



Address 100 Barr Harbor Drive
PO Box C700
W. Conshohocken, PA
19428-2959 | USA

Phone 610.832.9500
Fax 610.832.9666
Web www.astm.org

Committee D02 on PETROLEUM PRODUCTS AND LUBRICANTS

Chairman: KENNETH O. HENDERSON, Cannon Instrument Co., 2139 High Tech Road, State College, PA 16803, (814) 353-8000, Fax: (814) 353-8007, e-mail: kenohenderson@worldnet.att.net
First Vice-Chairman: BEN R. BONAZZA, TI Group Automotive Systems, Caro Research Center, 326 Green Street, Caro, MI, 48723 (989) 673-8181 ext. 227, Fax: (989) 673-3241, e-mail: bbonazza@us.tiauto.com
Second Vice-Chairman: JANET L. LANE, ExxonMobil Research & Engrg., 600 Billingsport Rd, Paulsboro, NJ 08066-0480 (856) 224-3302, Fax: (856) 224-3616, e-mail: janet.l.lane@exxonmobil.com
First Secretary: RALPH A. CHERRILLO, Shell Global Solutions (US) Inc., Westhollow Tech Ctr., 3333 Highway 6 South, Houston, TX 77082 (281) 544-8789, Fax: (281) 544-8150, e-mail: ralph.cherrillo@shell.com
Second Secretary: MICHAEL A. COLLIER, Petroleum Analyzer Co. LP, PO Box 206, Wilmington, IL 60481, (815) 458-0216, Fax: (815) 458-0217, e-mail: macvarlen@aol.com
Staff Manager: DAVID R. BRADLEY, (610) 832-9681, Fax: (610) 832-9668, e-mail: dbradley@astm.org

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Reply to: Jason H. Bowden
OH Technologies, Inc.
P.O. Box 5039
Mentor, OH 44061-5039
P: 440.354.7007
F: 440.354.7080
Email: jhbowden@ohtech.com

The unapproved minutes of the April 29, 2016 Technical Guidance Committee meeting held in Paulsboro, New Jersey

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The meeting was called to order at 10:00 a.m. by Chairman Pat Lang.

The Agenda is included as (**Attachment 1**).

Chairman's Comments

Pat Lang introduced himself and reviewed the agenda for today's meeting. Part of the agenda is to review and determine the scope and objectives for this group.

Introductions

Introductions were made from those in personal attendance and on the phone.

Motion and Action Item Recorder and Secretary

Bill Buscher offered to be the Motion and Action Item recorder for this meeting. Jason Bowden offered to be the secretary for this meeting.

Membership

The membership list was passed around and will be updated. (**Attachment 2**)

Historical Activities of the TGC

The historical activities of the TGC were summarized by the prior chairman and other attendees who were familiar with prior meetings. Gordon Farnsworth provided his perspective with regards to how and when the meetings took place and the items that were historically covered by the TGC. Meetings were held semiannually and more frequently, if necessary. Meetings were frequently held at the TMC offices located in Pittsburgh. This provided awareness of the TMC facilities for those who were not familiar and as the TGC fell under what was then called the Test Monitoring Board at the time, it was felt that this location was appropriate. Gordon explained that the TMB/Executive Committee wanted a forum that could get all panels together to discuss common challenges and provide advice. Depending on the issues at the time, not all TGC members attended the meeting. The TGC also invited experts and other guests to provide input. In an effort to increase standardization in the industry, the TGC typically focuses on common issues that multiple Surveillance Panels or chairman are working on. This was also a group that provided a path for communication between the heavy duty and passenger car test types on common issues. There was a great deal of support for this group in the past and support from chairman and test sponsors will be required for the future.

Scope and Objectives

The Scope and Objectives were discussed in length. The group discussed several topics with relation to determining an appropriate scope and objectives that meet the current needs of D02.B. The basic scope and objectives are shown on the TMC website. It was mentioned that we should make it clear the TGC resides under the TMC Executive Committee. The TGC should look at providing recommendations for future test developments to succeed based on the knowledge we have with prior test developments. Joan Evans commented that in addition to developing standards by which tests are developed, we should also review how tests are controlled throughout the life of the test. As the tests progress and life extensions are put into place, sometimes there are issues that may dilute the quality of the test. Technical issues should be paramount, with the understanding that the industry has undergone a significant change over the years. There may be a way to improve communication to other groups such as the AOAP. Currently Section B1 is where chairman should gather and share concerns. A flow chart (**Attachment 3**) summarizing the ASTM hierarchy was presented. Jason Bowden and Gordon Farnsworth mentioned how historically there was a tremendous amount of resources allocated towards addressing technical issues within ASTM testing. The industry has experienced significant consolidation over time. The burden of addressing technical issues has increased for the test labs and suppliers of the test type. The TGC should provide input based on our historical experiences on how to best address technical issues. The TGC should also liaise with the ACC PAPTG chair to ensure an open line of communication. Much of what the TGC discusses is pertinent to this group.

A draft version of the Scope and Objectives was created (**Attachment 4**):

The Technical Guidance Committee is a standing committee under the ASTM Test Monitoring System Executive Committee. The Technical Guidance Committee shall consist of the chairs of the Surveillance Panels of monitored tests, a representative of each of the developers/sponsors which are responsible for the test procedures and the ASTM Text Monitoring Center Director. The Technical Guidance Committee will advise the ASTM Text Monitoring Center Director in technical matters concerning test procedures.

This will involve working with the Surveillance Panels, test developers, critical parts suppliers, fuel suppliers and testing laboratories across all testing types to improve the repeatability and reproducibility of the test procedures. The Technical Guidance Committee will provide guidance for future test developments. The TGC chair will liaise with the ACC PAPTG chair

The TGC Chair will distribute the draft Scope and Objectives for review and finalization at the next meeting (Action Item 1).

Meeting Minutes

Minutes for the TGC are currently located in the TGC section on the TMC website at <http://www.astmtmc.cmu.edu/TechnicalGuidanceCommittee.aspx>. The TMC will also work with Infineum to determine if there are additional meeting minutes that can be posted onto the website. (Action Items 2 & 3). The TGC also developed and maintained ASTM documents that are shared between multiple test types. There should be information provided to the industry with regards to where all of the pertinent documents are located, so that new members of the tests can locate them easily. These documents include research reports, rater's reports, etc. Reports that can only be located on the ASTM website should have links provided on the TMC website, so they are easily located. Gordon Farnsworth recommended the possibility of have a training session for new members on the TMC website, to ensure that people are aware that these documents do exist and that they are familiar with how to retrieve information.

Rater Calibration

The current system in place is mature and Frank Farber commented that he believes it is working well. The TMC hosts the rater's workshops and they regularly receive recommendations from the users of the workshop. If they may improve the system, TMC looks at incorporating those recommendations. The group mentioned that it appears the PCMO users require rater's to hold a certain rating performance level which is obtained during the workshop. The HDEO does not require the same performance level qualifications. The TGC chair will recommend to the HDEO Surveillance Panel chairs that they consider adoption of the same rater calibration protocols as the PCMO panels (Action Item 4). The merit system for the HDEO panels was discussed as well. Specifically the CAT test merit rating. The TGC chair will recommend to the HDEO Surveillance Panel chairs that the merit system be evaluated for whether or not the final result value should be reported to the same precision as the pass/fail limit (Action Item 5). For new test types we should ensure that raters are measuring new components the same amongst labs

prior to a matrix start. This can be accomplished by either a round robin on hardware or incorporating new hardware in the rater workshop prior to a matrix start. We should also review measurement methods prior to matrix starts. This will ensure the same performance amongst labs prior to a matrix start.

Test Fuel Task Force (Year 2011)

The TGC discussed the Test Fuels task force that was held in 2011. The group agreed to restart this task force after reviewing the work that had already been completed (Action Item 10). Part of this work included reviewing what if any additional information can be obtained from the manufacturer, beyond the current C of A, that could help determine if there are any fuel effects on testing. The group also discussed the introduction of fuel batches in the future and whether there can be a standard procedure put in place for the introduction of new fuel batches. The VGA ASTM procedure will include a fuel approval procedure (Action Item 7), which can be considered for use in other test types as well.

Hardware Control

The group discussed test hardware control as well. Jason Bowden discussed Information Letter 60, which summarizes the definitions of critical test components, expected hardware turnover amongst the labs and CPD's, along with the First-In-First-Out (FIFO) hardware plan. The TGC will review best practices in the future. Jason will provide an attachment summarizing the hardware control from Information Letter 60 (**Attachment 5**).

New Business

Lubricant Category Testing Work Group (LCTWG)

Under new business a presentation by James Booth (**Attachment 6**) with regards to material substitution was given. He stated that several of the HD test procedures have no provisions for material substitutions. There were questions as to how ASTM handles materials substitution. Gordon Farnsworth recommended that each panel needs to determine which items are critical, non-critical and stand hardware. The group should review turnover intervals, how substitutions are made, how they are introduced (reference test, etc.). It may have to ultimately be left to each Surveillance Panel to determine circumstances for individual components. The TGC will develop standardized wording for the process of substituting materials (Action Item 6). The group also discussed specific test types such as the Seq. VGA. The Seq. VGA will include a critical parts list (Action Item 8). The TGC will also review the parts lists in each test procedure, starting with the PCMO test types, to determine if they list all and correctly identify all critical test parts (Action Item 9).

The group discussed whether the use of a performance specification vs a product part number should be used. Some components do require to be called out solely by part number. James Booth commented that there is an inconsistency amongst the test procedures on whether they specify a supplier or a specification for a critical part or fuel. It will have to be determined by an individual

surveillance panel whether they should have a performance specification rather than a specific component. The TGC understands that panels try not to limit the procedures to specific part numbers (sole source suppliers), but that there are cases where a performance specification is being met, but there are still direct effects on test results due to different part numbers or hardware design. Gordon Farnsworth provided an example with regards to a performance specification for coolant in and out. If you did not specify the heat exchanger, etc. there would be an effect on the volume of oil in the external circuit. All variables need to be considered and the standardization of the method is preferred. Chris Taylor discussed how this could also be applied to fuel. The procedure calls out the fuel supplier, which limits other suppliers who can make the same fuel (i.e. EEE). Gordon discussed how the fuel supplier has to run a very intense program to prove that a fuel batch can be brought into the test type. Ron Romano mentioned that if another fuel supplier wanted to have an approved fuel, they would have to run the same prove-out program to confirm the fuel is suitable for use in a specific test. If this is accomplished, then the Surveillance Panel can discuss the possibility of accepting the fuel batch and issuing an information letter. The procedure to introduce a fuel can be modified to formalize the approval process, but once a fuel is selected, that is the only fuel that can be used. We should not use multiple sources of fuel in a test type, as we do not fully understand the fuel effect on current test types based on the information we have. Historically, the procedure to introduce new fuels in the Sequence V is 16 tests on 3 oils. The TGC can also recommend larger batches of fuel to maximize time between fuel prove-outs. The group believes that we should review the TGC Task Force minutes from 2011 and reform this group. We should look at obtaining additional information above and beyond the current C of A.

The group also discussed reviewing the possibility of creating a flow chart for how to introduce new hardware. This could be applied to both heavy and light duty applications. As a closing comment, James Booth mentioned that for all test types we should always be careful and weigh out the technical benefits of tightening specifications. As an example, there should be sound technical justifications for very small specification changes to a commercially available fuel that will then render it as a “special” fuel. In some cases this is warranted but at minimum it should be considered especially when choosing the fuel for new test types.

The ACC PAPTG also asked for clarification on what is the correct process for declaring a test unavailable. We recently experienced this confusion during the issues that have arisen in the Seq. VIII. Is there a difference between out of control and unavailable? What happens if the dependents have hardware and the independents do not? The API states that the test has to be available to all parties for it to be considered available. How do you handle redistribution amongst labs? Historically this has been a voluntary practice, as there are commercial issues that complicate these efforts. Due to the commercial issues, forced redistribution is typically not acceptable. Dave Glaenzer commented that it is not fair to the dependent labs to be limited from testing simply because the independents are out of hardware. The TGC will attempt to locate the documentation on declaring a test unavailable, review the documentation and update it with any missing content, or create new documentation (Action Item

11). The TGC will provide a standardized method for declaring a test method unavailable or out of control to the ASTM TMC Executive Committee for consideration.

Agenda Items that were not discussed in detail due to time limitations:

The following agenda items will be discussed at a future meeting, as they were not discussed during today's meeting, due to time limitations:

Category reference oils, LTMS items, Test Precision Reporting, Cleaning Solvents, Data Collection and recording protocols, PCM programing and supply, what we have learned from PC-11 and GF6 test developments.

Motion and Action Item Review

Motion and Action Items were reviewed (**Attachment 7**).

Next Meeting

The next meeting will be called to order by the Chairman via conference call or face-to-face.

Meeting Adjourned

The meeting adjourned at 2:00 PM.

Technical Guidance Committee (TGC) Meeting

Friday April 29, 2016

10:00 AM – 2:00 PM

ExxonMobil Paulsboro, New Jersey

Conference call information (audio only)

Dial-in number: 1-888-272-5498

Participant Code: 6955214#

Meeting Agenda

1. Welcome/Chairman's Comments
2. Introductions
3. Call for secretary/motion and action item recorder
4. Membership List
 - a. Update membership list
5. Review of historical activities of the Technical Guidance Committee (comments from previous chairmen)
6. Review of Scope and Objectives
 - a. Discuss and update scope and objectives to meet the current needs of D02.B

7. Discussion Topics

1. Meeting minutes
 - a. Located on TMC Website
2. Rater calibration
 - a. System currently in place
 - b. New rating concerns
3. Category reference oils
4. Test calibration protocol (LTMS) items
 - a. Stats group recently recommended IIIH system
 - b. Referencing frequency
5. Test Precision reporting
6. Cleaning solvents
 - a. Environmental and safety restrictions
7. Data collection and recording protocols
 - a. Does the DACA II document need to be updated
8. Test fuels
 - a. TGC Test Fuel Task Force summary
 - i. Last meeting held January 2011
 - b. Specification in test procedure
 - c. Best practices for procurement.
9. Test hardware
 - a. Identification and tracking of critical parts
 - b. Required parts turnover practice
 - c. Best practices for parts procurement
10. PCM programming and supply.
 - a. How do we secure correct programming and availability of PCM's for test life
11. What did we learn from PC-11 and GF-6 test developments

8. New Business

- a. Lubricant Category Testing Work Group (LCTWG)
 - i. Material substitution
- b. ACC Monitoring Agency (ACC MA) request:
 - i. What is the correct process for declaring a test unavailable

9. Next Meeting

10. Adjournment

Technical Guidance Committee Membership List

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER
Hind Abi-Akar Test Developer	Caterpillar, Inc. Old Galeena Road Building H3000 Mossville, IL 61552-3000	Phone: (309) 578-9553 e-mail: abi-akar_hind@cat.com FAX: (309) 578-1485
Jim Matasic	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092-2298	Phone: (440) e-mail: FAX: (440) <i>conf. line</i>
Mesfin Belay Test Developer	Detroit Diesel Corporation 13400 West Outer Drive, K15 Detroit, MI 48239-4001	Phone: (313) 592-5970 e-mail: mesfin.belay@detroitdiesel.com FAX: (313) 592-5952
Don Bell OSCT	Afton Chemical Corporation 500 Spring Street PO Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6332 e-mail: don.bell@aftonchemical.com FAX: (804) 788-6243
William Buscher, III Sequence IVA ✓	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) e-mail: william.buscher@intertek.com FAX: (210) <i>WAB</i>
G. E. Callis Two-Stoke Cycle	Spectrum Corporation 1523 SE Prestwick Lane Port St. Lucie, FL 34952-6038	Phone: (561) 337-5060 e-mail: ecallis@spectrumcorporation.com FAX: (561) 337-5061
Tim Cushing Test Developer ✓	GM Powertrain 823 Joslyn Road Pontiac, MI 48340-2920	Phone: <i>248 881 3518</i> e-mail: <i>timothy.cushing@gm.com</i> FAX: —
Mark Cooper T-8/T-8E, T-11, T-12	Chevron Oronite Company, LLC 4502 Centerview Drive, Suite 210 San Antonio, TX 78228	Phone: (210) 731-5606 e-mail: mawc@chevrontexaco.com FAX: (210) 731-5699
Mark Devlin Gelation Index	Afton Chemical Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6322 e-mail: mark.devlin@aftonchemical.com FAX: (804) 788-6388
Patrick Lang Sequence VIII ✓	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-2820 e-mail: plang@swri.org FAX: (210) 684-7523 <i>P.L.</i>
Dave Glaenzer Sequence IIIF/IIIG/IIIH	Afton Chemical Corporation 500 Spring Street P. O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-5214 e-mail: dave.glaenzer@aftonchemical.com FAX: (804) 788-6358 <i>conf. line</i>
Frank Gotto HT Foam	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 347-8087 e-mail: fgj@lubrizol.com FAX: (440) 347-8101
Rebecca Grinfield EOFT, EOWT HD Elastomers	Southwest Research Institute 6620 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3652 e-mail: bgrinfield@swri.edu FAX: (210) 684-5907
Jim Gutzwiller C13	Infineum USA, L.P. 4335 West Piedras Drive, Suite101 San Antonio, TX 78228	Phone: (210) 732-8132 x13 e-mail: james.gutzwiller@infineum.com FAX: (210) 732-8480 <i>conf. line</i>
Brian Koehler HTCT	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3588 e-mail: bkoehler@swri.edu FAX: (210) 680-1777

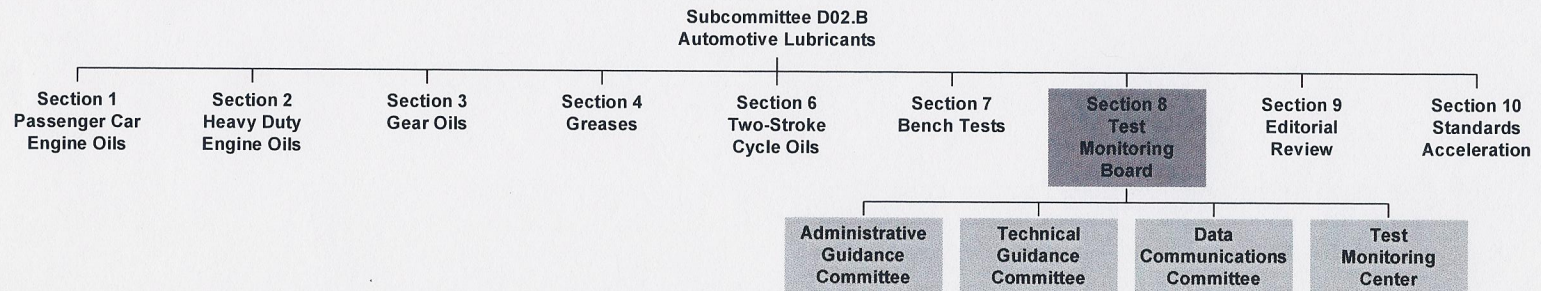
NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER
Cory Koglin L-42	Afton Chemical Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-5305 e-mail: cory.koglin@aftonchemical.com FAX: (804) 788-6358
Nathaniel Moles Sequence VID/VIE/VIF	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092-2298	Phone: e-mail: <i>Conf. Line</i> FAX:
Jim McCord 1K, 1N, 1P, 1R, 1M-PC	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3439 e-mail: jmccord@swri.edu FAX: (210) 523-6919
Susan Milczewski TEOST, TEOST-MHT	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092-2298	Phone: (440) 347-8174 e-mail: smm@lubrizol.com FAX: (440) 347-8061
Jim Moritz M11, M11EGR, ISB, ISM	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4601 e-mail: jim.moritz@intertek.com FAX: (210) 523-4607 <i>Conf. Line</i>
Eric Olsen D874	Chevron Oronite Company, LLC 100 Chevron Way PO Box 1627 Richmond, CA 94802-0627	Phone: (510) 242-4127 e-mail: rols@chevrontexaco.com FAX: (510) 242-3173
Leonard Orzech BRT	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4680 e-mail: leonard.orzech@intertek.com FAX: (210) 523-4694
Gil Reinhard CBT, HTCBT	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4674 e-mail: gil.reinhard@intertek.com FAX: (210) 681-8300
Ron Romano Test Developer	FCSD, Service Product Dev, SEO Diagnostic Service Center II Room 410 1800 Fairlane Drive Allen Park, MI 48101	Phone: (313) 845-4068 e-mail: romano@ford.com FAX: <i>Conference line</i>
Chris Schenkenberger L-60-1	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 347-2927 e-mail: csc@lubrizol.com FAX: (440) 347-2878
Greg Shank Test Developer	Volvo Powertrain 13302 Pennsylvania Avenue Hagerstown, MD 21742	Phone: (301) 790-5817 e-mail: greg.shank@volvo.com FAX: (301) 790-5815
Dale Smith L-33-1	PARC Technical Service, Inc. 100 William Pitt Way Pittsburgh, PA 15238	Phone: (412) 826-5051 e-mail: dbs@usaor.net FAX: (412) 826-5443
Andy Ritchie Sequence VG SP Chair ✓	Infineum 1900 East Linden Ave. Linden, NJ 07036-0735	Phone: 908-474-2097 Email: andrew.ritchie@infineum.com Fax: 908-474-3637 <i>A Ritchie</i>
Robert Stockwell RFWT	Chevron Oronite Company, LLC 4502 Centerview Drive, Suite 210 San Antonio, TX 78228	Phone: e-mail: robert.stockwell@chevron.com FAX: <i>Conference Line</i>
Stefan Von Lukawiecki D5800, D6417	Safety-Kleen Canada, Inc. 300 Woolwich Street South Breslau, Ontario NOB 1M0 CANADA	Phone: (519) 648-2291 e-mail: svonluka@safety-kleen.com FAX: (519) 648-2033

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER
Shawn Whitacre Test Developer	Cummins Engine Company 1900 McKinley Avenue Mail Code 50183 Columbus, IN 47201	Phone: (812) 377-9842 e-mail: shawn.d.whitacre@cummins.com FAX: (812) 377-7808
Frank Farber TMC Administrator DIRECTOR	ASTM Test Monitoring Center 6555 Penn Avenue Pittsburgh, PA 15206-4489	Phone: (412) 365-1005 30 e-mail: fmf@astmtmc.cmu.edu FAX: (412) 365-1047
Jason Bowden Central Parts Distributor	OH Technologies	440.354.7007 x101 jhbowden@ohotech.com JMB
Mark Overaker Fuel Supplier	Haltermann Solutions	
Dan Lancot Central Parts Distributor	Test Engineering Inc (TEI)	
Chris Taylor Fuel Supplier	VP Racing Fuels	
Dave Passmore Central Parts Supplier	IMTS	810-588-8155 DPASSMORE@IMTSIND.COM
Haiying Tang Test Developer	Chrysler FCA	
Michael Mike Lochite	SWRI	210 532-5430 MLOCHITE@SWRI.ORG
Mike Alessi	ExxonMobil	michael.l.alessi@exxonmobil.com
Steve Kennedy	Exxon Mobil	steven.kennedy@exxonmobil.com
Mike Raney	GM	michael.p.raney@gm.com 248 408-5384
CHRIS TAYLOR	VP RACING FUELS	210-710-4627 CHRIS.TAYLOR@VPRACINGFUELS.COM
Joan Evans	Infineum USA	joan.evans@infineum.com

ON Conferena Line

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER
Gordon Farnsworth	Infineum	conf. line
Karin Haumann	Shell	conf. line
James Booth	Oronite	Conf. line

Subcommittee B Hierarchy



Technical Guidance Committee (TGC)

Scope and Objectives

The Technical Guidance Committee is a standing committee under the ASTM Test Monitoring System Executive Committee. The TGC shall consist of the chairmen of the surveillance panels of monitored tests, a representative of each of the test developers/sponsor who are responsible for the test procedures and the Director. The Technical Guidance Committee will advise the Director in technical matters concerning test procedures.

This will involve working with the surveillance panels, test developers, critical parts suppliers, fuel suppliers and testing laboratories across all testing types to improve the repeatability and reproducibility of the test procedures. The TGC will provide guidance for future test developments.

The TGC chairman will liaise with The ACC PAPTG Chair.

Parts Definitions

- **The Surveillance Panel will decide the classification of individual components based on the following definitions.**
- **Critical Parts:** Parts known to affect test severity. These parts will be identified with a serial number or a batch lot control number as supplied by the central parts distributor.
- **Service Parts:** Those remaining parts that are available through local test developer / sponsor dealer networks.
- **Non-Production Parts:** Parts no longer available except through the central parts distributor or by special order through the test developer / sponsor.
- **Special Test Parts:** Parts which do not meet all the definitions of critical parts, service parts or non-production parts, but must be obtained from the central parts distributor.



Planning

- Define parts by category and Supplier

<u>Category</u>	<u>Supplier</u>
Critical Parts	CPD
Special Parts	CPD
Non-Production	CPD
Service parts	Test Developer / Sponsor
Test Developer / Sponsor print parts	Test Developer / Sponsor
Test Fuel	Central Fuel Supplier

- Parts usage and procurement procedures
 - These procedures will be issued via information letter for inclusion in test procedure.

Industry Material Balance Plan

- CPD and Test Developer / Sponsor
 - Required to maintain a minimum six month industry inventory of critical parts.
 - Must rotate inventory by the FIFO (first in, first out) process.
 - Maintain an even balance of batches and quantities of material at the laboratories as most reasonably possible.
- Testing Laboratories
 - Must use inventory by the FIFO (first in, first out) process.
 - Parts usage guidelines:

	First in First out	Maximum Single Order Quantity	Maximum in-house Inventory	Use / Rej. Required	Report Entry
Critical parts	Yes	60 days	6 months	Yes	Serial #
Non-prod. parts	Yes	N/A	6 months	N/A	N/A
Service parts	Yes	N/A	6 months	N/A	N/A

Lubricant Category Testing Work Group (LCTWG) Presentation to TGC

LCTWG is assessing provisions within ASTM lubricant engine test procedures, with respect to material substitution, technical effectiveness and security of supply. LCTWG would welcome TGC's input on the following topics:

- What is the ASTM process for substituting materials?
- When to use specification or supplier/product specific language?
- What are the merits, or not, of standardized material substitution language across PCMO and HDMO ASTM tests?

Technical Guidance Committee (TGC)

April 29, 2016

10:00AM – 2:00PM

ExxonMobil

Paulsboro, New Jersey

Motions and Action Items

As Recorded at the Meeting by Bill Buscher

1. Action Item – The TGC chair to distribute the revised TGC scope and objectives to the entire TGC membership distribution for review and eventual acceptance at a future TGC meeting.
2. Action Item – The TMC to acquire the older non-electronic TGC documents, review the documents for importance, then scan the important documents and post the scanned files on the TMC website.
3. Action Item – Andy Ritchie to assist the TMC in identifying the dates for the older non-electronic TGC documents.
4. Action Item – The TGC chair to recommend to the HDEO Surveillance Panel chairs that they consider adoption of the rater calibration protocols that the PCMO test types follow.
5. Action Item – The TGC chair to recommend to the HDEO Surveillance Panel chairs that the HDEO merit system be evaluated for whether or not the final result value should be reported to the same precision as the pass/fail limit.
6. Action Item – The TGC to develop standardized wording for the process for substituting materials, which can be applied to all test types.
7. Action Item – The Sequence VGA ASTM test procedure will include a fuel approval procedure. This fuel approval procedure can be considered for adaption into other test type test procedures.
8. Action Item – The Sequence VGA test procedure will include a critical parts list. This critical parts list can be considered for adaption into other test type test procedures.

9. Action Item – The TGC to review the parts lists in each test procedure, starting with the PCMO test types, to determine if they list all necessary parts and if they properly identify the critical test parts.

10. Action Item – The TGC to reinitiate the test fuel task force to continue the work that was started based off of the task force scope and objectives, updated on January 20, 2011.

11. Action Item – The TGC to attempt to locate the documentation on declaring a test unavailable, review the documentation and update it with any missing content, or create new documentation if none could be found, and make a recommendation to the ASTM Test Monitoring System Executive Committee.