



# Standard Guide for Including Government Procurement Requirements in ASTM Documents<sup>1</sup>

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## 1. Scope

1.1 This guide is intended to help ASTM technical committees determine when it is appropriate to add supplementary requirements (see Section B24 of *Form and Style for ASTM Standards*)<sup>2</sup> to ASTM standards so that they can be used directly in government<sup>3</sup> procurement, to offer different format approaches for including supplementary requirements, and to provide content guidance.

1.2 This guide covers procurement documents only. Regulatory documents are outside the scope of this guide.

## 2. Referenced Documents

### 2.1 ASTM Standards:

D 3951 Practice for Commercial Packaging<sup>4</sup>

E 1267 Guide for ASTM Standard Specification Quality Statements<sup>5</sup>

### 2.2 U.S. Government Documents:<sup>6</sup>

OMB (Office of Management and Budget) Circular A-119, Federal Participation in the Development and Use of Voluntary Standards

Federal Acquisition Regulation

SD-1, DoD (Department of Defense) Standardization Directory

## 3. Significance and Use

3.1 This guide is intended to provide direction for ASTM technical committees that have been asked by government members of a committee to include special user requirements. Guidance is given on what types of special user requirements are often needed by the government, whether it is appropriate to include them as supplementary requirements to an ASTM standard, and the selection of different format approaches for including supplementary requirements.

3.2 OMB Circular A-119 establishes government policy for all federal agencies to use non-government standards in preference to government specifications and standards whenever feasible and consistent with law. Part 10 of the Federal Acquisition Regulation also requires federal agencies to use non-government standards in preference to government product descriptions in procurement, unless the non-government standard does not meet the government's needs or its use is inconsistent with law.

3.3 An impediment to implementing fully the federal policies on the use of non-government standards is that non-government standards do not always include all of the requirements essential for government procurement. Adding these requirements (or referencing them) can permit the direct use of non-government standards in procurement and eliminate the need to develop and maintain supplementary government specifications and standards.

3.4 The purpose behind federal policies using non-government standards is a significant point that ASTM technical committees should understand. They are intended to promote greater use of commercial products and processes within the federal government, thereby reducing costs, shortening acquisition schedules, taking advantage of the latest technological developments, minimizing risks, and fostering a stronger national industrial base. Most supplementary requirements needed by the government involve packaging, marking, additional or specialized testing, quality, reliability, and other requirements that may not be applicable to most users, but which can be met by commercial products or processes. If requirements cannot be met by commercial products or processes, the technical committee may want to challenge their inclusion in the ASTM standard and recommend a supplementary government specification or standard.

## 4. Procedure

### 4.1 Initial Considerations:

4.1.1 The first consideration should be whether a requirement recommended by government participants is valid and adds value to the standard. If it does not meet these criteria, whether it should be a government supplemental requirement is a moot point.

4.1.2 Assuming that the recommended requirement is valid and meets a need, the technical committee must determine whether:

<sup>1</sup> This guide is under the jurisdiction of ASTM Committee E-11 on Quality and Statistics and is the direct responsibility of Subcommittee E11.10 on Sampling and Data Analysis.

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<sup>2</sup> *Form and Style for ASTM Standards*, (ASTM Blue Book), ASTM, Philadelphia, PA.

<sup>3</sup> "Government" in this guide refers to the government of the United States of America.

<sup>4</sup> *Annual Book of ASTM Standards*, Vol 15.09.

<sup>5</sup> *Annual Book of ASTM Standards*, Vol 14.02.

<sup>6</sup> Available from Standardization Documents Order Desk, Bldg. 4, Section D, 700 Robbins Ave., Philadelphia, PA 19111-5094, Attn: NPODS.