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## 16 ASTM Official Statements or Responses to Government Agencies and Other Organizations

16.1 There are occasions when ASTM may be called upon, or may volunteer, to respond to government agencies, regulatory bodies, or other organizations in matters of standardization. Regardless of where the decision to prepare a statement or response may have originated, all such statements and responses shall be prepared in writing by the appropriate entity (ASTM committee, subcommittee, section or task group, or Society standing committee or ad hoc group) and transmitted to ASTM Headquarters. The decision shall be approved by the executive subcommittee of the parent committee. The letter of transmittal shall be prepared by the ASTM Board of Directors or the President, or both.

16.2 Official statements or responses shall have achieved the consensus of the originating entity, and the response report should so state. The report should include a clear designation as to the jurisdictional entity submitting the response.

16.3 The official statement or response shall remain unchanged as submitted by the given ASTM entity, and the preface prepared by the Board of Directors or the President should be reviewed by the originating entity. Copies of the official response shall be forwarded to the originating entity at the same time the response is sent to the government agency, regulatory body, or organization.