### 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).

<table>
<thead>
<tr>
<th>To Initiate</th>
<th>To proceed to next level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff submits actions to Committee on Standards after successful Main Committee Ballot/Society Review</td>
<td>60% return required</td>
</tr>
</tbody>
</table>

### To proceed to next level

- 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

### 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

---

### New Need

Idea for a new standard or revision to an existing standard:
- Better test
- New specification
- Safer product
- Test performance of product

### 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.

### Subcommittee Ballot

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

<table>
<thead>
<tr>
<th>To Initiate</th>
<th>To proceed to next level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcommittee chairman approval or motion passed by voting majority at a subcommittee meeting</td>
<td>60% return required</td>
</tr>
<tr>
<td>At least 30 days between issue &amp; closing date</td>
<td>2/3 affirmative of the combined affirmative and negative votes cast by voting members</td>
</tr>
<tr>
<td>Requires a Standard title, ballot action, work item, technical contact information and clear rationale explaining reasons for ballot</td>
<td>All negative votes considered and resolved via ASTM online negative resolutions system</td>
</tr>
<tr>
<td>None of the negative votes were considered persuasive</td>
<td></td>
</tr>
</tbody>
</table>

### 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

### Editorial Review

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

### Concurrent Ballot

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

<table>
<thead>
<tr>
<th>To Initiate</th>
<th>To proceed to next level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcommittee chairman approval or motion passed by voting majority at a subcommittee meeting</td>
<td>60% return required</td>
</tr>
<tr>
<td>At least 30 days between issue &amp; closing date</td>
<td>90% combined affirmative and negative votes by voting members on each item</td>
</tr>
<tr>
<td>Requires a Standard title, ballot action, work item, technical contact information and clear rationale explaining reasons for ballot</td>
<td>All negative votes considered and resolved via ASTM online negative resolutions system</td>
</tr>
<tr>
<td>None of the negative votes were considered persuasive</td>
<td></td>
</tr>
</tbody>
</table>

### To proceed to next level

- 60% return required
- 90% affirmative of the combined affirmative and negative votes cast 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

- None of the negative votes were considered persuasive

---

### Main Committee Ballot/Society Review

All standards are reviewed by the main committee/society.

<table>
<thead>
<tr>
<th>To Initiate</th>
<th>To proceed to next level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot items that successfully passed the subcommittee ballot process will automatically be included on the next main ballot</td>
<td>60% return required</td>
</tr>
<tr>
<td>Ballots for reapproval authorized by subchair or voting majority of subcommittee</td>
<td>90% combined affirmative and negative votes by voting members on each item</td>
</tr>
<tr>
<td>All negative votes considered and resolved via ASTM online negative resolutions system</td>
<td>None of the negative votes were considered persuasive</td>
</tr>
</tbody>
</table>

### 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

---

**Note**

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