

Call to order Laura 10:31am

Minutes approved

Status of Standard: ballot is out, not ended yet. Sid working on D4485-18a comparison from information letter. Word document will not be paginated but ASTM staff will take care of that.

Laura recalls an incident where there were 4 issues of D4485 in a single year. Sid plans not to let that happen again. However, the current ballot will be "18a". Future ballots will be for "19_"

Next ballot would be July, then ASTM would work on publishing later (i.e. 19_) Frank feels that we might be able to stick to one ballot a year (handle other items through info letters on interim basis). Group asked whether we want to avoid multiple D4485s in a year (using info letters) or whether multiple Year_letter are OK. Both options on the table. Laura good with more than 1 published version per year. Beth points out that people will trust the ASTM website to have the most relevant version available. Sid points out that there would be a lag between info letters and published D4485-YYx, probably 2+ months at least.

Suggestion Laura to "batch" accumulated information for YYx versions, but disposed to have balloted YYx. Will depend on "flurry of activity" occurring or not in a given year. "People should go to website first" was proposed as a guideline.

Discussion on Class Panel ratification. Laura and Frank agree that info letter items, once published, are effective. Plan to have SN PLUS going through D02b for adoption into the document. High expectation that 60 and 70-hour IIIH procedures might be approved through Class Panel. Need to protect claims made by people who have used that option, but want to minimize time taken between adoption of methods (or modifications to methods) by using the information letter system.

Frank on Letter #1: approved at last SP call. Reviewed Laura B and Joe F. Should be balloted in July b/c no feedback against it received per mailing list.

Description of changes to "intro" piece of D4485 aborted ballot—this will be deferred until 1509 "cleaned up" for things like "classification/designation/category/supplement" and other items. Kevin describes how an edit in one place of 1509 creates a need for edits elsewhere in 1509. Frank was asked whether these kinds of "echoes" have to happen in 4485. Frank answers that they become editorials, published as part of information letters. Then the letters get absorbed into the next published D4485. So don't need a separate ballot for each 1509 "echo". Kevin working on an edited 1509 that will include SP, GF-6A/B.

Frank highlights that any edits coming out of ASTM meetings in Denver are likely to need information letters. Agreement that this is the way to go forward for any changes that affect D4485, rather than just use info letters for things that happen inside 4485 Surveillance Panel.

Discussion Laura about a change to a table box from 2015 where a passage in the box, in later editions, became a header. Desire to move back to 2015 box phrasing.

Discussion Laura about headers artificially propagated, probably as an outcome of page-break discrepancies.

Laura considers these changes to be editorial; Frank has a plan to handle this, will discuss offline.

Discussion on GF-6 incorporation as an appendix. No objections.

Call for new business 11:10am. None brought forward.

Next meeting

Same time block for Tuesday July 9th.

Meeting called to close 11:16am EDT