

ASTM Test Monitoring System Executive Committee Teleconferences
May 1 & May 25, 2017

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Call to Order

ASTM D02.B0.08, the Test Monitoring System Executive Committee, conducted conference calls on Monday, May 1 and Thursday, May 25, 2017. The attendance for both calls is shown below.

Committee Voting Members	May 1, 2017	May 25, 2017
Bob Campbell (chairman)	Present	Present
Jason Anderson	Not Present	Present
Ron Loomis	Present	Present
Eric Johnson	Not Present	Present
Doyle Boese	Present	Present
Jason Bowden	Present	Recused
Suzanne Neal	Present	Present
Mike Alessi	Present	Present
Greg Shank	Present	Present
Committee Members		
Frank Farber	Present	Present
Guests		
Tim Brooke	Not Present	Present
Alyson Fick	Not Present	Present

The agendas for the two meetings are shown as Attachment A.

May 1st & May 25th: The meetings started with a review of the ACC LCTWG document (Attachment B) requesting the development of a procurement process for materials used in ASTM test methods. The chairman answered questions regarding its content. The take-away from the initial review was that on May 25, 2017 the committee would make a decision on whether to allow the TMC to provide assistance and oversight in the desired procurement process.

May 1st : Frank Farber noted that ASTM had been contacted and they indicated that they would provide legal help in drafting contract templates to assist in the procurement process.

May 1st & May 25th: The role of the TMC was defined to be a liaison with ASTM headquarters, surveillance panels and material suppliers in drafting contracts needed in the procurement process. In addition, the TMC would monitor specified fuel batch C of A information for acceptance. The TMC would also provide similar support for any other material procurement identified as acceptable by the executive committee.

Further detail to define the process is needed downstream of this overview and is anticipated to occur at with surveillance panels and involve input from the Technical Guidance Committee (TGC).

The committee also recognized the need for surveillance panels to have alternate supplier approval criteria established as part of this process. Panels are to reference material specifications in the contracts that ASTM headquarters would help draft. Defining a test fuel procurement process, contracts and oversight was generally accepted as being easier and a good first step compared to test parts.

May 1st : The meeting ended with the chair indicating that members were to discuss the topic in-house and be prepared to vote on allowing TMC involvement in the procurement process on the upcoming May 25th conference call.

May 25th: Additional discussion resulted in the following motion being made.

The following motion was made by Bob Campbell:

Motion: Allow the TMC to facilitate, develop and oversee contracts desired by the industry to source test fuels and parts as approved by respective surveillance panels.

The motion was seconded by Ron Loomis.

Voting was as follows:

Jason Anderson, For

Ron Loomis, For

Eric Johnson, For

Doyle Boese, For

Suzanne Neal, For

Mike Alessi, For

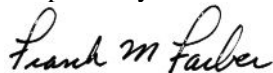
Greg Shank, For

The committee will report the passing motion at the upcoming June meeting in Boston. Since the TGC is working this same topic the committee does not expect this to be an agenda item in Boston.

May 1st: The meeting ended at 2:30 pm.

May 25th: The meeting ended at 12:04 pm.

Respectfully submitted,

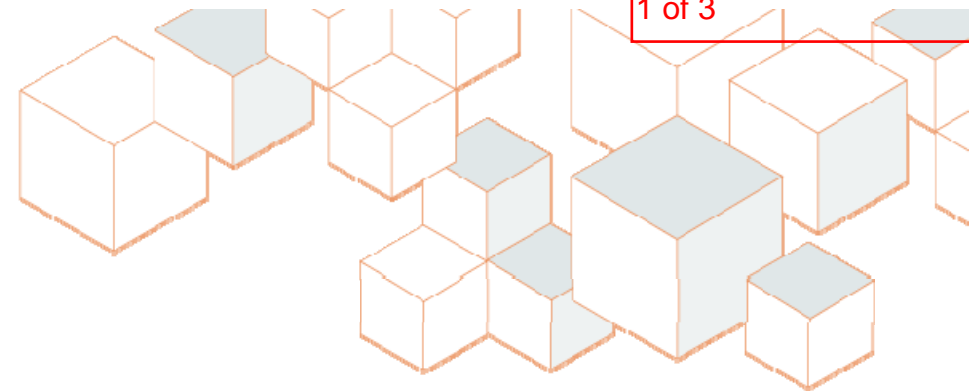


Frank M. Farber, Secretary

ASTM Test Monitoring System Executive Committee

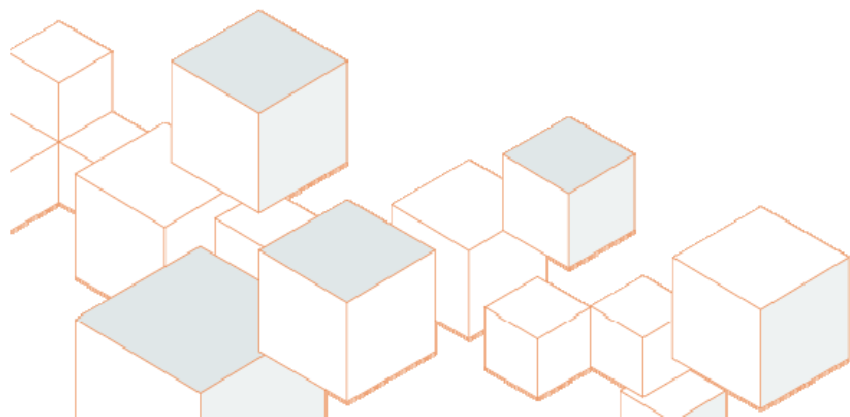
**ASTM Test Monitoring System
Executive Committee Conference Call
May 1 & May 25, 2017
Agendas**

Agenda Item	May 1, 2017	May 25, 2017
Call to Order	✓	✓
Membership Role Call	✓	✓
Review ACC request for TMC involvement	✓	✓
Vote to allow TMC involvement in procurement process		✓
Next Meeting	Conference Call Thursday May 25, 2017	Monday, June 26,2017 Boston, MA
Adjournment	✓	✓



May 1, 2017

LCTWG PRESENTATION TO ASTM TMC EXECUTIVE COMMITTEE



Petroleum
Additives Panel

For Consideration: Objective & Procurement Steps



Objective: Develop a procurement process for materials - used in ASTM crankcase lubricant tests - of technical and commercial importance to stakeholders conducting ASTM tests

LCTWG believes the details of a procurement process are best developed through a small working group of industry stakeholders. To facilitate discussion LCTWG has provided ideas for what a procurement process could entail

General Steps for consideration: situation meeting criteria to initiate a procurement process is met → demonstrate, or develop plan to prove technical equivalence → use criteria to decide whether to initiate (open) bidding process, or not → supplier contract agreement administered by third party → conformance to contract monitored

Additional Thoughts for Potential Steps in the Process

Define criteria for circumstances which initiate a procurement process, which could include, but is not limited to the following:

- Current supplier can no longer supply parts
- Alternative supplier is interested in supplying materials
- A cross industry group could actively assess materials meeting the criteria

Technical Equivalence for critical/sole source parts

- LCTWG advocates the development of technical equivalence guidelines to form the starting point for SP/TGC
- For individual Test Types, decision resides with SP
- Across Test Types decision resides with TGC (or delegated to Fuels TF, or create a 'Hardware TF')

Develop criteria to establish whether an open bidding process is warranted, which could include the following:

- More than one supplier interested
- Develop decision criteria for selecting a supplier (e.g. technical and commercial factors)
- Or move directly to contract agreement

Development of a contract agreement template

Develop process or entity to monitor supplier's conformance to contract agreement