



New Member Orientation

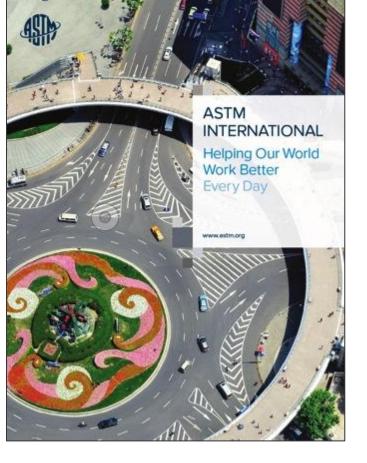
# Today's Goals

1 Introduction to ASTM International

2 Being an ASTM Member

3 Participating through the ASTM website

4 Questions





### Helping Our World Work Better





12,900 ASTM standards operate globally

Applied to just about everything from steel to sustainability They improve the lives of millions every day

# Over a Century of Openness



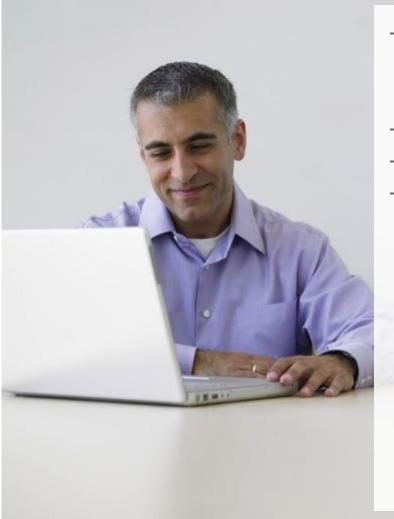
#### How We Work

- Worldwide acceptance and trust comes from the principle of openness
- Experts, individuals, organizations, academia, governments, trade associations, consultants and consumers come together
- Over 30,000 members from 148 countries
- Exchanging expertise and knowledge
- Participating in a transparent process open to anyone, anywhere
- Timely and relevant. Fully representative of sectors. An aid to innovation, not a hurdle to overcome



## Introduction to ASTM International





- Opportunity for all stakeholders to participate in the standards development process
- Every member has equal say
- Consensus-based procedures
- Stakeholders on ASTM Committees:
  - -Product Manufacturers
  - -Regulatory Agencies
  - -End Users
  - -Professional Societies
  - -Academia

# Universal Equality of Opportunity



#### **Operating Globally**

- ASTM is one of the world's largest Standards Developing Organizations, with global reach and influence
- Embracing all the principles of the World Trade Organization's Agreement on Technical Barriers to Trade
- Working across political, cultural and geographic borders
- Recognizing expertise, not country of origin
- Trusted for market relevance and technical quality
- The choice for many global industries
   50% outside USA
- Our global outreach activities increase understanding
- Our Memorandum of Understanding Program provides tangible encouragement to developing economies

120

memorandums of understanding

150

Countries cite ASTM standards in their regulation.

# Introduction to ASTM International



#### Examples of ASTM Committees

- A01 on Steel, Stainless Steel and Related Alloys
- C16 on Thermal Insulation
- E50 on Environmental Assessment
- D01 on Paint
- D02 on Petroleum Products and Lubricants
- D20 on Plastics
- E60 on Sustainability
- F04 on Medical and Surgical Materials and Devices
- F24 on Amusement Rides and Devices
- F47 on Commercial Spaceflight
- G01 on Corrosion of Metals



#### © ASTM International

# Effective and Relevant Around The World

#### The Role of Standards

- We rely on our members' expertise and commitment – their good science, good engineering and good judgment
- Recognizing expertise not geography over 150 countries are represented by our members
- Our voluntary consensus process gives everyone an opportunity to participate – ensuring standards are effective and relevant across diverse markets
- Our standards help everyone: consumers, businesses, manufacturers, innovators and governments
- Embracing all the principles of the World Trade
   Organization's Agreement on Technical Barriers to
   Trade
- Incorporated into contracts, regulations, codes, and laws, they support established and emerging economies and free and fair global trade

New Member Orientation



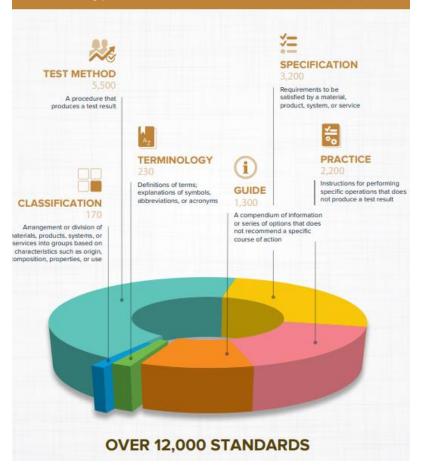


## Types of ASTM Standards



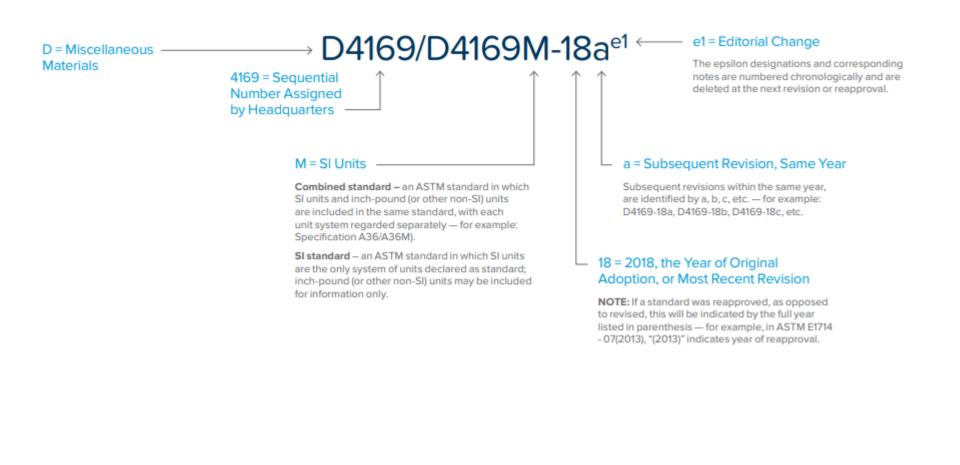
- TEST METHOD
- CLASSIFICATION
- TERMINOLOGY
- GUIDE
- SPECIFICATION
- PRACTICE

#### WHAT'S IN A STANDARD'S NAME? The Six Types of **ASTM International Standards**\*



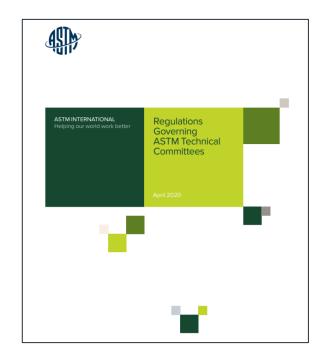
## Identifying an ASTM Standard







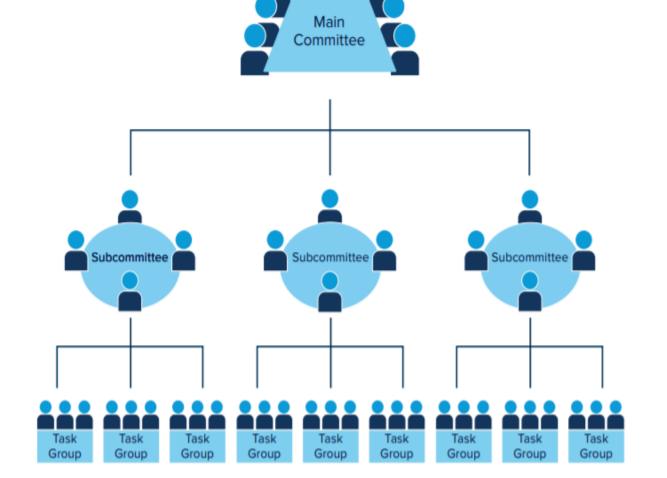
- ASTM staff manager for each committee
  - Regulations Governing ASTM Technical Committees
- ASTM editor for each committee
  - Form & Style Guide



## **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:

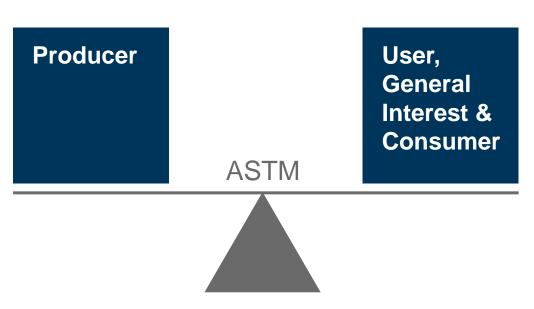
Task groups are small working groups responsible for a specific assignment (development of a draft standard or implementation of an interlaboratory study) within a given time period. Task group members need not be members of ASTM.

#### New Member Orientation

#### 13

# Voting Interests

- Technical committees are "classified" and "balanced"
- "Balance" in ASTM means that committees have more User, General Interest, and Consumer members than Producer members
- Only one official vote
   is assigned per company
- Every member receives ballots and should vote

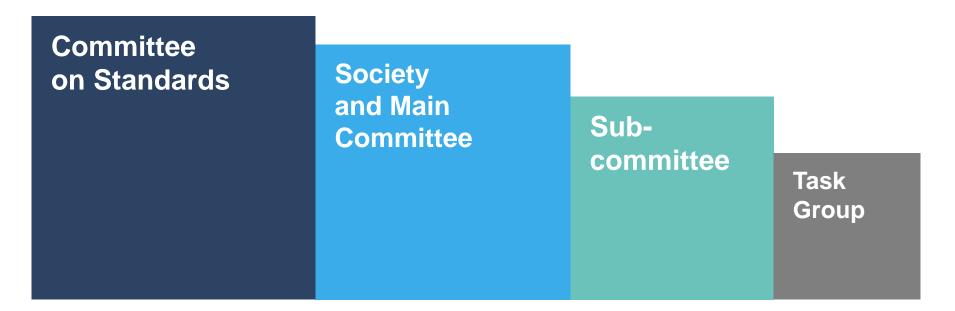








- -Documents are drafted and revised in the task group
- New standards are required to be balloted at the subcommittee level at least once
- -After subcommittee approval, the main committee & entire Society

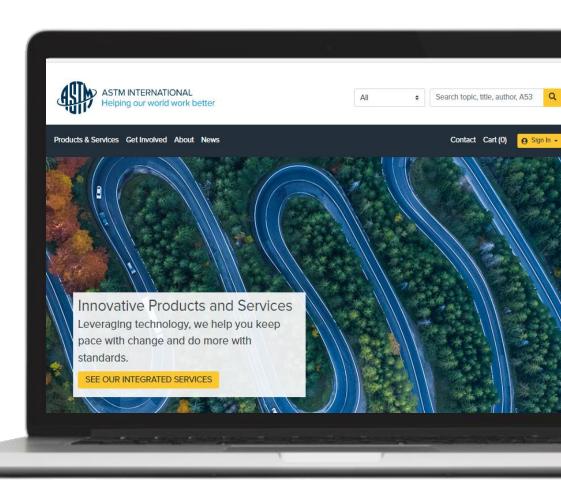


### **Member Expectations**



ASTM requires all participating members with the official vote to return ballots

- Review standards activity in the committee
- ASTM's website facilitates this; www.astm.org





#### 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.

## Technical Committees Webpages (public)



Products & Services Get Invol Home / Get Involved Technical Committees Membership Students & Professors Publish With ASTM	<ul> <li>Mere A your News</li> <li>Contact Cart(Q) Signits -</li> <li>Signits -</li> <li>Echnical Committees develop and maintain ASTM standards. They are grouped by designation according to related activities within a particular scope of work (ex: A01 on Steel, Stanlaess Steel and Related Aloys), ASTM Committees are made up of over 32,000 volunteers from industry and include manufacturers and consumers, as well as other interest groups such as government or academia. Any interested individual can participate on a Technical Committee through ASTM membership.</li> <li>Join Now Technical Committees Full List</li> <li>Standards Development</li> <li>Initiate a New Standards Activity</li> <li>How Standards Get Developed</li> <li>Society (Public Review</li> <li>ANSI Public Review</li> <li>SCC Public Review</li> <li>Dither Programs and Services</li> <li>Initiation process &amp; Checklist</li> <li>Policies &amp; Procedures</li> <li>Key Documents and Forms</li> <li>Intellectual Property Policy</li> </ul>

## Logging In – Members Only Area



Sign In		
Username		
Username		
Password		
Password		
Forgot Password?	Contact Support	
Sign In		
	Username Password Password Forgot Password?	Username Password Password Forgot Password? Contact Support

# Options



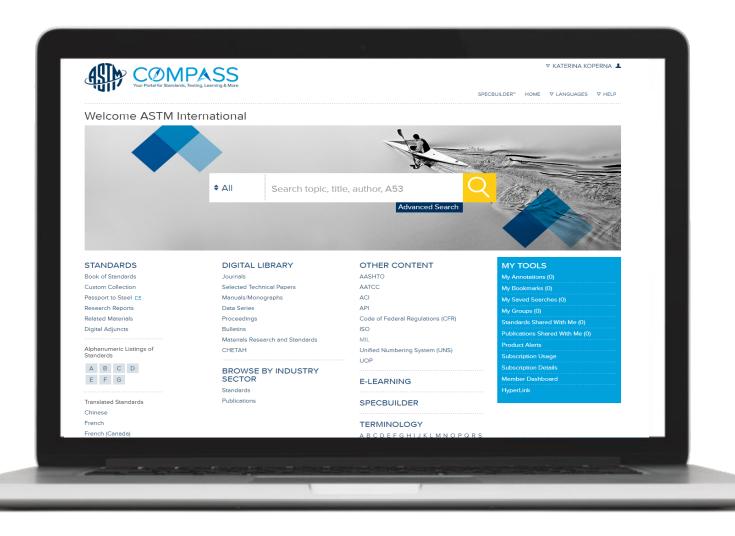
ASTM INTERNATIONAL Helping our world work better		All	•	Search topic, title, author, A53
oducts & Services Get Involved	About News			Contact Cart 🛛 Krista
	MyASTM / Membership			MyAccount Membership
MyAccount	Membership			MyCommittees
Membership	Membership			Orders
MyCommittees	Welcome Krista Robbins			Compass
Manage Committees Change Of Employment Committee Profile	Please Select: <ul> <li>MyCommittees</li> <li>MyCollaboration Areas</li> </ul>			Tracker eLearning SpecBuilder
Invite a Colleague Membership Info	Compass     MyStandards Tracker			Sign Out
	, = tarradi do fractor			

Compass Tracker



## Options





## **MyCommittees** Area



Products & Services Get Involved	d About News					Contact Cart 🔒 Kris
	MyASTM / Members	nip / MyCommi	ttees			
MyAccount Membership	MyComm	nittees				MyTools
MyCommittees Manage Committees	Committee C01	on Cement				Roster Maintenance 379
Change Of Employment Committee Profile	Ballots Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking	Negative & Comments 121
Invite a Colleague	Committee C07	on Lime and	Limestone			MyOutstanding Ballots 1
Membership Info Recent Activity	Ballots Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking	MyNext Meetings 1
Orders Subscriptions	Committee C12 on Mortars and Grouts for Unit Masonry				Ballots & Workitems	
Tracker	Ballots Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking	Meetings, Minutes & Agendas
Account#: 1802687 Krista Robbins	Committee C15 on Manufactured Masonry Units			Additional Resources		
krobbins@astm.org	Ballots Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking	
	Committee D05	on Coal and	I Coke			
	Ballots Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking	
	Committee D07	on Wood				

## Technical Committees Webpages (public)



Products & Services Get Involved About News		Contact Cart (0) 😝 Krista 🗸
Home / Get Involved / Technical Committees		
Committee C01 on Cement		
Staff Manager: W Scott Orthey		
about 100 members attending over a three-day session. The Committee, with a mem- currently has jurisdiction of over 50 standards, published in the Annual Book of ASTM has 19 technical subcommittees that maintain jurisdiction over these standards. Infor structure and C01's portfolio of approved standards and Work Items under construction Subcommittees, Standards and Work Items below. These standards, together with ASTM Committee C09 on Concrete and Concrete Aggregates and committees of the (ACI), are essential to construction of the Nation's civil infrastructure. More	Standards, Volume 04.01. CO mation on this subcommittee in are available from the List of the standards developed by	1 9 f
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		
Interlaboratory Studies		

### **Ballots**

Individual Documents: Click on the item description on the ballot below.

All Documents: To download all supporting documents (ZIP file), click ALL DOCUMENTS (Need help with a ZIP file? Click here.)

About Voting: Expand

**Note:** Any negative vote shall be given consideration by the Subcommittee in accordance with ASTM Regulations. It is expected that negative votes will be considered in conjunction with the next meeting of the Committee, unless handled by ballot or if a Special subcommittee meeting is called. Negative voters may wish to confirm the exact date and time for discussion with the Staff Manager or on the posted meeting schedule on the ASTM website. For a list of all ASTM Committee meetings, click meetings.

From: comserv@astm.org [mailto:comserv@as

#### Item

TO: Members of Committee E07

FROM: Thomas Maeder, Technical Contact

SUBJECT: Reapproval

The following standard under the jurisdiction of subcommittee E07.01 is submitted for reapproval with no change:

#### ASTM E94/E94M-17 Standard Guide for Radiographic Examination Using Industrial Radiographic Film

Successful completion of this action will ensure the standards continued publication.

Please refer to Volume 3.03 of the Annual Book of ASTM Standards for a complete copy of this standard.

If you would like a pdf copy of this standard, please send an email to limone@astm.org

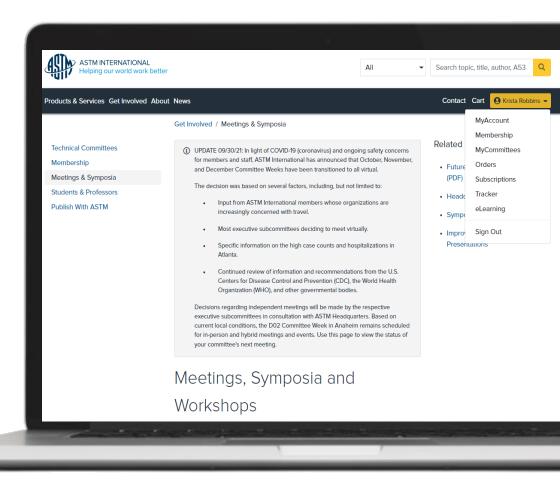
Thank you

CLEAR	
n all items, except as marked below	
2017 Guide for Radiographic Examination Using = (60K)	g Industrial
Maeder	
Abstain Abstain with Comment	DESELECT
C 🚝 💽 🦉 🕿 🛤 🖍 🏗 🕪 11:16 AM 1/26/2012	
and the second	

# 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



**Standards Development Resources** 



#### **Regulations Governing ASTM Technical Committees**

- Recommended reading: Entire item; critical: sections 4 12
- https://www.astm.org/media/pdf/regs\_Regulations.pdf

#### Form and Style for ASTM Standards

- Recommended reading: Introduction (1 page), Information on the type of standard you may be writing or critiquing (+/- 10 pages)
- <u>https://www.astm.org/media/pdf/bluebook\_FormStyle.pdf</u>

#### ASTM Technical Committee Officer Handbook

- Recommended Reading: Peruse cover-to-cover
- A one-stop shop for an overview on what you need to know (not just for officers!)
- https://www.astm.org/media/pdf/Handbook\_5-11-20.pdf

### 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.



ASTM INTERNATIONAL Helping our world work better

## Thank you

