



## SpecBuilder: Your Resource for all AWS Committee Activities

Access: <https://specbuilder.astm.org>

AWS uses SpecBuilder, an online balloting platform developed and maintained by ASTM. It serves as a one-stop-shop for a volunteer to conduct AWS Committee business. SpecBuilder provides access to pertinent information on the committee of membership, uploaded drafts used for the solicitation of comments, open ballots and past ballot reports, a discussion board for announcements and ideas, and a file repository used to archive meeting minutes, agendas, and other reference material.

These procedures explain the key functionalities of SpecBuilder for a volunteer/committee member to utilize all the above components.

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## 1.0 Initial Access to SpecBuilder

Once a volunteer has been granted access to SpecBuilder, the Committee Secretary adds the volunteer to the committee. The volunteer then receives an automated introductory email from SpecBuilder with an access code that provides instruction on how to sign in.

## 2.0 Sign-in Credentials)

The SpecBuilder sign-in webpage (<https://specbuilder.astm.org>) requires the following:

**2.1 Username.** The username is the primary email address used for committee business.

*NOTE:* Volunteers must communicate with the appropriate Committee Secretary to notify of any changes to this email address.

**2.2 Password.** An initial password is provided. By default, that password is the volunteer's last name with the first letter capitalized. It is imperative that the volunteer change that password as soon as access to SpecBuilder has been granted. The volunteer is given the option of changing it at any time.

A screenshot of the ASTM International sign-in page. At the top left is the ASTM logo, followed by the text 'ASTM INTERNATIONAL' and 'Helping our world work better'. Below this is the heading 'Sign In'. There are two input fields: 'Username' with the placeholder 'emailaddress@email.com' and 'Password' with a masked password of ten dots. Below the password field are two links: 'Forgot Password?' and 'Contact Support'. At the bottom is a yellow 'Sign In' button.

**2.3 Forgot Password.** If the password has been forgotten or compromised, it can be reset by clicking on “Forgot Password?”

**2.4 Contact Support.** Click on “Contact Support” to receive assistance from ASTM:

By email: [support@astm.org](mailto:support@astm.org)

Domestic phone: (877) 909-2786

International phone: (610) 832-9585



### 3.0 Dashboard

Below is a snapshot of the SpecBuilder Dashboard. It summarizes a volunteer's recent activities, some of which may require a response.

My Committees		
Committee Name		Creation Date
279 - Standards Development		2021-3-01
277 - Task Group on SpecBuilder and CRM Integration		2021-1-29
224 - STANC - Standards Council		2020-3-27
▶ 278 - [Read Only] TG 1 - Task Group on Committee Improvements		2021-2-11
▶ 35 - TAC - Technical Activities Committee		2019-9-20
1-5 of 175 <a href="#">Show All Committees</a>		

Drafts		
Committee	Draft Title	Upload Date
135 - D17D Subcommittee on Resistance Welding	D17.2-E4 Working Draft - October 26, 2021	2021-10-26
145 - D1K Subcommittee on Stainless Steel Welding	Clause 6 - Proposal 2 - Revisions to D1.6	2021-10-20
145 - D1K Subcommittee on Stainless Steel Welding	Clause 6 - Proposal 1 - B2.1 for Qualification	2021-10-20
283 - J1B Task Group on the Guide to Installation and Maintenance of Resist...	J1.2M-J1.2-2016 - GENERAL REVIEW	2021-10-06
144 - D1J Subcommittee on Bridge Welding (AWS/AASHTO)	D1.5-E9-R09 (SMAW Restrictions) (WD2 Draft)	2021-9-24
1-5 of 153 <a href="#">Show All Drafts</a>		

Ballots			
Committee	Ballot Title	Closing Date	Vote Status
18 - D1 Committee on Structural Welding	D11-TG5-E25-R06-CD1-BM	2021-11-02	<span style="background-color: red; color: white; padding: 2px;">Not Voted</span>
47 - A5K Subcommittee on Titanium and Zirconium Filler Metals	A5.16-E7-WD1-BS	2021-11-02	<span style="background-color: red; color: white; padding: 2px;">Not Voted</span>
18 - D1 Committee on Structural Welding	D11-TG5-E25-R04-CD1-BM	2021-11-04	<span style="background-color: red; color: white; padding: 2px;">Not Voted</span>
18 - D1 Committee on Structural Welding	D1.5-E9-R16-CD1-BM (Contract Documents)	2021-11-05	<span style="background-color: red; color: white; padding: 2px;">Not Voted</span>
47 - A5K Subcommittee on Titanium and Zirconium Filler Metals	A5.24-E6-WD1-BS	2021-11-05	<span style="background-color: red; color: white; padding: 2px;">Not Voted</span>
1-5 of 27 <a href="#">Show All Ballots</a>			

Recent Activity		
Committee	Activity	Date
111 - C7C Subcommittee on Laser Beam Welding and Cutting	Support File: File #119: C7.2-E3-Preliminary Draft (10.25.2021).docx	2021-10-28
111 - C7C Subcommittee on Laser Beam Welding and Cutting	Support File: File #118: C7C (Laser Beam Welding) Minutes -October 25, 2021...	2021-10-28
59 - B1A Subcommittee on Nondestructive Examinations of Welds	Closed Ballot: Ballot #2: B1.10-E6-WD1-BS	2021-10-27
37 - A2B Subcommittee on Definitions	Support File: File #47: A2B - October 22nd, 2021 - Virtual - Minutes.pdf	2021-10-26
37 - A2B Subcommittee on Definitions	Support File: File #46: A3.0-E14 Cumulative List (10-26-2021).pdf	2021-10-26
1-5 of 5377 <a href="#">Show All Activities</a>		



**3.1 My Committees.** This module lists all the committees to which the signed-in volunteer is given access. It also notes the date the committee was created in SpecBuilder. Clicking on a committee leads to the committee’s SpecBuilder homepage (see Clause 4).

My Committees	
Committee Name	Creation Date
279 - Standards Development	2021-3-01
277 - Task Group on SpecBuilder and CRM integration	2021-1-29
224 - STANC - Standards Council	2020-3-27
▶ 278 - [Read Only] TG 1 - Task Group on Committee Improvements	2021-2-11
▶ 35 - TAC - Technical Activities Committee	2019-9-20

1-5 of 175 [Show All Committees](#)

**3.2 Drafts.** This module shows all uploaded drafts, with the most recent ones listed first. Click on “Show All Drafts” at the bottom to see all uploaded drafts.

Drafts		
Committee	Draft Title	Upload Date
135 - D17D Subcommittee on Resistance Welding	D17.2-E4 Working Draft - October 26, 2021	2021-10-26
145 - D1K Subcommittee on Stainless Steel Welding	Clause 6 - Proposal 2 - Revisions to D1.6	2021-10-20
145 - D1K Subcommittee on Stainless Steel Welding	Clause 6 - Proposal 1 - B2.1 for Qualification	2021-10-20
283 - J1B Task Group on the Guide to Installation and Maintenance of Resist...	J1.2M-J1.2-2016 - GENERAL REVIEW	2021-10-06
144 - D1J Subcommittee on Bridge Welding (AWS/AASHTO)	D1.5-E9-R09 (SMAW Restrictions) (WD2 Draft)	2021-9-24

1-5 of 153 [Show All Drafts](#)



### 3.3 Ballots.

This module shows all open ballots and identifies the following:

Ballots			
Committee	Ballot Title	Closing Date	Vote Status
18 - D1 Committee on Structural Welding	D1.1-TG5-E25-R06-CD1-BM	2021-11-02	Not Voted
47 - A5K Subcommittee on Titanium and Zirconium Filler Metals	A5.16-E7-WD1-BS	2021-11-02	Not Voted
18 - D1 Committee on Structural Welding	D1.1-TG5-E25-R04-CD1-BM	2021-11-04	Not Voted
18 - D1 Committee on Structural Welding	D1.5-E9-R16-CD1-BM (Contract Documents)	2021-11-05	Not Voted
47 - A5K Subcommittee on Titanium and Zirconium Filler Metals	A5.24-E6-WD1-BS	2021-11-05	Not Voted

1-5 of 27 [Show All Ballots](#)

- (1) The Committee to which the ballot is issued
- (2) The ballot title (e.g., A3.0-E14-DS1-BT)
- (3) The ballot closing date
- (4) Vote status:
  - Green box: indicates when a vote has been provided
  - Red box: indicates when no vote has been provided
  - No box: indicates the following:
    - a voting member has not yet voted on that ballot
  - a nonvoting member has provided a comment, but SpecBuilder notes as No Vote

*NOTE:* A volunteer without voting privileges (i.e., Advisor, Correspondent, or Applicant) can still provide comments on ballots. SpecBuilder will register the comment but still leave the ballot status with a “No Vote” designation.

### 3.4 Recent Activity.

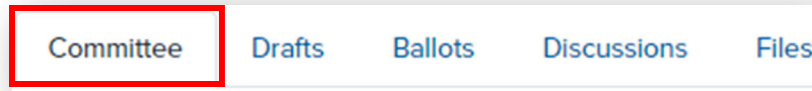
As shown, this module lists a volunteer’s recent committee activities.

Recent Activity		
Committee	Activity	Date
111 - C7C Subcommittee on Laser Beam Welding and Cutting	Support File: File #119: C7.2-E3-Preliminary Draft (10.25.2021).docx	2021-10-28
111 - C7C Subcommittee on Laser Beam Welding and Cutting	Support File: File #118: C7C (Laser Beam Welding) Minutes -October 25, 2021...	2021-10-28
59 - B1A Subcommittee on Nondestructive Examinations of Welds	Closed Ballot: Ballot #2: B1.10-E6-WD1-BS	2021-10-27
37 - A2B Subcommittee on Definitions	Support File: File #47: A2B - October 22nd, 2021 - Virtual - Minutes.pdf	2021-10-26
37 - A2B Subcommittee on Definitions	Support File: File #46: A3.0-E14 Cumulative List (10-26-2021).pdf	2021-10-26

1-5 of 5377 [Show All Activities](#)



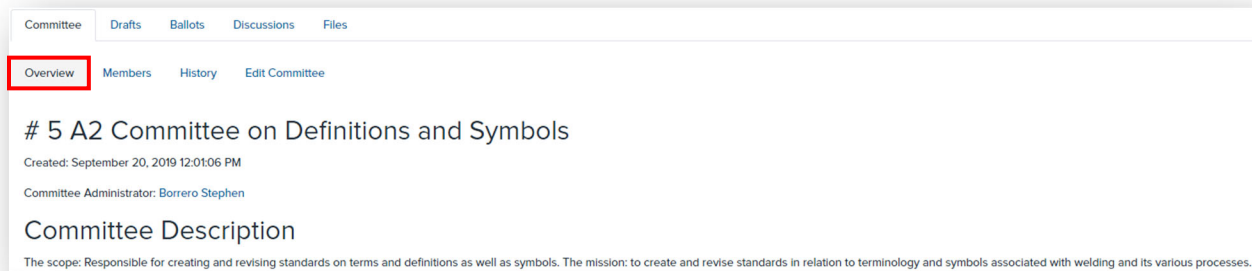
## 4. Committee.



Click on any committee on the dashboard to navigate to that committee’s SpecBuilder homepage. It is comprised of five tabs, each with its own function – A committee overview, member list, history, and (if applicable) a list of all subcommittees to which the committee has oversight.

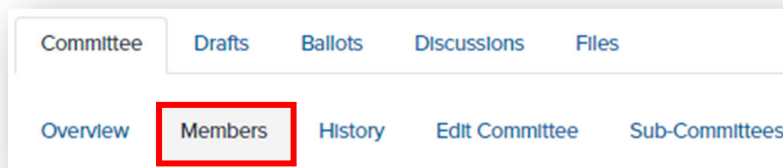
See 4.5 on how to quickly access an assigned committee.

### 4.1 Overview.



This includes the name of the committee or subcommittee, the date it was created in SpecBuilder, and the name of the Committee Administrator or Secretary. This also includes the “Committee Description” – a summary of the Committee’s objective.

### 4.2 Members.



**4.2.1 Committee Members.** This includes the name of each person on the committee, member status, their classification, and the name of the organization they work for or represent.

*NOTE:* Anyone on the list who is given “Staff” status is an administrator for that committee.

*Pro Tip:* Clicking on a volunteer’s name will open an Outlook email message with that volunteer’s email address in the “To” field.



**4.2.2 Balance.** Under the list of committee members is a Balance Table that specifies if each member is a producer, user, general interest, educator, or consultant. It also lists whether the person is a member, advisor, applicant, or AWS staff.

	Advisor	Applicant/Corresponding Member	Member	Staff
Consultant	1	1	1	0
Educator	0	0	0	0
General Interest	2	0	1	0
Producer	0	1	2	0
Unclassified	3	0	1	2
User	0	0	0	0
Total	6	2	5	2

If the committee is the consensus body, the table is a good measure to determine balance requirements to meet ANSI regulations.

**4.2.3 Email Members.** SpecBuilder gives the Administrator and volunteer the ability to send emails to one or more members using its email client. Click on Email Members to open the Send Email function.

Committee Members  
Showing 15 of 15 Members  
Select Members to Email:  
[Select All](#), [Deselect All](#)

[Email Members](#)

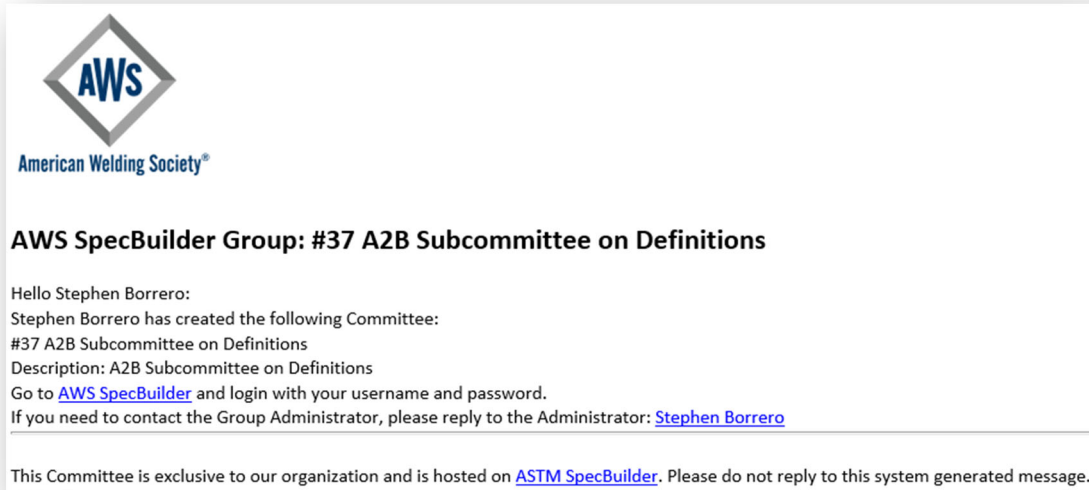
Name	Vote	Classification	Organization	Email	Send Email
<a href="#">Adkins, Jill</a>	Member	Producer	Perryman Company	[REDACTED]	<input type="checkbox"/>
<a href="#">Borrero, Stephen</a> ★	Staff	General Interest	American Welding Society	sborrero@aws.org	<input type="checkbox"/>
<a href="#">Craig, William</a>	Member	Producer	G&S BAR AND WIRE, LLC	[REDACTED]	<input type="checkbox"/>
<a href="#">DeLoach, Johnnie</a>	Applicant/Corresponding Member	User	NAVAL SURFACE WARFARE CENTER	[REDACTED]	<input type="checkbox"/>



Select the individuals to be emailed by clicking on the appropriate box.

(1) Select Email Type. Choose either Resend Invitations or Custom Email Message.

- Resend Invitations: Sends an email notice requesting that the selected individual access a committee's SpecBuilder page by logging in with their username and password.



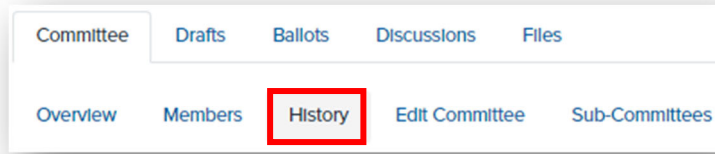
- Custom Email Message: A custom email can be drafted here to send to one or more individuals.

The screenshot shows a form for sending a custom email message. It includes a dropdown menu for "Select Email Type" with "Custom Email Message" selected. Below this are fields for "Subject:" (with placeholder "Insert Subject Here") and "Message:" (with placeholder "Insert message here."). There is an "Attachment (Optional)" section with a dashed box containing the text "Click to Open or Drag and Drop File Here" and a label "Attached File". A yellow "Send" button is located at the bottom left of the form.





### 4.3 History.



This includes detailed records of the committee’s activity, with the most recent actions listed last.

32 - G2 Committee on Joining Metals and Alloys

Committee Drafts Ballots Discussions Files

Overview Members **History** Edit Committee

#### Committee History

Showing 8 Activities

#### July 2020

Committee	Date/Time	Activity Type	Title of Activity or Event
32 - G2 Committee on Joining Metals and Alloys	July 08, 2020 12:44:21 PM	Support File	File #5: G2 Committee BI-Annual Report (July 2020).pdf
32 - G2 Committee on Joining Metals and Alloys	July 08, 2020 12:44:22 PM	Support File	File #2: G2 Committee BI-Annual Report (January 2020).pdf
32 - G2 Committee on Joining Metals and Alloys	July 08, 2020 12:46:25 PM	Support File	File #6: G2 - February 25th, 2008 - Teleconference - Minutes.pdf

#### December 2020

Committee	Date/Time	Activity Type	Title of Activity or Event
32 - G2 Committee on Joining Metals and Alloys	December 02, 2020 4:22:08 PM	Support File	File #1: G2.4-E3-DS1-BT-c.pdf
32 - G2 Committee on Joining Metals and Alloys	December 02, 2020 4:22:09 PM	Support File	File #4: G2.4-E3-DS2.pdf
32 - G2 Committee on Joining Metals and Alloys	December 02, 2020 4:35:12 PM	New Ballot	Ballot #1: G2.4-E3-DS2-BM

#### January 2021

Committee	Date/Time	Activity Type	Title of Activity or Event
32 - G2 Committee on Joining Metals and Alloys	January 13, 2021 11:59:59 PM	Closed Ballot	Ballot #1: G2.4-E3-DS2-BM
32 - G2 Committee on Joining Metals and Alloys	January 20, 2021 4:04:37 PM	Support File	File #3: G2 Committee BI-Annual Report (January 2021).pdf

**4.4 Subcommittees.** This is a list of all subcommittees that fall under the respective “main” committee. In the example below, the AWS D10 Committee oversees all the subcommittees listed.

Current Committee 22 - D10 Committee on Piping and Tubing

### 22 - D10 Committee on Piping and Tubing

Committee Drafts Ballots Discussions Files

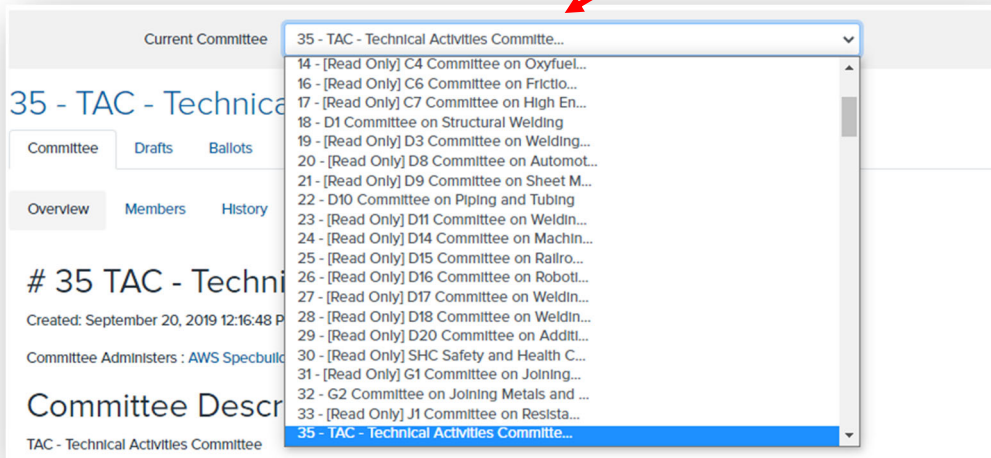
Overview Members History Edit Committee **Sub-Committees**

#### Sub-Committees

- #113 - [Read Only] D10A Subcommittee on Brazing of Piping and Tubing
- #114 - D10C Subcommittee on Welding Practices and Procedures for Austenitic Steels
- #115 - D10H Subcommittee on Aluminum Piping
- #116 - D10I Subcommittee on Chromium-Molybdenum Steel Piping
- #117 - D10K Subcommittee on Welding of Titanium Piping
- #118 - D10P Subcommittee on Local Heat Treating of Pipework
- #119 - D10S Subcommittee on Purging and Root Pass Welding
- #120 - D10T Subcommittee on Low Carbon Steel Pipe
- #121 - D10U Subcommittee on Orbital Pipe Welding
- #122 - D10V Subcommittee on Tubular Steel Vehicle Structures
- #123 - D10Y Subcommittee on Duplex Pipe Welding



**4.5 Quick Access to all Assigned Committees.** Many volunteers belong to multiple AWS committees. SpecBuilder proves a convenient way to access them using the **Current Committee** drop-down menu directly above the tabs:



## 5. Drafts.

The Drafts tab is a tool used to solicit comments for drafts or proposals. Drafts are accessed here (with or without a target deadline for comment feedback) for review.

**5.1 Uploaded Drafts.** Click on the Draft tab to see a list of all the drafts posted for review. Users can comment on any of the available drafts by clicking on the **Comments** link on the far-right column. The number of comments already generated for a particular draft is noted in parenthesis.

Draft Number	Title Name/File	Latest Upload Date	Upload By	Comments
Draft #7	D15-E9-R09 (SMAW Restrictions) (WD2 Draft)	September 24, 2021 3:27:50 PM	Stephen Borrero	Comments (2)
Draft #5	D15-E9-R28-preliminary (WPS Qualification Test Specimen Aging) (version 1)	July 26, 2021 9:40:31 AM	Stephen Borrero	Comments (12)
Draft #4	D15-E9-R26-preliminary (UT of TMCP Materials) (Verstion 2)	December 16, 2020 9:57:33 AM	Stephen Borrero	Comments (17)
Draft #2	D15-E9-R27 (Shielded Gas Flow Rate)	November 10, 2020 1:00:45 PM	Stephen Borrero	Comments (18)
Draft #1	D15-E9-R26-preliminary (UT of TMCP Materials)	October 26, 2020 4:10:18 PM	Stephen Borrero	Comments (15)



**5.2 Working with Drafts.** Click on a draft to either (1) download a copy, (2) view any existing comments, (3) provide comments, or (4) do all the above; see example below. Just like any internet message forum, users can provide their own comments and respond to other's comments.

Draft #7  
D1.5-E9-R09 (SMAW Restrictions) (WD2 Draft)  
Upload by: Stephen Borrero  
Upload Date: September 24, 2021 3:27:50 PM

(1) Download Document Delete Draft

Discussion for Draft #7  
Feedback Deadline: 10/24/2021  
Showing 2 Comments

(2) Jon Edwards September 25, 2021 12:22:21 PM  
Suggestions to amend wording of 7.24.2.1 and C-7. 21. 1  
Attached File: D1.5-E9-R09-WD2 ballot comments.docx  
Reply Edit Delete

Heather Gilmer September 29, 2021 1:28:45 PM  
I like it.  
Reply Edit Delete

(3) Add Comment

Click to go back and view all uploaded drafts. All Drafts

This process functions as a method to fine-tune a draft prior to an official ballot. The initiator of the draft reviews all comments and updates it accordingly. The draft is then either recirculated for another round of commenting or is prepared for an official ballot.

## 6. Ballots (Location and Instruction)

Committee Drafts **Ballots** Discussions Files

Open Ballot(s) Ballot Reports

**6.1 Ballot Tab Function.** Click on the Ballots tab to see the ballot or list of ballots to be reviewed and voted on. Choose the appropriate ballot:

Item #	Ballot Title	Issue Date	Closing Date	Current Vote	Vote Status
Ballot 51	C6.3-E1-DS2-BT	October 19, 2021 2:53:07 PM	November 16, 2021 11:59:59 PM	<a href="#">View Report</a>	Not Voted
Ballot 50	A5.31-E3-DS2-BT	October 19, 2021 8:02:46 AM	November 19, 2021 11:59:59 PM	<a href="#">View Report</a>	Not Voted
Ballot 52	003 004 005 006 007 008 009 011 012 013 014-SM-BT	October 29, 2021 2:57:51 PM	November 29, 2021 11:59:59 PM	<a href="#">View Report</a>	Not Voted

**Pro Tip:** Clicking on [View Report](#) (see 6.5) shows all comments generated from a ballot. Review any comments before looking at a proposal to see what your colleagues have already observed. This may save



you from duplicating a comment. On the other hand, a comment duplication may prove to be important as it supports emphasis on an issue that may need discussion or reworking.

**6.2 Ballot Contents and Voting.** With the appropriate ballot chosen, click on the **Item Title** (ballot question) to prompt a pop-up window that will have the appropriate item file(s) available for download.

**Pop-up Window**

The item file(s) will typically be a draft, proposal, or other document with content subject for approval. Click to download.

- Vote by selecting Affirmative, Negative w/Comment, or Abstain. A negative vote requires a comment.
- Identifies the component in the proposal for which the comment is made. It is a clause number, subclause number, annex designation, table number, or figure number.
- Insert a recommended action (comment with a proposed resolution). See 6.2.1.
- Click to upload any additional information if needed as part of the comment (i.e., more verbiage, a table, figure, or reference material). See 6.2.1.1
- If more than one comment is to be submitted, click to insert a new one. Doing so segregates comments into their own fields within the ballot report (see 6.5).

Click Save Vote to submit vote and comment(s). Verify that all information is accurate. See 6.2.1.

**6.2.1 Statement Guidelines.** A statement (action/comment) provides a resolution (i.e., revision to proposal). It can also be, for example, a suggested modification that a commenter believes can be deferred for new business. Statements help to improve the quality of the balloted content.

All statements must be written in the statement field. If not submitted in this manner, they will not be subject for consideration.

**IMPORTANT:** SpecBuilder will time out after 90 minutes of being idle. It is highly recommended to save the vote once per hour if expecting to submit multiple comments with a lot of written text.

**NOTE:** the Statement box has a capacity of 5500 words maximum. If necessary, a comment can be continued (if the 5500 maximum is reached) by carrying it over to another comment, simply click on “Add Another Statement.”



**6.2.1.1 Add File Button.** Intended for supplemental files that support a statement (e.g., redrawn figures, modified tables, referenced sources, etc.). AWS will not accept the following as supplemental files:

- (1) A Word document with statements/action/comments
- (2) A marked-up PDF of the balloted content/proposal
- (3) Marked-up files from previous ballots (e.g., modified comment review reports)

**6.3 Vote Submittal Verification.** The next prompted page will show that a vote has been cast on the respective ballot (shown in green below).

Item #	Ballot Title	Issue Date	Closing Date	Current Vote	Vote Status
Ballot 8	<a href="#">A3.0-E13-CD1-BM</a>	November 04, 2021 12:12:02 PM	November 05, 2021 11:59:59 PM	Affirmative <a href="#">View Report</a>	Voted

*NOTE:* The Vote Status will show as “Not Voted” if the volunteer is not a member of the committee; see 3.3(4).

**6.4 Changing A Vote or Comment(s).** Once a volunteer has submitted a vote, that vote can be modified so long as the ballot is still open. Click on the **Ballot Title** to open the ballot again. The volunteer now has the option to change a vote, change a section number, change a statement(s), upload a file as part of their statement, or provide an additional statement(s). Then click on Save Vote. Once the ballot has closed, a vote cannot be changed.



**6.5 Ballot Report.** Voters can access the ballot report at any time. The report identifies all individuals who have voted, how they voted, quorum percentages, and all generated comments. This gives the opportunity to those who have not yet voted to see other’s comments prior to providing comments of their own:

Committee Drafts **Ballots** Discussions Files

Open Ballot(s) **Ballot Reports**

Ballot Name: A3.0-E13-CD1-BM  
Ballot Description: This is an example ballot created to identify its key components.  
Open Date: November 04, 2021 12:12:02 PM  
Close Date: November 05, 2021 11:59:59 PM

Ballot Number	Sent	% Returned
8	4	25%

Item No. 1 - Do you approve the [insert proposal or draft designation (e.g., A3.0-E13-CD1 or D1.5-E9-R12-WD2)] for publication?

Affirmative	Negative w/ Comment	Abstain
1	0	0
100%	0%	0%

Voter	Role	Answer	Comment	File	Voting Note	Vote Date	Company
Borrero, Stephen	Member	Affirmative	The title for Table 4.9 is incorrect. Correct as follows: Table 10.1 - PAUT...			2021-11-05 11:33:23	American Welding Society
Acosta, Yojaldy	Member				Did Not Vote		
Sinnes, Kathy	Member				Did Not Vote		AMERICAN WELDING SOCIETY
Vidal, Sara	Member				Did Not Vote		AMERICAN WELDING SOCIETY

[Export CSV](#) [Export XLSX](#) [Return to Open Ballots](#)

**6.5.1 Viewing a Voter’s Comment(s).** To see a voter’s comment(s), click on their associated **comment**. A pop-up window will appear with a vertical list of all comments. The list includes the voter’s name, the section number, and the comment, along with **any files uploaded by the voter**:

Voter Comments

Voter	Section	Comment	File
Borrero, Stephen	Table 10.1	The title for Table 4.9 is incorrect. Correct as follows: Table 10.1 - PAUT Requirements for Welding with Toothpaste	
Borrero, Stephen	10.2	Second paragraph, third sentence: Replace "may" with "shall" as welding with toothpaste is a requirement.	<a href="#">S. Borrero Comment for Table 10.1.docx</a>

Close

**6.6 Exporting the Ballot Report.** An Excel spreadsheet copy of the ballot report can be downloaded by clicking on the [Export CSV](#) or [Export XLSX](#) at the bottom of the page. It is recommended to use the [Export XLSX](#) function as it does not strip the spreadsheet of any formatting as the [Export CSV](#) function does.



## 7. Discussions.

Much like an online forum, committee members can post comments, questions, references, topics for a future agenda, or anything relating to the welding industry that touches on committee interest.

Committee Drafts Ballots **Discussions** Files

Discussions [New Discussion](#)

### Discussions

[+ New Discussion](#)

Discussion **Post Heating Soak band**

**Bruce Stewart** September 07, 2021 1:45:46 PM

Somehow our new edition grouped PostHeating soak band in with Bake out soak band and I think that is incorrect. As the large soak band utilized for bake outs (pre-welding) make sense for the reasons listed but not required to be so large for Post Heating as any hydrogen introduced during the welding process will not be introduced 6 inches on either side of weld. I believe we need to revert back to the previous soak band recommendation for PostHeating that is the same as recommended for PWHT ( $t$  or 2 in [50 mm], whichever is less, on each side of the weld at its greatest width, where  $t$  = pipe wall thickness).

[Reply](#) [Edit](#) [Delete](#)

11 Replies

RE: Post Heating Soak band

**William Newell** September 07, 2021 2:22:13 PM

Bruce: You make a compelling argument. Danny: What say you?

[Reply](#) [Edit](#) [Delete](#)

RE: Post Heating Soak band

**Gary Lewis** September 07, 2021 3:28:13 PM

Dont recall specific discussion or language in the doc regarding this distinction. Or if theres a particular min temp required at the root to facilitate Hydrogen diffusion. Any data illustrating temp gradient to root of the weld in both scenarios? Nice catch Bruce

[Reply](#) [Edit](#) [Delete](#)

RE: RE: Post Heating Soak band

**Bruce Stewart** September 07, 2021 3:55:05 PM

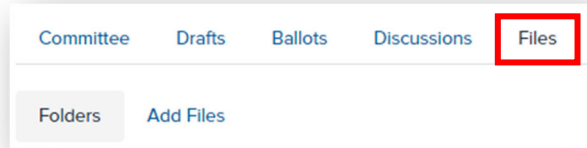
I cannot take all the credit, it was brought to my attention from a past Student working for my past employer! At least we know some are reading this thoroughly! They were asked to make up drawings with defined dimensions and that is how the huge Post Heat soak bands were noticed.

[Reply](#) [Edit](#) [Delete](#)

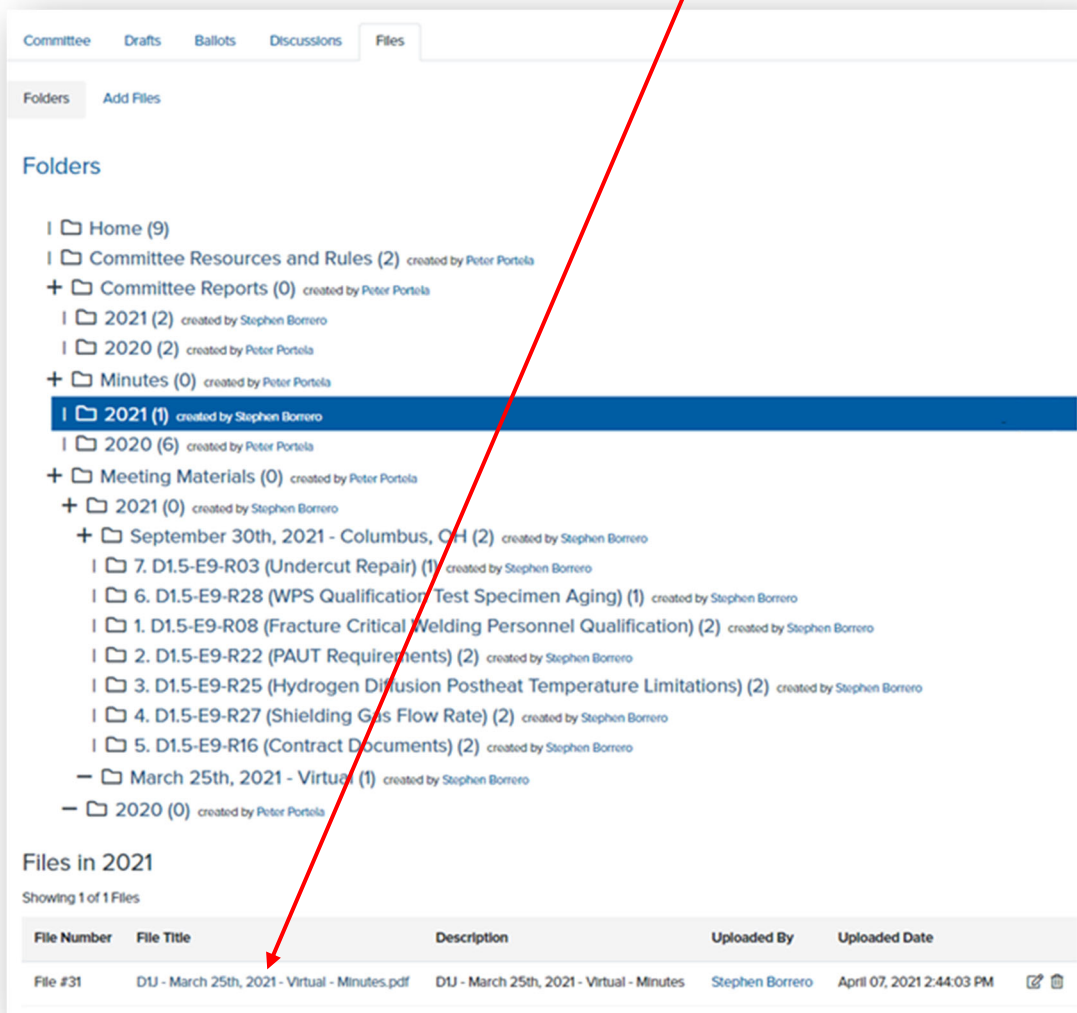


## 8. Files.

The Files tab serves as a file repository for all pertinent documents relevant to a committee's interests and activities (i.e., meeting minutes, agendas, supplemental ballot materials, or any other reference material).



**8.1 Folders.** Interfaced like any file manager, folders are structured as drop-down tiers that provide hyperlinked files at the bottom of the webpage for uploaded documents:



Most of a committee's correspondence will be uploaded here.





*NOTE:* Anytime a volunteer attaches a file to a comment provided in either the Draft tab or Discussion tab, that file will also appear in the Files tab at the bottom of the page when the Home folder is highlighted; see example below:

**Home (9)**

- Committee Resources and Rules (2) created by Peter Portela
- + Committee Reports (0) created by Peter Portela
  - 2021 (2) created by Stephen Borrero
  - 2020 (2) created by Peter Portela

### Files in Home

Showing 9 of 9 Files

File Number	File Title	Description	Uploaded By	Uploaded Date
File #56	Heather TMCP2 comments.docx	Replies to Heather	Nicholas Shrawder	January 20, 2021 7:50:14 AM
File #55	Heather TMCP2 comments NS Hg.docx	responses to responses	Heather Gilmer	January 20, 2021 8:58:09 AM
File #54	Heather TMCP2 comments NS Hg NS.docx	replies	Nicholas Shrawder	January 20, 2021 10:46:06 PM
File #47	Gilmer R26 comments_NES_10-28-2020.docx	NES reply Gilmer R26	Nicholas Shrawder	October 29, 2020 1:32:12 PM
File #38	UT of TMCP comments Edwards.docx	Questions on Annex X	Jon Edwards	November 10, 2020 10:16:43 PM



## 9. Email Settings



Email settings within SpecBuilder are designed to suit email frequency preferences and are customizable; see screenshot below.

### Email Settings

Select which email notifications you wish to receive

**New Committee**  
Do you want to receive an email when a new Committee is created and you are a member?

Yes  
 No

**Edit Committee**  
Do you want to receive an email when a Committee you are a member of is edited?

Yes  
 No

**New Discussion**  
Do you want to receive an email when a new discussion is started in a Committee you are a member of?

Yes  
 No

**Discussion Reply**  
Do you want to receive an email when a reply is submitted in a discussion for a Committee you are a member of?

Yes  
 No

**New Draft**  
Do you want to receive an email when a new Draft is submitted for a Committee you are a member of?

Yes  
 No

**New File**  
Do you want to receive an email when a new support file is submitted for a Committee you are a member of?

Yes  
 No

**Batching**  
Do you want to receive your emails as a Batch or Instantly?

Instantly, No Batching  
 Daily  
 Weekly (Every Monday)  
 Biweekly (Every Other Monday)  
 Monthly (First of Every Month)

**SAVE EMAIL SETTINGS**

Batching gives the option to change the frequency in which SpecBuilder emails are delivered to an email inbox. The default setting for batching is set for Instant, No Batching. Changing this setting to any other option will eliminate “SpecBuilder Spam.”