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COMMITTEE D02 on PETROLEUM PRODUCTS, LIQUID FUELS, AND LUBRICANTS 3

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Call to Order

ASTM D02.B0.08, the ASTM Test Monitoring System Executive Committee, met via WebEx on Tuesday, September 7, 2021 at 2:00 p.m. There were 11 attendees. The full committee attended.

Members

Bob Campbell, Chair
Jim Matasic
Doyle Boese
Eric Kalberer
Nathan Siebert
Mike Deegan
Mark Jarrett
Suzanne Neal
Frank Farber, Secretary

Guests

Alyson Fick
Joe Franklin

The agenda is shown as Attachment A.

Meeting Minutes

The June 21, 2021 meeting minutes were approved as posted.

Discussion of Alternate Supplier Voting Guidelines

The chair opened the discussion with background on the recent progress made by surveillance panels in providing a mechanism for approving alternate suppliers. It was noted that a surveillance panel member with a commercial interest could cast a negative vote so that the approval of a new supplier was delayed long enough when a critical timeline exist. At the surveillance panel level if a negative vote is cast on an information letter that would approve an alternate supplier the information letter would

require an administrative Subcommittee B ballot (30-day) prior to being addressed. This 30-day ballot process could be superseded by the need to provide a supply of a critical item for the test. Thereby eliminating the new supplier from being used. To provide guidance to surveillance panels to avoid this situation Attachment B was proposed by the chair. The chair requested the committee endorse the verbiage so that it could be sent to the Sequence V chair as a recommendation. The Sequence V Surveillance Panel is on the verge of reviewing a new fuel supplier so receiving this recommendation was felt to be timely. Ultimately, the recommendation is to be shared with the Technical Guidance Committee and all surveillance panels. The committee saw no reason not to send the information to the Sequence V chair.

Doyle Boese requested that a revision be made to include 'that may reasonably present a conflict of interest' which was accepted.

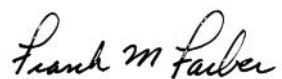
There was concern that test labs may be considered to have a commercial interest so 'supply' was added to the text.

During the discussion it was acknowledged that surveillance panels have no official structure other than task groups under ASTM. As such there are no defined voting or membership rules other than the use of Robert's Rules. It was felt that it would be helpful to develop a document detailing membership and voting rules to for panels.

One path discussed was to have all supplier information removed from test procedures and placed in a Test Monitoring Center document so that the industry could facilitate revisions without the possibility of commercial interests delaying the approval process. Concern was voiced over whether a majority vote at the panel level would allow alternate suppliers to be revised in this document. It was suggested that test sponsors have a vetoing power similar to the information letter process to avoid any changes that they found acceptable. This path was viewed as a longer term process and will be reviewed at a subsequent meeting.

The meeting ended at 3:00 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Frank M. Farber". The signature is written in a cursive, flowing style.

Frank M. Farber, Secretary
ASTM Test Monitoring System Executive Committee

Attachments
FMF/fmf

**ASTM Test Monitoring System
Executive Committee Meeting
Tuesday – September 7, 2021
2:00 - 3:00 pm
WebEx Conference Call
AGENDA**

- 1. Call to order**
- 2. Membership role call**
- 3. Review 20210621 Minutes**
- 4. Discussion of Alternate Supplier Voting Guidelines**
- 5. Next Meeting – Monday, December 6, 2021 Anaheim, CA**
 - Check Potential Attendance?**
- 6. Adjournment**

Surveillance Panel Voting Structure as it applies to alternate supply

During the process of determining the requirements and ultimately potential approval of alternate suppliers, it is likely several votes may occur during the process. During these votes, any party or parties with commercial supply interests (that may reasonably present a conflict of interest) regarding this motion shall recuse themselves from the vote. If the panel chair believes proper recusals have not occurred voluntarily, the chair shall reiterate the recusal expectation to the panel. If a disagreement occurs regarding this, the Chair shall request a vote of the panel members to determine if indeed a conflict exists or not. A majority vote (excluding abstentions) will determine the path forward. Once the recusal process is complete, a vote on the motion shall occur and the current Information letter process will follow. As a reminder, the process is described below.

Assuming no negatives, the requested procedural modifications will proceed via the current information letter process and become effective per the surveillance panel direction. If a negative vote exists, the Chair shall work towards resolution. If no resolution is attained, the information letter will be Subcommittee B balloted. If Subcommittee B approves the ballot the information letter will be issued effective the date of Subcommittee B approval