings
- Collaboration Areas
- ►<u>Tracking Service</u>
- Introduction to ASTM Standards
- ➤Your First Committee Week (English, Spanish)
- ➢ How Our Meetings Work

Review



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



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



- 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

