



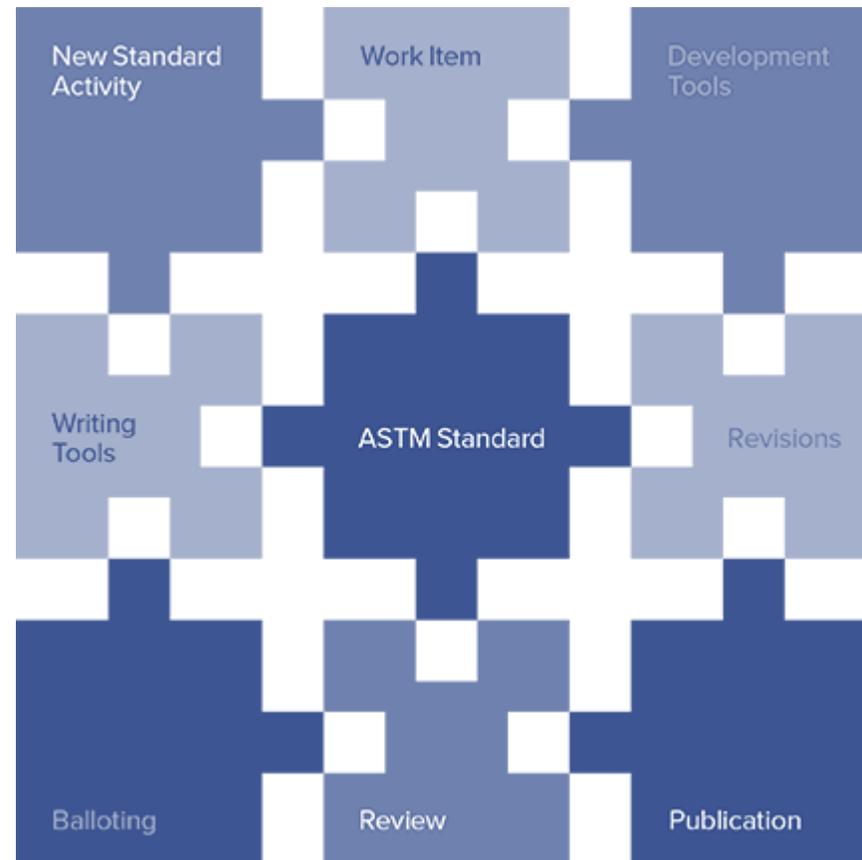
ASTM INTERNATIONAL
Helping our world work better

Editorial Module: Process of Developing and Revising a Standard

www.astm.org



Objectives





New Standard Activity

- Determine if new standard is needed
- Identify key stakeholders
- Identify Committee and Subcommittee
- Register a Work Item

Work Items

- Register Work Item at www.astm.org

- What is needed?
 - Title

 - Scope

 - Keywords

 - Target date for first ballot

 - Expected target date for approval

 - Authorization from Subcommittee Chair or Subcommittee Members at a meeting

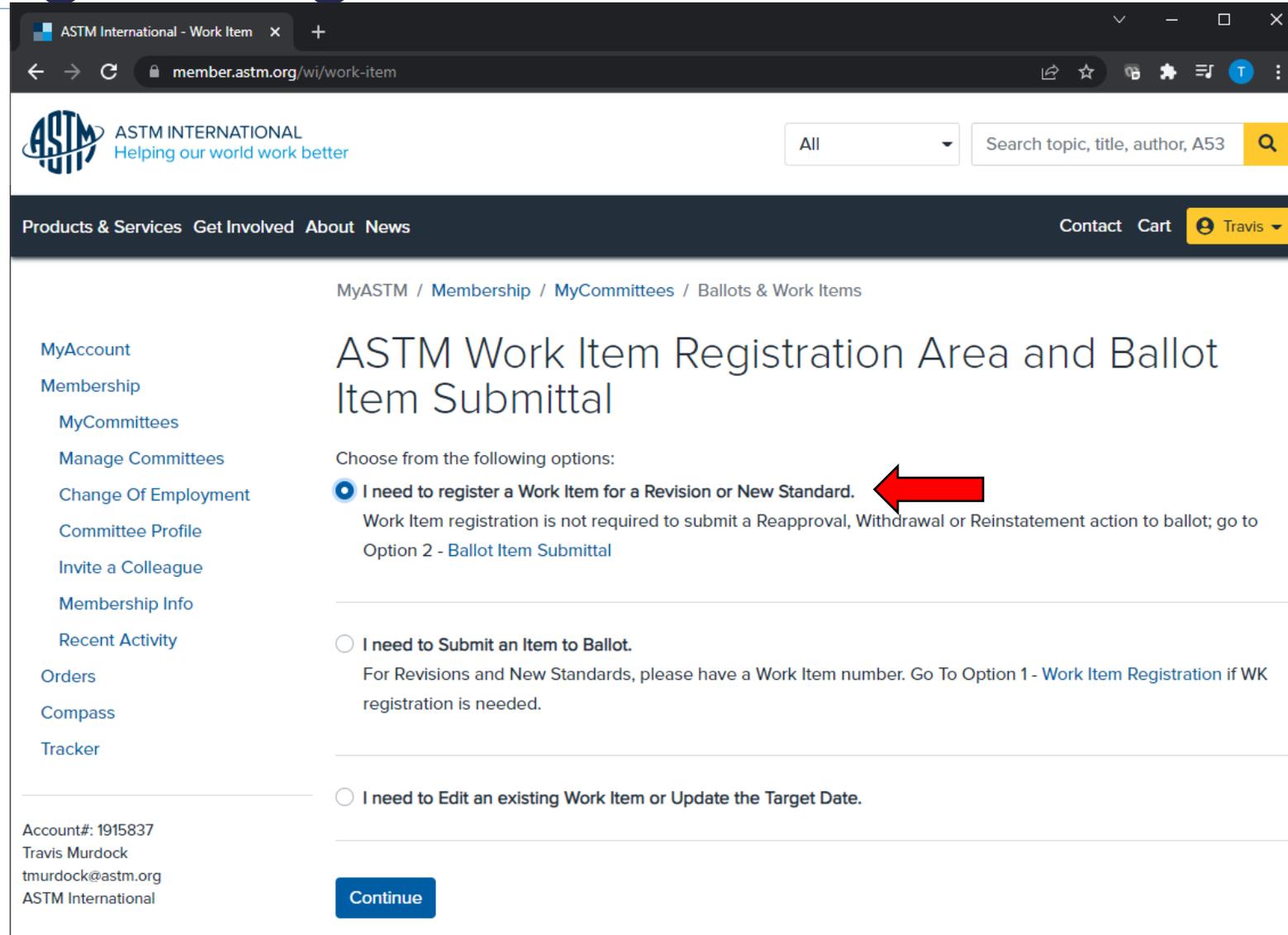


Registering a Work Item

The screenshot shows the ASTM International website interface. The main content area is titled "MyCommittees" and lists several committees with tabs for "Ballots", "Rosters", "Meetings & Symposia", "Minutes & Agendas", "Committee Documents", and "Standards Tracking". A red arrow points from the "Standards Tracking" link in the "Committee E13 on Molecular Spectroscopy and Separation Science" row to a detailed view of the "Standards Tracking" menu. This menu includes options like "Submit/Edit", "Inactivity Reports", "Launch Admin Collaboration Area", "Meetings, Minutes & Agendas", and "Additional Resources".

Committee Name	Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee A04 on Iron Castings						
Committee D35 on Geosynthetics						
Committee E04 on Metallography						
Committee E13 on Molecular Spectroscopy and Separation Science						
Committee E34 on Occupational Health and Safety						
Committee E55 on Manufacture of Pharmaceutical and Biopharmaceutical Products						

Registering a Work Item



ASTM International - Work Item x +

member.astm.org/wi/work-item

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All Search topic, title, author, A53

Products & Services Get Involved About News Contact Cart Travis

MyASTM / Membership / MyCommittees / Ballots & Work Items

ASTM Work Item Registration Area and Ballot Item Submittal

Choose from the following options:

- I need to register a Work Item for a Revision or New Standard.**
Work Item registration is not required to submit a Reapproval, Withdrawal or Reinstatement action to ballot; go to Option 2 - [Ballot Item Submittal](#)
- I need to Submit an Item to Ballot.**
For Revisions and New Standards, please have a Work Item number. Go To Option 1 - [Work Item Registration](#) if WK registration is needed.
- I need to Edit an existing Work Item or Update the Target Date.**

[Continue](#)

Account#: 1915837
Travis Murdock
tmurdock@astm.org
ASTM International

What does a Work Item do?

- Provides tracking number - WK25321
- Alerts those on the Standards Tracking Service and those searching the ASTM website
- Stimulates participation from outside of task group



DEVELOPMENT TOOLS

Standard Development Tools



- Virtual Meetings
- Collaboration Area
- Writing Tools
- Draft Templates
- Developmental Editing

Virtual Meetings

- Online document viewing and editing during the meeting
- Arranged through your Staff Manager or through the MyASTM Section of the website
- Saves time and expenses on meeting face-to-face
- ASTM uses WebEx, an excellent vehicle for these virtual meetings



Collaboration Area

SpecBuilder

specbuilder.astm.org/user/group/overview/4654?accountID=4971

ASTM INTERNATIONAL

Help Home Travis

Email Settings

ASTM International Collaboration Area

Manage

Current Collaboration Area 71844 - WK71844 - Fire Resistance of Geo...

71844 - WK71844 - Fire Resistance of Geosynthetics

Collaboration Area Drafts Polls Discussions Files

Overview Members History Edit Collaboration Area Schedule Online Meeting

WK71844 - Fire Resistance of Geosynthetics

Group Creation Date: 02/05/2021
WorkItem Creation Date: 02/07/2020
Ballot Target Date: 01/2021
Work Item Status: Proposed
Status: Draft Withdrawn

Work Item Description

Geosynthetics may exhibit different response to fire. This test method is intended to provide a mean to classify geosynthetics exposed to fire. Additional questions to be answered: For instance, are routine tests or qualification tests required? Are special configurations to be more critical on fire hazards? Regulations in building materials and their resistance to fire is define by National Fire Codes. Should NFPA or a similar organism be involved in the development of the fire resistance of geosynthetics?

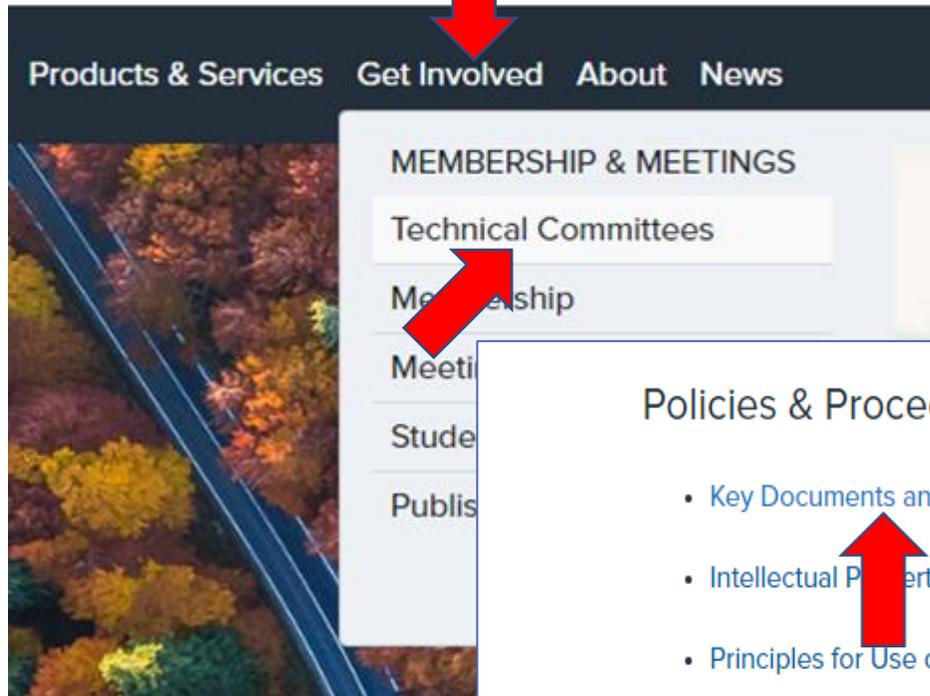
Submit Item For Ballot Edit Work Item

WRITING TOOLS

Submit Your Draft in Word

- ASTM requests WORD for balloting purposes.
- TCO takes your WORD file and converts it to PDF for the ASTM website online balloting area.
- Developmental editor works directly with you in WORD to develop your draft.
- Committee editor converts the WORD file into XML (Extensible Markup Language) for composition and electronic publishing purposes.

Form and Style Manual



Key Documents and Forms

- Form and Style Manual for ASTM Standards or “Blue Book”
- Regulations Governing ASTM Technical Committees or “Green Book”
- Draft Standard Templates
- ASTM Technical Committee Officer Handbook or “Red Book”
- Strategic Planning Manual (PDF)
- Proxy Form—For Voting (PDF)

Policies & Procedures

- Key Documents and Forms
- Intellectual Property Policy
- Principles for Use of ASTM Intellectual Properties by Other Standards
- Patents
- Trademarks

Form and Style Contents

[Preface](#)

[Introduction](#)

[Definitions](#)

[Part A. Form of ASTM Test Methods](#)

[Part B. Form of ASTM Specifications](#)

[Part C. Form of Other Types of ASTM Standards](#)

[Part D. Use of the Modified Decimal Numbering System](#)

[Part E. Terminology In ASTM Standards](#)

[Part F. Caveats and Other Legal Aspects In Standards—Special Instructions](#)

[Part G. Standards Style Manual](#)

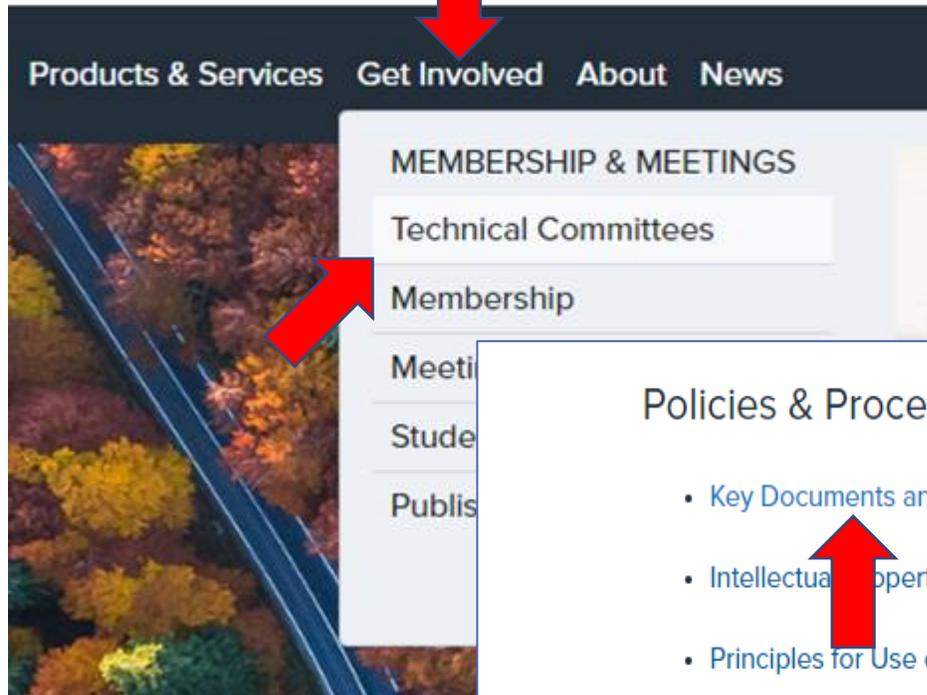
[Part H. Use of SI Units In ASTM Standards](#)

[Annex A. SI Quick Reference Guide](#)

[Summary of Changes](#)

[Index](#)

ASTM Templates



Key Documents and Forms

- Form and Style Manual for ASTM Standards or “Blue Book”
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Policies & Procedures

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- Intellectual Property Policy
- Principles for Use of ASTM Intellectual Properties by Other Standards
- Patents
- Trademarks

ASTM Template

- Templates for: Test Method, Specification, Guide/Practice, Classification, and Terminology
- Detailed instructions are provided with the template

Draft Standard Templates

Important: Please read Download Information and Template Features before using Templates.

- [Test Methods](#)
- [Specifications](#)
- [Guides/Practices](#)
- [Classification](#)
- [Terminology](#)

Support Documents Template

- [Research Report](#)

Help

- [Template Features](#)
- [The Form and Style for ASTM Standards or "Blue Book"](#)

ASTM Template Features

- Suggested and mandatory headings are provided; mandatory headings are in **RED**
- Dialog box prompts to insert Title and Footnote 1
- Ability to insert tables, figures and equations
- Auto Numbering (this is a limited but helpful feature)
- Layout in one column format for ballot/editing purposes

Screen Shot of Template

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ASTM Standard Properties

Work Item Number **Date** e.g.:MM/DD/Y

WK1234 1/13/22

Standard Test Method for

Cellular Insulation Block

Main Committee Designation and Title
e.g.:A01 on Title of Main

C16 Thermal Insulation

Subcommittee Designation and Title
e.g.:A0.01 on Title of

C16.26 on Mechanical Properties

Okay Cancel

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Screen Shot of Template

 Designation: X XXXX-XX

Work Item Number: WK1234
Date: 1/13/22

1 **Include Ballot Rationale Here (Required for all Ballots)**
2
3 **Standard Test Method for**
4 **Cellular Insulation Block¹**

5 This standard is issued under the fixed designation XXXXX; the number immediately following the designation
6 indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses
7 indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or
8 reapproval.

9

10 **1. Scope**

11 1.1

12 *1.2 Include in this section the system of units to be used. Refer to the above ASTM Standards*
13 *Units toolbar button for a dropdown menu of ASTM's Form and Style Manual statements.*

14 1.3 *This standard does not purport to address all of the safety concerns, if any, associated*
15 *with its use. It is the responsibility of the user of this standard to establish appropriate safety and*
16 *health practices and determine the applicability of regulatory limitations prior to use.*

17

18 **2. Referenced Documents**

19 2.1 *ASTM Standards:*

20

Screen Shot of Template

17

18 **2. Referenced Documents**

19 2.1 *ASTM Standards:*

20

21 **3. Terminology**

22 3.1 *Definitions:*

¹ This test method is under the jurisdiction of ASTM Committee *C16 Thermal Insulation* and is the direct responsibility of Subcommittee *C16.26 on Mechanical Properties*.

Current edition approved XXX. XX, XXXX. Published XX XXXX. DOI:10.1520/XXXXXX-XX

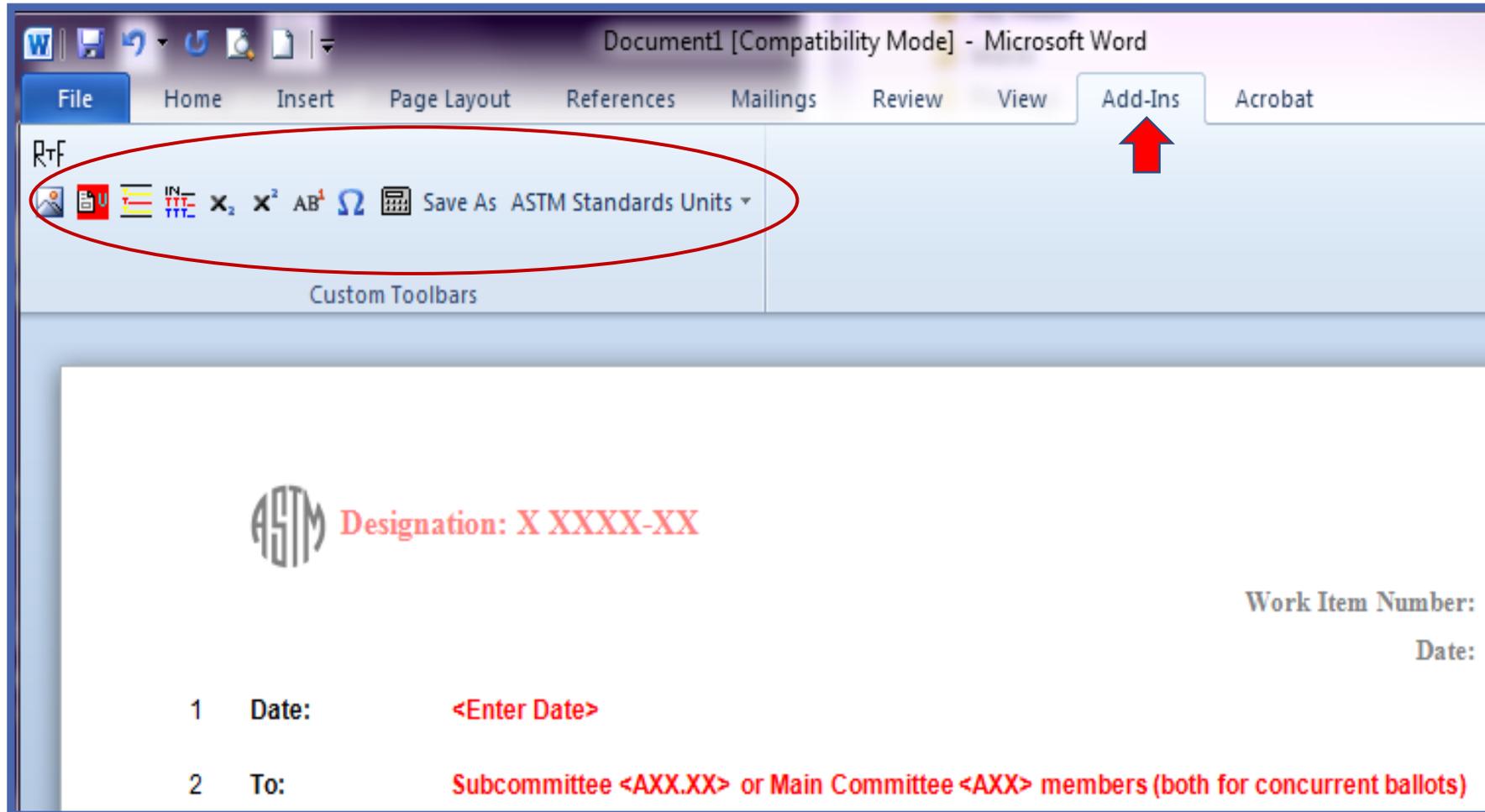
1

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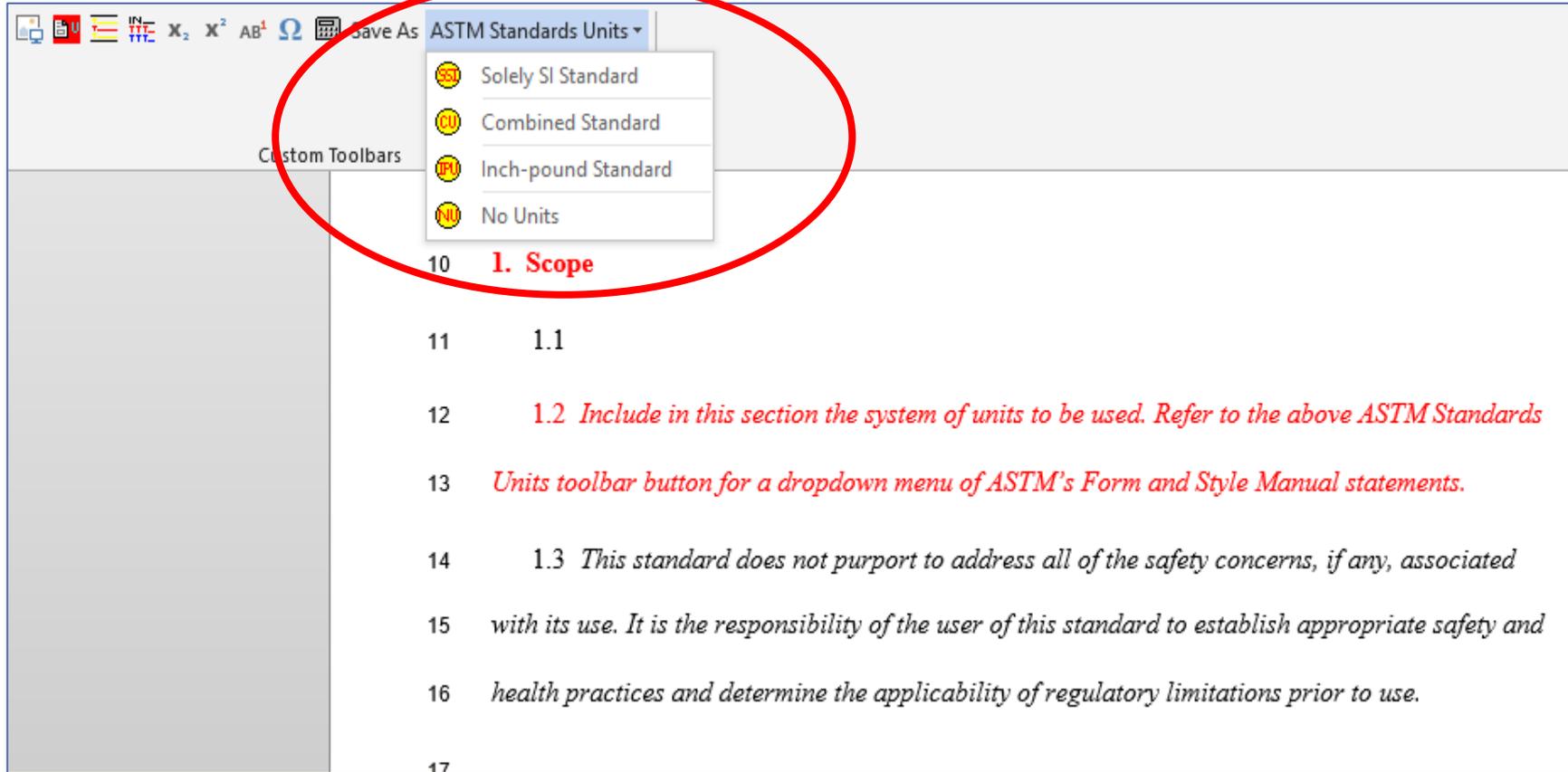
Screen Shot of Template

	 <u>X XXXX</u>
23	3.2
24	
25	4. Summary of Test Method
26	4.1
27	
28	5. Significance and Use
29	5.1
30	
31	6. Interferences
32	6.1
33	
34	7. Apparatus
35	7.1
36	
37	8. Reagents and Materials
38	8.1

ASTM Template Toolbar



ASTM Template Toolbar



The screenshot shows a software interface with a toolbar at the top. A red circle highlights the 'ASTM Standards Units' dropdown menu, which is open and shows four options: 'Solely SI Standard', 'Combined Standard', 'Inch-pound Standard', and 'No Units'. Below the toolbar, the text 'Custom Toolbars' is visible. The main content area contains a list of items:

- 10 **1. Scope**
- 11 1.1
- 12 *1.2 Include in this section the system of units to be used. Refer to the above ASTM Standards*
- 13 *Units toolbar button for a dropdown menu of ASTM's Form and Style Manual statements.*
- 14 1.3 *This standard does not purport to address all of the safety concerns, if any, associated*
- 15 *with its use. It is the responsibility of the user of this standard to establish appropriate safety and*
- 16 *health practices and determine the applicability of regulatory limitations prior to use.*
- 17

ASTM Template Toolbar

10 **1. Scope**

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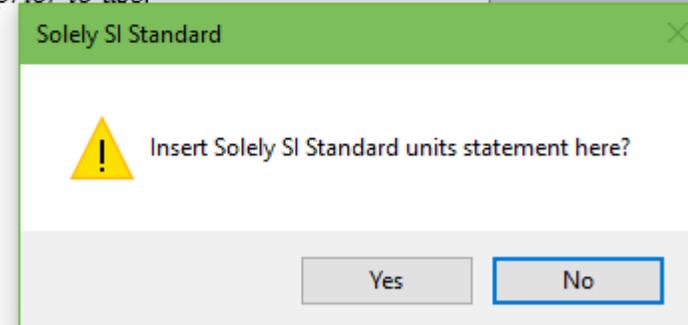
17

18 **2. Referenced Documents**

19 2.1 *ASTM Standards:*

20

21 **3. Terminology**



ASTM Template Toolbar

9

10 **1. Scope**

11 1.1

12 1.2 *Units* - The values stated in SI units are to be regarded as standard. No other units of
13 measurement are included in this standard.

14 1.3 *This standard does not purport to address all of the safety concerns, if any, associated*
15 *with its use. It is the responsibility of the user of this standard to establish appropriate safety and*
16 *health practices and determine the applicability of regulatory limitations prior to use.*

17

Developmental Editing

- If you have questions while drafting a standard, contact the developmental editor.
- Developmental editor can be reached by phone or e-mail. Kathleen Peters kpeters@astm.org or 610-832-9650
- Developmental editor can help you with:
 - Answering questions about the Form and Style for ASTM Standards and how to apply our style to standards
 - Upfront editing of new, revised, reinstated standards
 - Assisting with artwork issues

Figures and Artwork

Submit clean, readable figures

- If revising an existing figure for ballot, submit changes to our Developmental Editor

TIF, JPG & AUTOCAD formats are acceptable

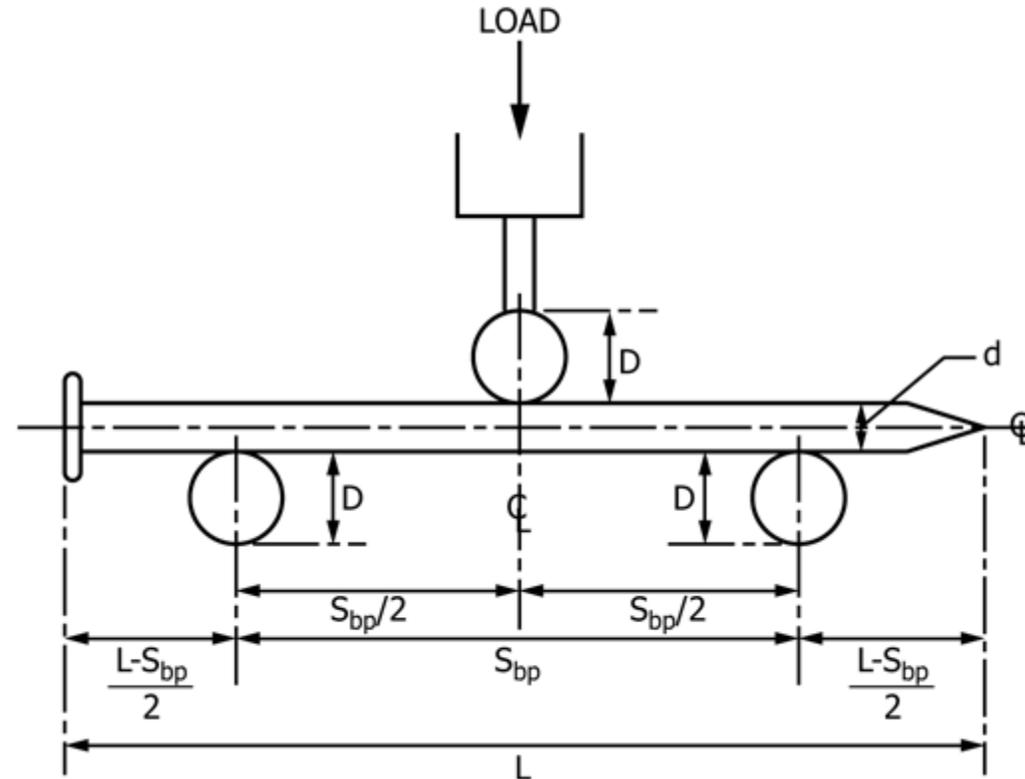
- Graphics department will work with what you have

Color Figures

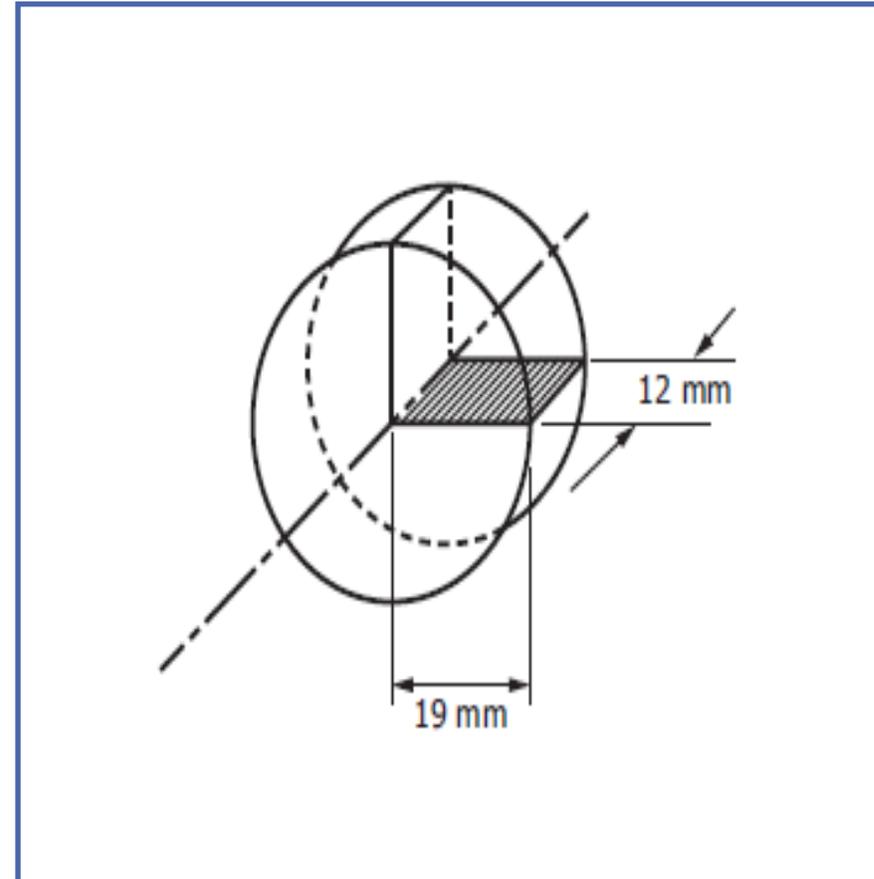
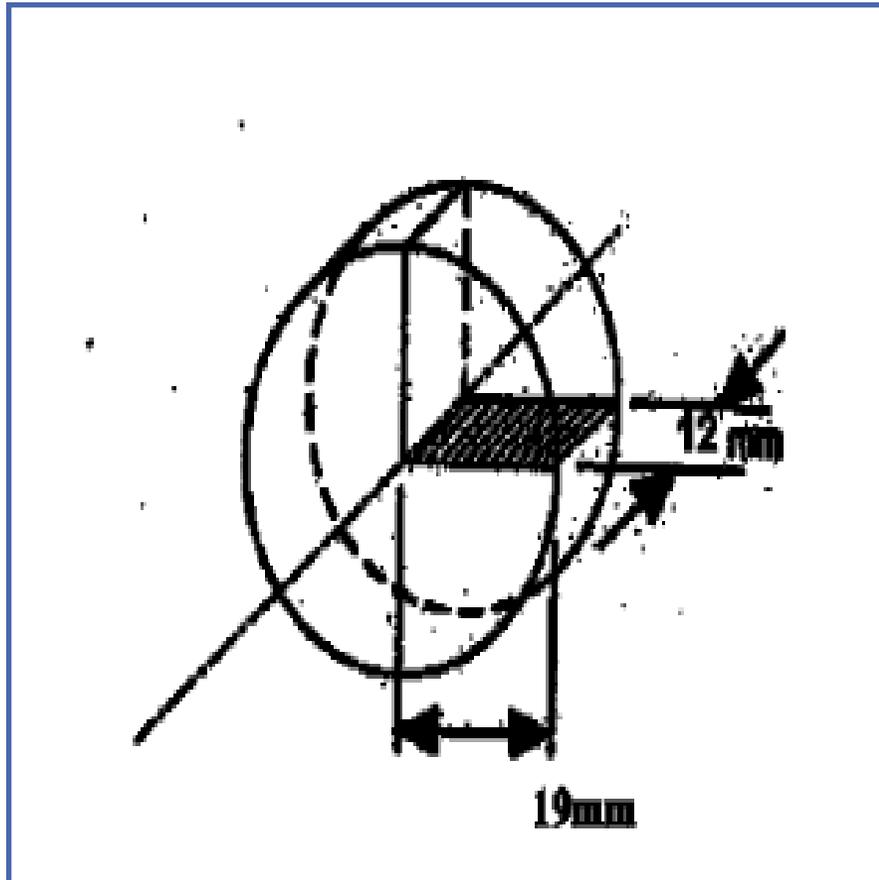
- PDF Downloads
- Online Volumes

SVG Figures

- Scalable Vector Graphics
 - Now being incorporated into online standards
 - Are searchable and do not degrade when expanded
 - Available in up-to-date browsers



SVG Comparison



REVISIONS

Registering Revisions

Register new work item for a revision:

- Registering generates a request for WORD file of the latest version of the standard from ASTM International
- An email with a link to the WORD version of the standard will be sent to the technical contact



Registering a Revision Work Item

The screenshot shows the 'MyCommittees' page on the ASTM International website. A table lists several committees, with 'Committee E13 on Molecular Spectroscopy and Separation Science' highlighted. A red arrow points from the 'Standards Tracking' link in this committee's row to a detailed sidebar menu. This menu contains options such as 'Standards Tracking', 'Ballots & Work Items', 'Submit/Edit', 'Inactivity Reports', 'Launch Admin Collaboration Area', 'Meetings, Minutes & Agendas', and 'Additional Resources'. Another red arrow points from the 'Documents' link in the same committee row to the 'Standards Tracking' option in the sidebar menu.

Committee Name	Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee A04 on Iron Castings						
Committee D35 on Geosynthetics						
Committee E04 on Metallography						
Committee E13 on Molecular Spectroscopy and Separation Science						
Committee E34 on Occupational Health and Safety						
Committee E55 on Manufacture of Pharmaceutical and Biopharmaceutical Products						



Registering a Revision Work Item

The screenshot shows a web browser window with the URL `member.astm.org/wi/work-item`. The page header includes the ASTM logo and the tagline "ASTM INTERNATIONAL Helping our world work better". A search bar is present with a dropdown menu set to "All" and a search input field containing "Search topic, title, author, A53". The navigation bar includes links for "Products & Services", "Get Involved", "About", "News", "Contact", "Cart", and a user profile for "Travis".

The main content area is titled "ASTM Work Item Registration Area and Ballot Item Submittal". It features a breadcrumb trail: "MyASTM / Membership / MyCommittees / Ballots & Work Items". A sidebar on the left lists various user account options: "MyAccount", "Membership", "MyCommittees", "Manage Committees", "Change Of Employment", "Committee Profile", "Invite a Colleague", "Membership Info", "Recent Activity", "Orders", "Compass", and "Tracker".

The main content area contains the following text and options:

Choose from the following options:

- I need to register a Work Item for a Revision or New Standard.** 
Work Item registration is not required to submit a Reapproval, Withdrawal or Reinstatement action to ballot; go to Option 2 - Ballot Item Submittal
- I need to Submit an Item to Ballot.**
For Revisions and New Standards, please have a Work Item number. Go To Option 1 - Work Item Registration if WK registration is needed.
- I need to Edit an existing Work Item or Update the Target Date.**

A blue "Continue" button is located at the bottom of the form.

Account#: 1915837
Travis Murdock
tmurdock@astm.org
ASTM International



Open Work Items

The screenshot shows the 'MyCommittees' page on the ASTM International website. The page is divided into three main sections: a left sidebar, a central content area, and a right sidebar.

Left Sidebar (MyAccount):

- Membership
 - MyCommittees** (highlighted)
 - Manage Committees
 - Change Of Employment
 - Committee Profile
 - Invite a Colleague
 - Membership Info
 - Recent Activity
- Orders
- Compass
- Tracker

Account Information:

Account#: 1915837
Travis Murdock
tmurdock@astm.org
ASTM International

Central Content Area (MyCommittees):

Committee A04 on Iron Castings

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
---------	---------	---------------------	-------------------	---------------------	--------------------

Committee D35 on Geosynthetics

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
---------	---------	---------------------	-------------------	---------------------	--------------------

Committee E04 on Metallography

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
---------	---------	---------------------	-------------------	---------------------	--------------------

Committee E13 on Molecular Spectroscopy and Separation Science

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
---------	---------	---------------------	-------------------	---------------------	--------------------

Committee E34 on Occupational Health and Safety

Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
---------	---------	---------------------	-------------------	---------------------	--------------------

Right Sidebar (MyTools):

- Roster Maintenance **324**
- Negative & Comments **77**
- MyOutstanding Ballots **8**
- MyNext Meetings **2**
- MyWork Items** (highlighted with a red arrow)
- All
- D35
- E04
- E34
- E55
- F13
- F20
- MyCollaboration Areas



Open Work Items

The screenshot shows a web browser window with the URL `member.astm.org/MyASTM/MyCommittees/WorkItems/MyWorkItems/2dfa8db0e924a207a2337c2576424c83:6411d954176e155de3e...`. The page header includes the ASTM International logo and tagline "Helping our world work better", a search bar with the text "Search topic, title, author, A53", and navigation links for "Products & Services", "Get Involved", "About", "News", "Contact", "Cart", and a user profile for "Travis".

The main content area shows a breadcrumb trail: "MyASTM / Membership / MyCommittees / MyWork Items". The page title is "My D35 Work Items". Below the title, a message states: "You are a task group member or a technical contact on the Work Item(s), or WK(s) listed below."

The work items are organized into two sections:

- D35.01 on Mechanical Properties**
 - Proposed: WK70888 Technical Contact: Eli Cuelho
 - Proposed: WK80513 Technical Contact: Gregory Lyons
 - D4595-17 Standard Test Method for Tensile Properties of Geotextiles by the Wide-Width Strip Method
 - WK66852 Technical Contact: John Lostumbo
 - D6637/D6637M-15 Standard Test Method for Determining Tensile Properties of Geogrids by the Single or Multi-Rib Tensile Method
 - WK62459 Technical Contact: Manoj Tyagi
 - D7864/D7864M-15 Standard Test Method for Determining the Aperture Stability Modulus of Geogrids
 - WK53157 Technical Contact: Mark Wayne
- D35.02 on Endurance Properties**
 - Proposed: WK71844 Technical Contact: David Beaumier
 - Proposed: WK71845 Technical Contact: Michael Dickey
 - D5262-21 Standard Test Method for Determining the Unconfined Tension Creep and Creep Rupture Behavior of Planar Geosynthetics Used for Reinforcement Purposes
 - WK76776 Technical Contact: Nigel Wrigley

A left sidebar contains navigation links: MyAccount, Membership (with sub-links: MyCommittees, Manage Committees, Change Of Employment, Committee Profile, Invite a Colleague, Membership Info, Recent Activity), Orders, Compass, and Tracker. At the bottom of the sidebar, account information is displayed: Account#: 1915837, Travis Murdock, tmurdock@astm.org, and ASTM International.



Work Item Summary

The screenshot shows a web browser window with the URL `member.astm.org/MyASTM/MyCommittees/WorkItems/WorkItemDetails/c94d6704f2a799f6758886eb2b3e6a39:12b1cdb126f3c6594f...`. The page header includes the ASTM International logo and tagline "Helping our world work better", a search bar, and navigation links for "Products & Services", "Get Involved", "About", "News", "Contact", "Cart", and a user profile for "Travis".

The main content area displays the breadcrumb "MyASTM / Membership / MyCommittees / MyWork Items" and the work item ID "ASTM WK66852". The title is "Revision of D4595-17 Standard Test Method for Tensile Properties of Geotextiles by the Wide-Width Strip Method". Below the title, it states "Active Standard: D4595-17" and "Developed by Subcommittee: D35.01 | Committee D35 | Contact Staff Manager".

Three blue buttons are visible: "MORE D35.01 STANDARDS", "RELATED PRODUCTS", and "COPYRIGHT/PERMISSIONS".

On the right side, a "Work Item Status" box contains the following information:
Date Initiated: 01-31-2019
Technical Contact: John Lostumbo
Item: 001
Ballot: D35 (21-06)
Status: Item Removed from Ballot

On the left side, a "MyAccount" menu lists various options, with "MyCommittees" selected. Below the menu, account information is displayed: "Account#: 1915837", "Travis Murdock", "tmurdock@astm.org", and "ASTM International".

At the bottom of the main content area, the "Rationale" section states: "Updating the standard to reflect current practice of test performance. Special focus will be on extensometers, grip guidance and strain rate. An updated review of the precision and bias section will also be included in this revision."

Electronic Revision Preparation

- Always keep a clean copy of standard
- Determine if entire document is to be balloted, or just sections
 - Determine which sections need revision
- Determine how much context is needed for a revision to make sense to the voter
- Use Track Changes to make revisions

Example of Revision on Ballot

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INTERNATIONAL Designation: D6521 – 13

ITEM 11

To: D04 Main Committee Ballot

Tech Contact: mknake@ashtoresource.org

Work Item #: WK61423

Ballot Action: Revision of ASTM D6521 Sections 1-2

Rationale:

This ballot item is only for revision to Sections 1 and 2 of D6521. Only the portion of the standard shown below is considered part of this ballot. A summary of proposed changes are as follows:

- Clarified that this is a conditioning procedure that simulates aging, not an aging procedure
- Note 1 has been deleted, as this wording is more applicable to the RFTOT standard.
- Units have been clarified in the scope to comply with D04 policy
- Reference to ASTM D3666 added in a new Note 1 to comply with D04 policy.
- Referenced documents updated to include ASTM D3666.

Standard Practice for Accelerated Aging of Asphalt Binder Using a Pressurized Aging Vessel (PAV)¹

This standard is issued under the fixed designation D6521; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ε) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This practice covers the conditioning of asphalt binders to simulate accelerated aging (oxidation) ~~of asphalt binders~~ by means of pressurized air and elevated temperature. This is intended to simulate the changes in rheology which occur in asphalt binders during in-service oxidative aging but may not accurately simulate the relative rates of aging. It is normally intended for use with residue from Test Method D2872 (RTFOT), which is designed to simulate plant aging.

~~NOTE 1—Modified asphalt binders may phase separate or form skins during oven conditioning in Test Method D2872 (RTFOT); the results from subsequent testing of this residue may not be representative of modified asphalts short term aged under field conditions. Phase separation, or formation of skins, or both can also occur during PAV conditioning. Therefore, the practice may not be suitable for some modified asphalts.~~

NOTE 1²—PAV conditioning has not been validated for materials containing particulate materials.

1.2 The aging of asphalt binders during service is affected by ambient temperature and by mixture-associated variables, such as the volumetric proportions of the mix, the permeability of the mix, properties of the aggregates, and possibly other



BALLOTING



Submitting an Item for Ballot

The screenshot shows the 'MyCommittees' page on the ASTM International website. The page lists several committees, each with a 'Standards Tracking' link. A red arrow points from the 'Standards Tracking' link for 'Committee E13 on Molecular Spectroscopy and Separation Science' to a detailed menu of options. The menu includes 'Standards Tracking', 'Ballots & Work Items', 'Submit/Edit', 'Inactivity Reports', 'Launch Admin Collaboration Area', 'Meetings, Minutes & Agendas', and 'Additional Resources'. A red arrow also points from the 'Standards Tracking' link in the 'MyTools' sidebar to the same menu.

Committee Name	Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee A04 on Iron Castings						
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Committee E34 on Occupational Health and Safety						
Committee E55 on Manufacture of Pharmaceutical and Biopharmaceutical Products						

Submitting an Item for Ballot

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member.astm.org/wi/work-item

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All Search topic, title, author, A53

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Continue

MyAccount
Membership
MyCommittees
Manage Committees
Change Of Employment
Committee Profile
Invite a Colleague
Membership Info
Recent Activity
Orders
Compass
Tracker

Account#: 1915837
Travis Murdock
tmurdock@astm.org
ASTM International



Balloting

ASTM has three levels of ballot:

- Subcommittee
- Main Committee
- Society

Ballots are open for a minimum of 30 days, all ballots are done online

Subcommittee Ballot

- Ballot item submittal
- Develop a strategy for considering ballot results
- Task group chair could contact negative voters before ballot closes
- Task group may decide to revise draft and re-ballot before Subcommittee meets

Main Committee Ballot

- Items that pass subcommittee ballot with no negatives move automatically to main committee ballot
- Drafts that have been through at least one subcommittee ballot can be balloted at main committee

Concurrent Sub/Main Ballot

- During the balloting process:
- Editor begins working on item with the start of the balloting process
- Technical contact could contact negative voters while ballot is open in order to resolve any negatives
- Develop strategy for how to resolve negative votes
- Contact your staff manager with your negative ballot resolutions

Online Negative Resolutions

Five possible negative resolutions:

- Withdrawal
- Withdrawal with Editorial Changes
- Persuasive
- Not Persuasive
- Not Related

While the Standard is Balloting

- The Editor begins the editing process, which includes:
 - Typesetting/converting Word document to XML
 - Ensuring the standard matches balloted draft
 - Scanning and placing artwork
- Ensuring that sections, tables, and figures are cited and numbered correctly:
 - This includes checking that sections and cross-references are correct (for example, See Table 1.)

While the Standard is Balloting

The Editor will also:

- Verify titles of ASTM standards in the Referenced Documents section and confirm that they are all cited in the text
- Confirm that all mandatory sections are included and in the correct order
- Review supplier footnotes for compliance with Part F in the Form and Style for ASTM Standards manual

Typical Corrections

- Grammar

- Typographical errors

- The editor will ensure that:
 - Certain formats or spellings appear consistently throughout the standard

 - Trademarked terms are replaced with generic terms (for example: “Pyrex” becomes “borosilicate glass”)

 - Technical terms are spelled in accordance with Form and Style for ASTM Standards. A list of preferred spelling can be found in Part G

Editorial versus Technical Changes

- Editorial changes do NOT change the meaning or intent of a standard and do NOT require balloting.
 - Changes can be made during review process
- Technical changes do CHANGE the meaning or intent of a standard and REQUIRE balloting.
 - Changes must be made on the next ballot

Editorial Change Examples

- Address changes for referenced organizations, sole sources of supply, etc.
- Misspelled words
- Minor text edits that improve readability but do not change the content
- Update titles of standards (ASTM and others)

Technical Change Examples

- Changing permissive language to mandatory language: For example, may to shall
- Text edits that change the intent of standard
- Changing a single units of measurement standard to a dual measurement standard. For example, SI units only to Combined SI/Inch-Pound units
- Changing values in tables and equations (unless supported by existing balloted text)

New Standard Receives Approval

- 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



REVIEW

Review Process

- The editor e-mails a licensed PDF and redlined PDF of the standard for review.
 - This redline is not an ASTM standard and is intended only to provide the user of an ASTM standard an indication of what changes have been made to the previous version. In all cases only the current version of the standard as published by ASTM is to be considered the official document.

- This email:
 - Will provide a link to the online ballot item

 - Will include any questions or comments from your editor

Reviewer's Checklist

- The reviewer should ensure that all balloted information appears correctly in the printed standard
- Address any questions the editor may have posed in the review email or on the review PDF
- Typical questions include:
 - Citation of Referenced Documents in the text
 - Addition of Keywords
- The reviewer should respond to the editor by the stated deadline. This ensures the timeliest publication of the new standard. Contact the editor immediately if an extension is needed.



PUBLICATION

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

What the Editor Sees

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astmstd xmlns:m="http://www.w3.org/1998/Math/MathML" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:noNam
fm
  pubinfo pubinfo
  stdcat type="standard"
  astmdesig type="F2291"
  yeardate 21
  measure type="unknown"
  titlegrp
    titleprefix Standard Practice for
    title Design of Amusement Rides and Devices fnr rid="fn00001"
  fn id="fn00001"
    ¶ This practice is under the jurisdiction of ASTM Committee commdesig F24 on commtitle Amusement Rides and
    Devices commtitle and is the direct responsibility of Subcommittee subdesig F24.24 on subtitle
    Design and Manufacture subtitle .P
    ¶ Current edition approved apprdate May 1, 2021. Published pubdate June 2021. Originally approved in 2003.
    Last previous edition approved in 2020 as astmref design="F2291" – 20. DOI: 10.1520/F2291-21.P fn
    headnote headnote
  titlegrp
fm
prac
scope id="s00001" 1. Scope
  subsec1 id="s00002" 1.1 ¶ This practice establishes criteria for the design of amusement rides, devices
  and major modifications to amusement rides and devices manufactured after the effective date of
  publication except as noted in secr rid="s00003" .P
  subsec1
  subsec1 id="s00003" 1.2 ¶ This practice shall not apply to:
  subsec2 id="s00004" 1.2.1 ¶ Patron directed amusement rides or devices (for example, go karts,
  
```

Final Version

This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.

 Designation: F2291 – 21

Standard Practice for Design of Amusement Rides and Devices¹

This standard is issued under the fixed designation F2291; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last approval. A superscript symbol (†) indicates an editorial change since the last revision or approval.

1. Scope

1.1 This practice establishes criteria for the design of amusement rides, devices and major modifications to amusement rides and devices manufactured after the effective date of publication except as noted in 1.2.

1.2 This practice shall not apply to:

- 1.2.1 Patron directed amusement rides or devices (for example, go karts, bumper cars, bumper boats),
- 1.2.2 Artificial climbing walls,
- 1.2.3 Air-supported structures,
- 1.2.4 dry slides,
- 1.2.5 coin operated rides,
- 1.2.6 Amusement rides or devices that involve the purposeful immersion of the patron's body partially or totally in the water and involves more than incidental patron water contact (for example, pools, water slides, lazy rivers, interactive aquatic play devices),
- 1.2.7 Amusement rides and devices whose design criteria are specifically addressed in another ASTM standard,
- 1.2.8 Portions of an amusement ride or device unaffected by a major modification,
- 1.2.9 Upgrades to electrical wiring, electrical motors and electrical components of amusement rides and devices provided the original design and safety criteria are maintained or enhanced, and
- 1.2.10 Pre-existing designs manufactured after the effective date of publication of this practice if the design is service proven or previously compliant and the manufacturer provides:
 - 1.2.10.1 A historical summary of the amusement ride, device or major modification, and
 - 1.2.10.2 A statement that the design is service proven or previously compliant as specified by Section 3.
 - 1.2.10.3 Amusement rides and devices, and major modifications to amusement rides and devices may qualify as "previously compliant" for five years following the date of publication of this practice. Thereafter, amusement rides and devices, and major modifications to amusement rides and

devices must qualify as "service proven" or meet the requirements of this practice.

1.3 This practice includes an annex (mandatory), which provides additional information (for example, rationale, background, interpretations, drawings, commentary, and so forth) to improve the user's understanding and application of the criteria presented in this practice. The annex information shall be interpreted as mandatory design criteria.

1.4 This practice includes an appendix (non-mandatory), which provides additional information (for example, rationale, background, interpretations, drawings, commentary, and so forth,) to improve the user's understanding and application of the criteria presented in this practice. The appendix information shall not be interpreted as mandatory design criteria.

1.5 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

1.6 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

2. Referenced Documents

2.1 *ASTM Standards:*²

- F770 Practice for Ownership, Operation, Maintenance, and Inspection of Amusement Rides and Devices
- F1159 Practice for Design of Amusement Rides and Devices that are Outside the Purview of Other F24 Design Standards
- F1193 Practice for Quality, Manufacture, and Construction of Amusement Rides and Devices
- F2137 Practice for Measuring the Dynamic Characteristics of Amusement Rides and Devices
- F2374 Practice for Design, Manufacture, Operation, and

¹ This practice is under the jurisdiction of ASTM Committee F24 on Amusement Rides and Devices and is the direct responsibility of Subcommittee F24.24 on Design and Manufacture.
Current edition approved May 1, 2021. Published June 2021. Originally approved in 2003. Last previous edition approved in 2020 as F2291 – 20. DOI: 10.1520/F2291-21.

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For Annual Book of ASTM Standards volume information, refer to the standard's Document Summary page on the ASTM website.

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Redline Version or Version Comparison

This document is not an ASTM standard and is intended only to provide the user of an ASTM standard an indication of what changes have been made to the previous version. Because it may not be technically possible to adequately depict all changes accurately, ASTM recommends that users consult prior editions as appropriate. In all cases only the current version of the standard as published by ASTM is to be considered the official document.

 Designation: ~~F2291 – 20~~ F2291 – 21

Standard Practice for Design of Amusement Rides and Devices¹

This standard is issued under the fixed designation F2291; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last approval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or approval.

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 - 1.2.10.3 Amusement rides and devices, and major modifications to amusement rides and devices may qualify as "previously

¹ This practice is under the jurisdiction of ASTM Committee F24 on Amusement Rides and Devices and is the direct responsibility of Subcommittee F24.24 on Design and Manufacture.
Current edition approved May 1, 2021. Published June 2021. Originally approved in 2003. Last previous edition approved in 2010 as ~~F2291 – 20~~ F2291 – 21. DOI: ~~10.1520/F2291-20~~ 10.1520/F2291-21.



Web Version

The screenshot displays the ASTM COMPASS web interface. At the top left is the ASTM COMPASS logo. A search bar contains the text "All" and "Search designation, keyword(s), title" with a magnifying glass icon. Below the search bar are navigation options: Track Document, Add to Favorites, Download, Compare Versions, and More. The main content area features a document card for "ASTM F2291-21". The card includes a status bar with "Standard" and "Active" tags, the last update date "Jun 07, 2021", and options for "Translation: English", "Other Versions", and "Document Details". A brief description states: "This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee." The title "ASTM F2291-21" is followed by "Standard Practice for Design of Amusement Rides and Devices". Below the title are tabs for "PDF", "HTML", and "Related Content". A "Designation: F2291-21" label is present. The main heading "Standard Practice for Design of Amusement Rides and Devices ¹" is followed by a paragraph: "This standard is issued under the fixed designation F2291; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ε) indicates an editorial change since the last revision or reapproval." Below this is a section titled "IN THIS STANDARD:" with a list of sections: Section 1 Scope, Section 2 Referenced Documents, Section 3 Terminology, Section 4 Significance and Use, Section 5 General Design Criteria, Section 6 Patron Restraint, Clearance Envelope, and Containment Design Criteria, Section 7 Acceleration Limits, Section 8 Loads and Strengths, Section 9 Hydraulic Equipment for Amusement Rides and Devices, and Section 10 Pneumatic Systems and Components.

Review



QUESTIONS?



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Thank you for your attention!

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