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ASTM International Standardization Process MOU Capacity Building Training

Molly Lynyak and Jimmy Farrell
Manager, Technical Committee Operations

July 7, 2021

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ASTM International

Operating Globally

- ASTM is one of the world's largest Standards Developing Organizations, with global reach and influence
- With over a century of experience, ASTM offers trusted, relevant, and high quality standards that are accepted globally
 - Established in 1898
 - 30,000 volunteer members from 164 countries
 - 147 main committees and 2,102 subcommittees, covering over 90 industry sectors
- The choice for many global industries
 - 45% outside USA





International Standards

WTO TBT Committee Decision

- The World Trade Organization (WTO) Technical Barriers to Trade (TBT) Committee Decision on Principles for the Development of International Standards, Guides and Recommendations **provides guidance**
 - in the form of six principles; does not designate SDOs
 - helps regulators determine which international standards may be relevant for the purposes of the TBT Agreement
 - [ASTM International's compliance with the WTO/TBT principles](#)
 - [Infographic on The 6 Principles of International Standards Development](#)



WORLD TRADE
ORGANIZATION

WTO/TBT Principles

Transparency

Openness

Impartiality and Consensus

Effectiveness and Relevance

Coherence

Development Dimension



Memorandum of Understanding (MOU) Program

ASTM International

- Full collection of ASTM Standards (that may be used for *reference, adoption, as basis of national standards, and consultation*)
- Membership at no cost to participant
- Information, training, and partnership

MOU Partner

- Access to ASTM International's webpage through its Information Center
- Encourage active participation of stakeholders in ASTM technical committees
- Utilization of ASTM standards where relevant and appropriate
- Annual Report on use of ASTM standards

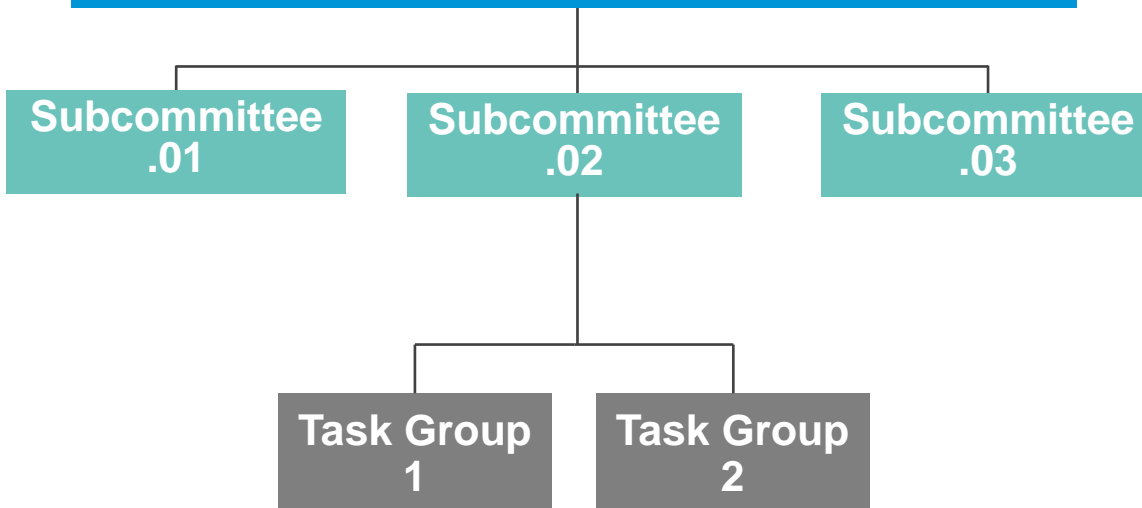
118 MOU
partners
worldwide

8,700+
citations of
ASTM
Standards in 75
nations

Technical Committee Structure: Organization of Volunteer Members



Main Committee



Technical Committees

Address specific industry subjects

Subcommittees

Address subsets of specialized subject matter

Task Groups

Organized by subcommittees: standards get drafted, revised, and developed at this level

[ASTM Balloting Sequence and Requirements](#)

Technical Committee Letter Designation

- 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 and products

[Full list of ASTM Committees](#)



Balloting Sequence and Requirements

New Need

Idea for a new standard or revision to an existing standard.

- Better test
- New specification
- Safer product
- Test performance of product



1

Subcommittee Ballot

Once the new standard or revisions are drafted, a subcommittee ballot is initiated.

To Initiate

- Subcommittee chairman approval or motion passed by voting majority at a subcommittee meeting
- At least 30 days between issue & closing date
- Requires a Standard title, ballot action, work item, technical contact information and clear rationale explaining reasons for ballot

To proceed to next level

- 60% return required
- 2/3 affirmative of the combined affirmative and negative votes cast by voting members
- All negative votes considered and resolved via ASTM online negative resolutions system
- None of the negative votes were considered persuasive



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Main Committee Ballot/Society Review

All standards are reviewed by the main committee/society.

To Initiate

- All subcommittee ballot requirements completed
- Ballot items that successfully passed the subcommittee ballot process will automatically be included on the next main ballot
- Ballots for reapproval authorized by subchair or voting majority of subcommittee

To proceed to next level

- 60% return required
- 90% combined affirmative and negative votes by voting members on each item
- All negative votes considered and resolved via ASTM online negative resolutions system
- None of the negative votes were considered persuasive



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Editorial Review

Before publication

- ASTM Editor will send a review copy to the technical contact for final review and approval to publish



7



Task Group

Once new activity is approved, a task group is formed, and a work item is registered to draft the standard.

Non-members are invited to participate in the task group. There is no official voting at this level.

No formal requirements to initiate or proceed to the next level.

Note

If the ballot fails to pass, the item goes back to the subcommittee for discussion.



Concurrent Ballot

Revisions and withdrawals, or new standards that have undergone at least one subcommittee ballot can be initiated concurrently.

To Initiate

- Main and subcommittee chairmen approval or motion passed by voting majority at main and subcommittee meeting
- Ballots for revisions and withdrawals or new standards that have undergone at least one subcommittee ballot

To proceed to next level

- 60% return required
- 90% affirmative of the combined affirmative and negative votes cast by voting members
- All negative votes considered and resolved via ASTM online negative resolutions system
- None of the negative votes were considered persuasive



Committee on Standards Review

All not persuasive and not related actions for items passing main committee ballot shall be reviewed and approved by the Committee on Standards (COS).

To Initiate

- Staff submits actions to Committee on Standards after successful Main Committee Ballot/Society Review

To proceed to next level

- Committee on Standards approves that procedures were followed correctly in resolving negative votes



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Technical Committees

Technical 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, Stainless Steel and Related Alloys). 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.

JOIN TODAY!

Search for ASTM Committees

D02 or Petroleum

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[Technical Committees by Designation - Full List](#)

Standards Development

- Initiate a New Standards Activity
- ASTM Regulations
- ASTM Form & Style Manual
- How Standards Get Developed
- Draft Standard Templates
- Proxy Form
- Society Review of Standards
- Publicity Request Form
- Strategic Planning Manual
- How to Articles
- Committee Officer Handbooks
- Ballot Item Submittal

Other Programs and Services

- Honors & Awards
- Interlaboratory Study Program (ILS)
- Sustainability
- 2015 Certificate of Attendance
- 2014 Certificate of Attendance
- Contract & Project Management Services
- Resources for US Technical Advisory Groups (US TAGS)

Recommended



Chemical Standards Support Manufacturing

View a brochure that shows how hundreds of ASTM standards have good chemistry with industries like petrochemicals, rubber, carbon black, plastic, paint and more.



Construction Standards

Learn how ASTM construction standards support the building industry in this downloadable PDF.



Energy Standards Power Our Lives

Standards for petroleum products, natural gas, and



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The screenshot shows the ASTM International website with a dark theme. A 'SIGN IN' modal window is centered on the screen. The modal has a title bar with 'SIGN IN' and a close button (X). It contains two input fields: 'Username' and 'Password'. Below the fields is a yellow 'Sign In' button. There is a 'Remember Me' checkbox and a link for 'Have you forgotten your username or password?'. The background shows the website header with the ASTM logo, navigation links, and a search bar. The main content area is partially visible, showing a 'Helping Work Be' heading and a 'SEARCH' section.



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Account#: 1982542
Molly Lynyak
mlynysk@astm.org
ASTM International

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Welcome, Molly Lynyak

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[Committee C08 on Refractories](#)

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My Tools

Roster Maintenance **72**

Negatives & Comments **51**

▶ My Outstanding Ballots **2**

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Member Resources



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Committee B02 on Nonferrous Metals and Alloys

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Committee B10 on Reactive and Refractory Metals and Alloys

Ballots	Minutes	Rosters	Meetings & Symposia	Agendas	Committee Documents	Standards Tracking
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Committee C18 on Dimension Stone

Ballots	Minutes	Rosters	Meetings & Symposia	Agendas	Committee Documents	Standards Tracking
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Committee D01 on Paint and Related Coatings, Materials, and Applications

Ballots	Minutes	Rosters	Meetings & Symposia	Agendas	Committee Documents	Standards Tracking
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Committee D22 on Air Quality

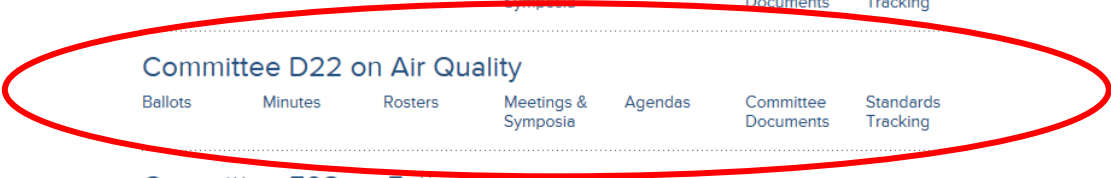
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Committee E08 on Fatigue and Fracture

Ballots	Minutes	Rosters	Meetings & Symposia	Agendas	Committee Documents	Standards Tracking
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Committee D22 on Air Quality

Staff Manager: [Ashley Wiant](#) 610-832-9551

ASTM Committee D22 on Air Quality was formed in 1951. D22 meets twice a year, in April and October, with approximately 100 members attending over three days of technical meetings. The Committee, with a membership of over 400, currently has jurisdiction of over 145 standards, published in the Annual Book of ASTM Standards; Volume 11.07. D22 has 7 technical subcommittees that maintain jurisdiction over these standards. Information on this subcommittee structure and D22's portfolio of approved standards and Work Items under development are available from the List of Subcommittees, Standards and Work Items below. These standards have, and continue to play, a preeminent role in all aspects relating to the methodology for sampling and analysis of source emissions, ambient, workplace and indoor atmospheres, and meteorological conditions.

General Information

- [D22 Scope](#)
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Standards Development

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- [D22 Information Brochure \(MS Word Document\)](#)
- [Honors & Awards](#)



Ballots

Committee D05 Ballots

ALL BALLOTS

VIEW CLOSED BALLOTS / CLOSING REPORTS

VIEW BALLOT QUEUE

You are an Officer or Technical Contact of the committee and/or subcommittees listed under the 'Ballot Queue' column, below. To access a listing of Items that have been submitted for the next ballot, click on the ballot link.

Ballot Queue	Committee Description
D05	Coal and Coke
D05.21	Methods of Analysis
D05.23	Sampling

You are a member of the committee and/or subcommittees listed under the 'Ballot' column, below. To access a complete list of all open ballots, click on 'All Ballots', above.

To Vote: Select a ballot below. You can review the Items within it and select options to approve, disapprove or abstain. [Click here](#) for information on saving, reviewing and submitting votes, as well as for reviewing closed ballots and the input received on them.

Ballot Item documents are not ASTM standards, and shall not be reproduced or recirculated in whole or in part without written authorization from ASTM. [Review ASTM's Working Document Caveat Here.](#)

Ballot	Issue Date	Closing Date	Committee Description	Status
D05 (14-03)	Jul 14, 2014	Aug 14, 2014	Coal and Coke	



Ballot Queue

MAIN COMMITTEE BALLOT QUEUE

Below is a list of items currently scheduled for the next ballot. All items passing subcommittee ballot will automatically be added to the next main committee ballot but may not be listed below. If you would like to make revisions to any of the items listed or submit additional items, please contact your staff manager or administrative assistant.

Sub No.	Concurrent Ballot Item
22	Revision C230/C230M-13 Standard Specification for Flow Table for Use in Tests of Hydraulic Cement WK44459 (068K) TECHNICAL CONTACT: Chiara Ferraris CLARISSA@NIST.GOV
22	Revision C1738/C1738M-13 Standard Practice for High-Shear Mixing of Hydraulic Cement Pastes WK45842 (195K) TECHNICAL CONTACT: Jussara Tanesi jussara.tanesi.ctr@dot.gov
Sub No.	Main Committee Ballot Item
10	Revision C150/C150M-12 Standard Specification for Portland Cement WK45919 (472K) TECHNICAL CONTACT: Gregory Daderko greg.daderko@lafarge.com
10	Revision C150/C150M-12 Standard Specification for Portland Cement WK45942 (472K) TECHNICAL CONTACT: Gregory Daderko greg.daderko@lafarge.com



Minutes

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All D04 Minutes

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These minutes reflect the discussions and actions taken during the committee meeting. They are subject to approval at the next scheduled meeting. They shall not be reproduced or circulated in whole or part, outside of ASTM Committee activities, except with the approval of the Chairman of the committee having jurisdiction and the President of the Society.

The links below link to either PDF or EXE files. For more information on downloading files, [click here](#).

- **D04 Road and Paving Materials**
[Jun 15, 2017](#)
[Dec 08, 2016](#)
- **D04.20 Mechanical Tests of Asphalt Mixtures**
[Jun 14, 2017](#)
[Dec 07, 2016](#)
- **D04.21 Specific Gravity and Density of Asphalt Mixtures**
[Jun 14, 2017](#)
[Dec 07, 2016](#)



Rosters



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All D22 Rosters

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Click on the designations below to view the appropriate roster.

- [D22 Air Quality](#)
- [D22.01 Quality Control](#)
- [D22.03 Ambient Atmospheres and Source Emissions](#)
- [D22.04 Workplace Air Quality](#)
- [D22.05 Indoor Air](#)
- [D22.07 Sampling and Analysis of Asbestos](#)
- [D22.08 Sampling and Analysis of Mold](#)
- [D22.09 ISO TAG for ISO/TC 146](#)
- [D22.11 Meteorology](#)
- [D22.90 Executive](#)
- [D22.90.01 Awards Committee](#)
- [D22.91 Strategic Planning](#)



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Future Meetings for F18

Title: [Electrical Protective Equipment for Workers](#)
Dates: Sunday October 8th 2017 - Wednesday October 11th 2017
Location: Sheraton New Orleans; New Orleans, LA
Event Name: October 2017 Committee Week

Title: Electrical Protective Equipment for Workers
Dates: Sunday April 8th 2018 - Wednesday April 11th 2018
Location: Sheraton San Diego Hotel & Marina; San Diego, CA
Event Name: April 2018 Committee Week

Title: Electrical Protective Equipment for Workers
Dates: Sunday March 31st 2019 - Wednesday April 3rd 2019
Location: Sheraton Denver Downtown Hotel; Denver, CO
Event Name: April 2019 Committee Week

Title: Electrical Protective Equipment for Workers
Dates: Sunday March 29th 2020 - Wednesday April 1st 2020
Location: Boston Marriott Copley Place; Boston, MA
Event Name: April 2020 Committee Week

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- D04 Road and Paving Materials
[Jun 15, 2017](#)
[Dec 08, 2016](#)
- D04.20 Mechanical Tests of Asphalt Mixtures
[Jun 14, 2017](#)
[Dec 07, 2016](#)
- D04.21 Specific Gravity and Density of Asphalt Mixtures
[Jun 14, 2017](#)
[Dec 07, 2016](#)
- D04.22 Effect of Water and Other Elements on Asphalt Coated Aggregates
[Jun 14, 2017](#)
[Dec 07, 2016](#)
- D04.23 Plant-Mixed Asphalt Surfaces and Bases
[Dec 07, 2106](#)

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Committee Documents for D22

For additional information see [Key Documents and Forms](#)

The links below provide committee documents in PDF format (requires Adobe Acrobat®).

- [AdminDueDates](#)
- [Bylaws](#)
- [Subcommittee Scopes](#)
- [Asbestos Exposure Assessments for Repetitive Maintenance Tasks](#)



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Standards Tracking for D22

Jeffrey Adkins,
Select the main committee or the subcommittee to view standards tracking. Subcommittees without related standards or work items are not shown here.

- | | |
|--------|--|
| D22 | All Standards |
| D22 | Overdue Standards |
| D22.01 | Quality Control |
| D22.03 | Ambient Atmospheres and Source Emissions |
| D22.04 | Workplace Air Quality |
| D22.05 | Indoor Air |
| D22.07 | Sampling and Analysis of Asbestos |
| D22.08 | Sampling and Analysis of Mold |
| D22.11 | Meteorology |

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Committee B02 on Nonferrous Metals and Alloys

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Committee B10 on Reactive and Refractory Metals and Alloys

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Committee C18 on Dimension Stone

Ballots	Minutes	Rosters	Meetings & Symposia	Agendas	Committee Documents	Standards Tracking
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Committee D01 on Paint and Related Coatings, Materials, and Applications

Ballots	Minutes	Rosters	Meetings & Symposia	Agendas	Committee Documents	Standards Tracking
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Committee D22 on Air Quality

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Committee E08 on Fatigue and Fracture

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 - Launch Collaboration Area
 - AC9 Members only
 - AC20 bylaws
 - AC24 Requirements for New Materials in ASTM B10 Specifications
 - AC46 ASTM/ISO Working Group on CTOD
 - WK50552 Revision of D2196 Standard Test Methods for Rheological...
 - WK50066 Revision of B394 Standard Specification for Niobium and...
 - WK50061 Revision of D2794 Standard Test Method for Resistance of...
 - WK49969 Revision of F1686 Standard Guide for Surveys to Document and...
 - WK49968 Revision of F2204 Standard Guide for Describing Shoreline...
 - WK49967 Revision of F1687 Standard Guide for Terminology and...
 - WK49652 Revision of E1820 Standard Test Method for Measurement of...
 - WK49553 Revision of B702 Standard Specification for...



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Current Collaboration Area

Wk26816 - Determining the Susceptibility of Asphalt Mixtures to Cracking Using the Overlay Tester

WK26816 - Determining the Susceptibility of Asphalt Mixtures to Cracking Using the Overlay Tester

Collaboration Area

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New Standard Determining the Susceptibility of Asphalt Mixtures to Cracking Using the Overlay Tester

Group Creation Date: December 17, 2009 1:05:04 AM

Work Item Creation Date: June 0, 2015

Status: Ballot Item Approved as and Pending Publication

Administrator: Richard Steger

Lifespan ⓘ

Work Item Description

Include specimen preparation details along with details for using the device to test asphalt mixtures. Other asphalt materials such as microsurfacing, slurry, cold-in-place recycled materials, and hot-in-place recycled materials may be added at a later date.

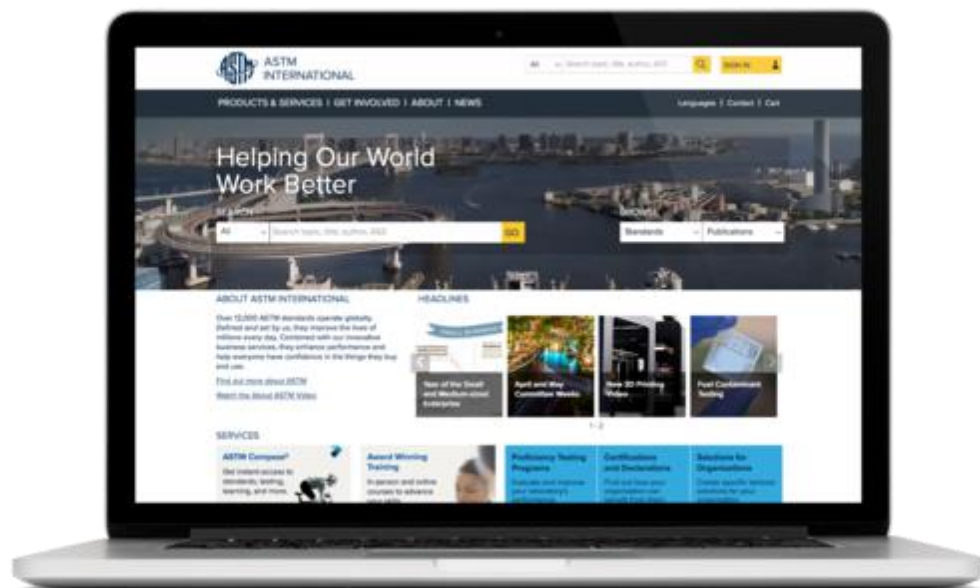
SUBMIT ITEM FOR BALLOT

EDIT WORK ITEM



Review

- Committee Structure
- Balloting Process
- ASTM Home page (public)
- My Committees page (members only)
- My Collaboration areas





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Thank you

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