



# Test Monitoring Center

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MEMORANDUM: 04-096  
DATE: November 10, 2004  
TO: Gordon Farnsworth, Chairman, ASTM Test Monitoring Board  
FROM: John L. Zalar  
SUBJECT: ASTM TMC Semiannual Report

## ADMINISTRATIVE/FINANCIAL

The ASTM Board of Directors approved the 2005 Test Monitoring Center budget and three-year financial plan on October 19, 2004. Details of the budget and three-year plan will be included in the Administrative Guidance Committee Report. There have been no changes in TMC personnel during the past six months and staffing remains at 17 full-time employees. The current TMC organizational chart is shown in Attachment A.

## INFORMATION LETTERS

The following 15 information letters have been issued by the TMC since my last report.

<u>Information Letter</u>	<u>Date Issued</u>
Sequence IIIF No. 04-2	06/15/04
Sequence IIIG No. 04-2	06/24/04
Sequence IVA No. 04-1	07/19/04
Sequence VG No. 04-2	05/26/04
Sequence VG No. 04-3	07/01/04
Sequence VIB No. 04-2	08/02/04
Sequence VIB No. 04-3	10/01/04
1K/1N No. 04-2	06/17/04
T-10 No. 04-1	05/19/04
T-10 No. 04-2	09/17/04
T-10 No. 04-3	09/20/04
T-10 No. 04-4	09/20/04
L-37 No. 04-1	09/17/04
L-37 No. 04-2	09/27/04
L-60-1 No. 04-2	07/19/04

All of these letters are on the regular Fall Subcommittee B information letter ballot. There were no pre-balloted information letters during the past six months.

**REFERENCE OILS RECEIVED / SHIPPED**

The following reference oils were received and processed by the TMC during the period from May 1, 2004 to October 31, 2004.

<u>Test Type</u>	<u>Oil Code</u>	<u>Quantity (gallons)</u>
D6078, D6079	DFA4*	55
D6078, D6079	DFB4*	55
Sequence VIB	GF4CAT**	55
Sequence VIB	GF4CT2**	55
L-37	152-1	165
L-37	153-1	156

\* Lubricity reference fluids

\*\* Evaluated for use as reference oils for the Sequence VIB

During this same time period, the TMC made 216 shipments of reference oils containing a total of 1,770 individual oil samples.

**REFERENCE OIL BOOKLET**

An updated version of the booklet entitled *ASTM Reference Oils* is now available on the TMC web site at [ftp://astmtmc.cmu.edu/docs/ASTM\\_Reference\\_Oils\\_2004.pdf](ftp://astmtmc.cmu.edu/docs/ASTM_Reference_Oils_2004.pdf).

**CALIBRATION TEST REPORTING**

During the period from May 1, 2004 to October 31, 2004, 1555 calibration tests were reported to the TMC. Also, during this same period, 98% of all tests reported to the TMC were transmitted electronically.

**SEQUENCE VIB CALIBRATION OILS – BATCH 6 BLEND STATUS**

The re-blends of the Sequence VIB baseline calibration oil, BC-6, and the high detergent flush oil, BCFHD-6 are progressing on schedule. The test labs have placed their orders for quantities needed to support an additional two years of testing. All payments have been collected and a purchase order has been issued to the blender. The total volumes ordered were 12,100 gallons of BC-6 and 4,800 gallons of BCFHD-6. The blending of the oils is expected to commence before the end of November. It is anticipated that both products will be blended, analytically verified, containerized, and shipped to the purchasers by year end. Once the oils have been received by the test labs, the engine test verification program will be scheduled. This program, designed by the Sequence VIB Surveillance Panel, will consist of 16 back-to-back engine test comparisons of BC-6 versus BC-2. The results of the engine test verification program will be analyzed by the TMC and presented to the surveillance panel. These results will form the basis for approval of the new blend for use in Sequence VIB testing.

## **TMC WEB SITE ENHANCEMENTS**

Work is underway to enhance the functionality of the TMC web site. In addition to an improved look, the site will have cascading menus for easier navigation and direct links to frequently accessed documents, such as the LTMS manual. The new web site should be available by January, 2005.

## **SURVEY OF TMC PERFORMANCE**

TMB Chairman Gordon Farnsworth coordinated an anonymous survey of four test labs to provide feedback on the performance of the TMC. This survey included evaluations of each TMC engineer as well as observations on the overall performance of the TMC. The comments were organized into three groupings: 1) rated items exceeding industry expectations, 2) rated items meeting industry expectations, and 3) rated items falling below industry expectations.

The information received from this survey was found to be very useful for identifying areas needing improvement, both for individuals and for the organization as a whole. Comments received about specific individuals will be used in the TMC performance review process to target areas needing improvement, in addition to those already targeted internally. The goal is to provide guidance for improving individual performance with emphasis on raising areas rated as 'below expectation' to 'meets or exceeds expectation'. With regard to comments received about the organization as a whole, the TMC has initiated efforts to achieve the following goals:

1. Improve internal communications among the engineering staff regarding best practices in each monitored test area.
2. Develop a more consistent practice of proactive control chart review and interpretation.
3. Increase emphasis on providing assistance to labs and industry and thereby improve the balance between 'compliance' and 'assistance'.
  - Anticipate questions and need for assistance
  - Improve team work with industry
  - Increase awareness of how TMC can add value
4. Increase practical knowledge about the operations of a testing laboratory.

The TMC wishes to thank all the participants in the survey for providing very constructive comments. It would seem appropriate to conduct another survey in the future to measure TMC success in achieving the goals stated above and to provide additional feedback on ways that the TMC can be a more effective resource to the industry.

JLZ/jlz/mem04-096.jlz.doc

Attachment

c: ASTM Test Monitoring Board

[ftp://astmtmc.cmu.edu/docs/test\\_monitoring\\_board/TMC-12-2004.pdf](ftp://astmtmc.cmu.edu/docs/test_monitoring_board/TMC-12-2004.pdf)

Attachment A

