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# Task Group Chair & Technical Contact Responsibilities

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# Objectives

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At the end of this module, you will be able to serve effectively as a Task Group Chair and Technical Contact by:

- ✓ Handling administrative responsibilities
- ✓ Conducting an effective task group meeting
- ✓ Preparing items for Sub and Main Committee ballots
- ✓ Resolving negative votes on the website
- ✓ Utilizing available resources at ASTM Headquarters



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# Being an Effective Task Group Chair / Technical Contact

# What is a Task Group?

## Task Groups are formed for:

- Technical Discussions
  - ❖ Creating new standards
  - ❖ Reviewing and revising existing standards
  
- Administrative Work
  - ❖ Promote membership/publicize activities
  - ❖ Plan a symposium



# Responsibilities of Task Group Chair

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- ✓ Establish missions and goals of task group
- ✓ Assign a small working group with experience and expertise
  - Ensure key players of industry are involved
- ✓ Assign tasks with deadlines
- ✓ Organize meetings
  - Use face to face or virtual meetings
- ✓ Coordinate task group reports at subcommittee meetings

# Scheduling a Virtual Meeting





# Scheduling a Virtual Meeting



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Account#: 1802687  
Krista Robbins  
krobbins@astm.org

Committee C01 on Cement					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee C07 on Lime and Limestone					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee C12 on Mortars and Grouts for Unit Masonry					
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Committee C15 on Manufactured Masonry Units					
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Committee D05 on Coal and Coke					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee D07 on Wood					

## MyTools

- Roster Maintenance **379**
- Negative & Comments **121**
- MyOutstanding Ballots **1**
- MyNext Meetings **1**
- Ballots & Workitems
- Meetings, Minutes & Agendas**
- Additional Resources



# Effectively Running a Meeting



## Before the Meeting:

- ✓ Prepare agenda/presentation/TG report
  - Include ballot results, if any
- ✓ Review ballot results, correspondence with negative voters, any action items from previous meeting
- ✓ For subcommittee meetings, contact subcommittee chair with meeting requirements



# Effectively Running a Meeting

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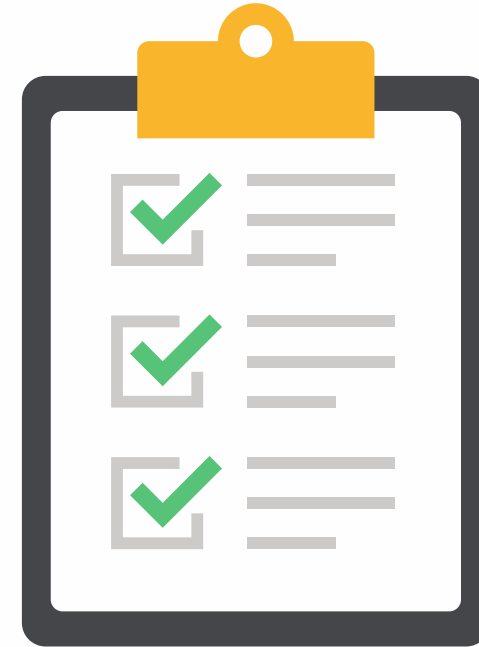
## During the Meeting:

- ✓ Start on time
- ✓ Review the agenda and revise as necessary
- ✓ If using virtual meeting tools, ensure all attendees know how to log in and use meeting tools
- ✓ Recognize attendees who wish to speak
- ✓ Maintain Order

# Task Group Reports

## Written report to be included in subcommittee meeting minutes

- Report(s) should include:
  - ✓ The status of the project, including projected timeline for milestones
  - ✓ A recommendation on items for ballot
  - ✓ A recommendation for disposition of negative votes
  - ✓ Requests for data, review or assistance from ILS



# Responsibilities of the Technical Contact

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- Main author of new draft standard or revision
- Should be very familiar with standard
- Practice good communication skills
- May be asked to address technical questions about the standard, but cannot provide official interpretations
- Consider revisions needed based on customer inquiries

# Responding to Inquiries on Standards

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- ASTM membership and staff are prohibited from offering official interpretation of standards
- Official responses must follow Section 16 of the ASTM Regulations
- Inquiries may be handled informally by Subchairs and technical contacts
- Be clear that the response is a personal opinion
- Do not use ASTM stationery for the response

# Leading the Balloting Process

- ✓ Gain approval of subcommittee chair for work item registration
- ✓ Register work item via MyASTM
- ✓ ASTM requires the following items for registration:
  - Rationale for the activity
  - Scope, keywords, target ballot date
- ✓ Write the draft standard or revision
- ✓ Submit draft to ballot online with rationale/cover letter



# Registering a Work Item



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

## MyTools

- Roster Maintenance **382**
- Negative & Comments **121**
- MyOutstanding Ballots **2**
- MyNext Meetings **3**
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- Additional Resources



# Registering a Work Item



All

Search topic, title, author, A53



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## 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](#)



# Registering a Work Item



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Type > Copyright > Target > Data > Summary > Confirm

Work Item registration is required for New Standards and Revisions to Existing Standards.

\* What type of Work Item are you submitting?

- Proposed New ASTM Standard  Revision(s) to an Existing ASTM Standard

**Note:** To submit a ballot item for re-approvals, withdrawals, or reinstatements go to "Submission of Ballot Items". Work Item Registration not required.

\* Select the Main Committee and Subcommittee sponsoring the Work Item:

Please select a Committee

Please select a Sub Committee





# Registering a Work Item



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Type > **Copyright** > Target > Data > Summary > Confirm

### Work Item Registration

Note that the following choices refer to new additional material in your proposed revision and the choices do not apply to currently published ASTM standards.

Please select one of the following choices regarding this Work Item.

- I am submitting original material (i.e. it is not copyrighted, patented, pending patent, or published elsewhere)
- I am not submitting original material (i.e. it is copyrighted, patented, pending patent, or published elsewhere), but I am authorized to and agree to release copyright.
- The material I am submitting is not original and I am not authorized to release copyright.

I have read and will comply with [ASTM International's Intellectual Property Policy](#). I hereby grant and assign to ASTM International all and full intellectual property rights, including copyright, in the proposed draft standard/text and any contributions I make to ASTM International in connection with this proposal. I understand that I will have no rights in any publication of ASTM International in which the proposed draft standard in this or similar form is used. To the best of my knowledge the proposed draft standard/text is not subject to copyright of any other person or entity. I agree not to reproduce or circulate or quote, in whole or in part, this document outside of ASTM Committee/Society activities or submit it to any other organization or standards bodies (whether national, international, or other) except with the approval of the Chair of the Committee having jurisdiction and the written authorization of the President of the Society.



# Registering a Work Item



All ▾

Search topic, title, author, A53



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Type > Copyright > **Target** > Data > Summary > Confirm

## Work Item Registration - C12.03

\* What is the target date for Subcommittee or Concurrent Ballot?

Select month ▾

Select year ▾

\* Was this Work Item authorized at a Subcommittee meeting, or by the Subcommittee Chair?

Yes  No

\* Select authorization date:

11 ▾

2021 ▾

\* Does this Work Item respond to an emergency situation, regulatory requirement or other special circumstance?

Yes  No

\* Does this Work Item include a patented or pending patent material, product, system or service?

Yes  No

\* What is the expected target date for approval of the Work Item?

3 - 6 months ▾

\* Who will be the Technical Contact for this Work Item?

I will  A Member of Committee C12 will.

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# Registering a Work Item



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Type > Copyright > Target > **Data** > Summary > Confirm

## Work Item Registration - Revision - C12.03

The contents of these fields will serve as the posted Work Item on the web. The Technical Contact for this Work Item will receive a Word version of the existing standard from ASTM International for preparation of the ballot.

Note: Fields marked with an asterisk are required.

\* Which C12.03 Standard are you revising?

\* Rationale for Revision

Note: All revisions for this standard being considered by this Task Group should be included under this Work Item. Use good judgement when registering separate Work Items for revisions to different sections of the standard. If appropriate you can split this Work Item into separate ballot items when you Submit Item to Ballot.

List other ASTM Committees or key outside organizations that you feel should be informed of this activity:



# Registering a Work Item



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Type > Copyright > Target > Data > **Summary** > Confirm

Print

Work Item Registration - Revision - C12.03

Work Item Type:

Revision

Copyright:

Yes, authorized to submit original material

Revised Standard:

Sponsoring Subcommittee:

C12.03

Technical Contact:

Krista Robbins - krobbins@astm.org

Target Ballot Date:

03/2022

Authorization Date:

11/2021

Emergency Response:

No

Target Completion Date:

02/2022 to 05/2022

Rationale:

Updating the scope of the standard and section 4

Notify Other:

*By submitting this form, I acknowledge that all copyrights to this document, as a draft and an approved ASTM standard, are the sole and exclusive property of ASTM, in accordance with the Intellectual Property policies of the Society.*

Please review the Data Summary and print or save this screen for your personal records. Click Submit to register the new Work Item for C12.03. The Work Item will be posted on the ASTM website within five business days.

Cancel

Back

Submit

# Collaboration Area



# ASTM Collaboration Area

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## Collaboration area features include:

- A central location for draft documents
  - ✓ Add comments, start a new discussion
- File repository
  - ✓ Add related files, images, tables, etc.
- Task group member list
  - ✓ Easily send email to individuals or entire task group
- History
  - ✓ See actions taken over the life of the collaboration area

Collaboration area can be established as part of the work item registration process or at a later date.



# My Collaboration Area



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## Membership

Welcome Krista Robbins

### Please Select:

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- MyCollaboration Areas
- Compass
- MyStandards Tracker
- MyJournals Tracker



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# My Collaboration Areas



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Committee D07 on Wood					
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## MyTools

- Roster Maintenance **363**
- Negative & Comments **107**
- MyOutstanding Ballots **8**
- MyNext Meetings **1**
- MyWork Items
- MyCollaboration Areas**
- Launch Admin Collaboration Area
- Create Work Item Collaboration
- undefined-ASTM F1506 Issue List
- undefined-ASTM F1506 Mass Retail Website Discussion on FR...
- undefined-ASTM G01 Standard Inquiries
- undefined-B07.03- G01.05 Task Group
- undefined-Batman
- undefined-C12.98/C15.98 Strategic Planning



# My Collaboration Areas



Email Settings

## ASTM International Collaboration Area

Current Collaboration Area 62872 - WK62872 - Revision of F1959/F195...

## 62872 - WK62872 - Revision of F1959/F1959M-14e1 Standard Test Method for Determining the Arc Rating of Materials for Clothing

Collaboration Area Drafts Polls Discussions Files

Overview Members History Edit Collaboration Area Schedule Online Meeting

## WK62872 - Revision of F1959/F1959M-14e1 Standard Test Method for Determining the Arc Rating of Materials for Clothing

Group Creation Date: 03/28/2018  
WorkItem Creation Date: 03/27/2018  
Ballot Target Date: 06/2019  
Work Item Status: Proposed  
Status: Draft Withdrawn

### Work Item Description

Here are the major points of this proposed revision: Section 1 scope, minor editorial changes Section 3 Terminology, small editorial, units and added AR(limit) as new term in Arc Rating to be used when limited to 100 cal at top end. -Section 6 Apparatus. - This section was all mixed going back and forth between construction, placement and specification and method. I tried to untangle this and separate into clear text for each. - Much more detail for panel and monitor construction - added Table with specific distance and angles for calorimeters - specification for the structural cage added - specification for electrical supply expanded - specification for data acquisition system improved - All drawings need updating, old drawings remain for now Section 7 - precaution -More straightforward listing of the hazards rather than state what safety barriers of process should be done. Each laboratory and country will have its own requirements for dealing with hazards. Section 8 - sampling -Minor changes, clarified test preconditioning requirements, previous were too restrictive and intended to be for accurate AAD determination. Section 9 calibration -Calorimeter check procedure cleaned up and made easier to follow. -Apparatus verification procedure cleaned up and made easier to follow. Prior reference of base shots was based on calculated level and % high/low of laboratory. New requirements are based on actual incident energy level obtained from years of testing and based on result from 3 laboratories. Section 10 apparatus case and maintenance -Mostly editorial to have more detailed instruction and process for maintenance and care. Section 11 Procedure -Previously this was difficult to follow having test procedure and calculations intermixed. Attempted to separate procedure from process from calculations into a logic order to follow. - 11.1 general procedure -11.3 Sequence for ATPV -11.4 Sequence for Ebt -11.5 Arc rating limit Section 12 Interpretation of results -Completely re-organized to contain all calculation and process for determining arc rating -12.1 determining time zero -12.2 heat energy calculation for all calorimeters -12.3 incident energy (EI) -12.4 Panel sensor energy -12.5 Stoll curve comparison -12.6 determination of ATPV -12.7 determination of Ebt -12.8 Establishing Arc Rating Section 13 reporting -Cleaned up the report requirements -Straightforward what is required as minimum, based on what has been requested for past years of testing and useful to end-user.

Submit Item For Ballot

Edit Work Item



# Submitting a Ballot Item



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## MyTools

- Roster Maintenance 382
- Negative & Comments 121
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## ASTM Work Item Registration Area and Ballot Item Submittal

Choose from the following options:

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Work Item registration is not required to submit a Reapproval, Withdrawal or Reinstatement action to ballot; go to Option 2 - Ballot Item Submittal
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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.

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# Submitting a Ballot Item

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- MyAccount
- Invite A Colleague
- Join Additional Committees
- Drop Subcommittees
- FAQs/Help

## ASTM International Dashboard

- Co-Workers
- Ballots
- Meetings
- Work Items



To ballot a new standard, revision or reapproval with editorial change you will be required to upload a document, including a ballot rationale statement, at the end of the submittal process. Please have your item ready before you proceed.

### Select the Main Committee and Subcommittee sponsoring the Ballot Item:

### Select an action:

- New Standard
- Revision
- Reapproval
- Withdrawal
- Reinstatement

### What Ballot Level are you submitting?

- Subcommittee Ballot
- Concurrent Subcommittee/Main Committee/Society Review

### Has the Ballot Item been authorized at a Subcommittee meeting or by the Subcommittee Chairman?

- Yes
- No

CONTINUE



# Submitting a Ballot Item



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Author > Data > **Attach** > Submit > Confirm

## Submission of Ballot Item - Revision - Concurrent Subcommittee/Main Committee/Society Review

Use the features below to post a file attachment for this Ballot item.

The contents of your ballot item must include:

- Rationale for Ballot Item
- Contents of ballot item (using MS WordTrack Changes feature when possible to identify changes from published version)
- Any Related Figures

The formatting requirements for ballot item submission are:

- MS Word Documents (.DOC)
- Only a single file can be uploaded
- If you have multiple files for this item .ZIP file with all materials included OR append all information into a single MS Word (.DOC) file and attach or email documents directly to staff.

### Upload Attachment:

Click browse to select an attachment from your computer for **WK13973** (full path and file name required e.g. C:\Data\test.doc)

Choose file...

Please do not click the Upload Attachment button more than once. Uploading may take some time depending on the size of the file and connection speed. When the upload is complete, a page will appear where you can review and approve the submission to be sent to ASTM HQ.

# While the Item is on Ballot

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- Email notification will be sent when a negative vote or comment has been received
- Ability to monitor ballot input when received
- Can view, print and download negatives and comments
- Communicate with negative voters

# After the Ballot Closes

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- Review ballot results, comments and negatives
- Contact negative voter(s) prior to subcommittee meeting
- Communicate with subcommittee chair to determine if a virtual meeting, time during the subcommittee meeting, or both are needed to address ballot results
- Inform negative voters of the outcome of vote consideration

# Reviewing Ballot Results and Resolving Negative Votes







# Reviewing Negatives & Comments



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Committee D07 on Wood					
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# Reviewing Negatives & Comments



MyASTM / Ballot Negatives and Comments



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## TRAVIS MURDOCK

The ballots listed below contain items for which you are the technical contact, subcommittee chair or section chair.

The ballots displayed are either

- Currently open for voting
- Closed for voting but individual items on the ballot remain open due to either unresolved negative votes, an open Society Review, or a dependency on another ballot item. Note: For convenient reference, resolved items will continue to appear for a period of 12 months.

[A04 \(20-01\)](#) Closing April 13, 2020

[A04 \(20-02\)](#) Closing June 29, 2020

[A04 \(20-03\)](#) Closing October 2, 2020

[A04 \(20-04\)](#) **1** Closing January 22, 2021

[A04.12 \(20-01\)](#) Closing April 13, 2020

[A04.12 \(20-02\)](#) Closing January 18, 2021

[COS \(20-01\)](#) Closing January 31, 2020

[COS \(20-06\)](#) Closing June 30, 2020

[COS \(20-11\)](#) Closing November 30, 2020

[COS \(21-02\)](#) Closing February 28, 2021

[D35 \(18-05\)](#) **5** Closing November 23, 2018

[D35 \(20-01\)](#) Closing February 5, 2020

[D35 \(20-02\)](#) **2** Closing April 3, 2020

# Reviewing Negatives & Comments

ITEM	SUB	ACTION
<a href="#">001</a>	01	<a href="#">Revision Of D1079-2020 Terminology Relating to Roofing and Waterproofing</a>

TECHNICAL CONTACT:  
Jason A Aspin

WORK ITEM: WK70263

	Main	Sub
Affirmative	133	36
Negative	2	1
Abstain	105	16
%Affirmative	98.51	97.29

**NEGATIVE VOTERS: (all ASTM member negatives must be considered)**

- \* [Felicia A Reid](#) [Enter Disposition](#)
- [Lewis S Ripps](#) [Enter Disposition](#)
- [Sidney I Dinwiddie](#) [Enter Disposition](#)
- \* [Stephen J Condren](#) [Enter Disposition](#)
- \* [Thomas L Smith](#) [Enter Disposition](#)

NON-OFFICIAL VOTING MEMBER: # INDICATES SUB; \* INDICATES MAIN

**COMMENTS:**

- [James Carlson](#)
- [Jeffrey Levine](#)

# Reviewing Negatives & Comments

## Negative

Ballot Number: C27 (20-03)                      Close Date: DECEMBER 2, 2020  
Item Number: 004 Revision Of C1227-2020 Specification for Precast Concrete Septic Tanks  
WK74020  
(SEE VOLUME 04.05)(CONCURRENT WITH .3000)  
TECHNICAL CONTACT: Kayla Hanson  
khanson@precast.org  
(800) 366-7731

Member's Name: Sam J Lines  
Address: Concrete Sealants, Inc.  
9325 SR 201  
TIPP CITY OH 45371

Phone Nr: 9378458776                      Fax Nr:  
Email Address: slines@conseal.com  
File Attachment:

Statement:  
**Section      Statement**

By stating 8" in any direction, it could cause an undue burden for a manufacturer. This is a ridiculous example, but it is to make my point: a slot of 1" x 8 1/8" would require a secondary safety apparatus as defined in 7.6.9.

# Resolving Negative Votes Online

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**COMMENTS:**

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# Resolving Negative Votes Online

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**MAIN COMMITTEE BALLOT C01 (11-03)**  
**ITEM 001 - REVISION OF C0150/C0150M-2011**

Submit disposition of **Paul D Tennis** negative vote. Click [here](#) to view negative.

<input type="radio"/>	<b>PERSUASIVE - (Any part of the negative vote was found persuasive; Item removed from ballot)</b>
<input type="radio"/>	<b>WITHDRAWN (Entire negative vote was withdrawn without editorial changes)</b>
<input type="radio"/>	<b>WITHDRAWN WITH EDITORIAL CHANGES (Entire negative vote was withdrawn with editorial changes)</b> Clearly distinguish editorial changes from the ballot item using "track changes" or provide in a separate list format (attach below). Please do not provide a clean copy of the document. Submission may be made in separate document. <input type="text"/> <input type="button" value="Browse..."/>
<input type="radio"/>	<b>NOT PERSUASIVE (Entire negative vote was found not persuasive or there is a combination of not persuasive and withdrawn dispositions)</b>
<input type="radio"/>	<b>NOT RELATED (Entire negative vote was found not related or there is a combination of not related and withdrawn dispositions)</b>



# Resolving Negative Votes Online



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**MAIN COMMITTEE BALLOT E04 (20-02)**  
**ITEM 002 - REAPPROVAL OF E0975-2013**

Submit Disposition of **Margaret P Willis** negative vote.  
Click [here](#), to view Negative Vote.

Subcommittee Meeting Date:  Main Committee Meeting Date:

Or Via

Or Via

Ballot - enter data as in MCS, e.g. F150109 Item - enter using three places, e.g. 001

If there are multiple resolutions by ballot indicate the ballot item number in the ruling rationale.

Ballot:  Item:  Ballot:  Item:

	Ruling	Ruling Rationale	Subcommittee Vote Count			Main Committee Vote Count		
			For	Against	Abs	For	Against	Abs
1	*Choose Ruling*	* Enter Rationale *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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