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Meeting Minutes of the Technical Guidance Committee In-Person Meeting

Sheraton Downtown Denver, Colorado

June 26, 2023

4:00 – 5:30 PM

**Reply to:** Patrick Lang

Southwest Research Institute, 6220 Culebra Road San Antonio, TX 78228

Phone: 210-522-2820, [patrick.lang@swri.org](mailto:patrick.lang@swri.org)

The meeting was called to order at 4:00 PM by Pat Lang.

**Agenda:**

The meeting agenda can be found as attachment #1.

**Membership Review:**

The attendance list can be found as attachment #2.

### **Review and Acceptance of Minutes:**

Pat Lang requested approval of the May 4, 2023, meeting minutes (held during surveillance panel week in San Antonio). A motion for approval was made by Pat Lang and seconded by Bill Buscher. No objections were voiced; the minutes were approved as written.

### **Action Item List:**

The action item list was reviewed; see Attachment #3 for more details.

### **Fuels Task Force:**

Pat reported that there has been no activity in the fuels task force this period. All of the action items have been completed. If there are any new items to be added, please contact Mike Lochte at SwRI or the TGC chairman.

### **Rating Task Force:**

Bob Campbell provided the rating task force update; the full report can be found as Attachment #4.

- Formats have changed to better support standardized tests.
  - Spring Workshop will be for HD and PCMO with testing lab personnel as the attendees.
  - Fall Workshop will cover the field-testing activities.

The first combined workshop was held in San Antonio the week of March 6, 2023. There were 19 raters in attendance.

- Data from the workshops indicates that the raters are in a good spot. Raw workshop data is available on the TMC website for review.
- LED lights- LED lights have been used now for three workshops. Diffusers are being studied to lessen doppler effect.

### **Old Business:**

#### **DACA III Task Force:**

Pat Lang reported that the DACA II document is near completion but there is one additional topic that was brought up by a task force member. If the concern can be resolved without any changes to the current draft, it will be sent out for final review. If another meeting is needed, the task force will reconvene to address the item.

## **New Business:**

### **Surveillance Panel Chairman Handbook (SPC Handbook):**

Andrew Stevens provided a brief update on the status of the Surveillance Panel Chairman Handbook. He advised that there have been three meetings since the task force has been initiated. Additionally, there were sub-section meetings that took place during this reporting period. Good progress has been made but there is still a lot of work that needs to be done. There had been good support and involvement in this activity so he is confident that this task force will produce a valuable tool for future use.

At this point in the meeting, Pat provided some background on the activities of the stats subgroup that is under the SPC Handbook Task Force. One of the items discussed at previous meetings, which has been difficult to make a decision on, was choosing a time/place for the annual stats training that is being recommended under the stats section of the SP Handbook Task Force. Travis suggested that we could have it during ASTM week, possibly on Monday. Others commented that schedules are tight during ASTM, and it may be difficult to find an open spot that doesn't conflict with other meetings. Additionally, not all parties attend the ASTM meetings. Pat commented that a stand-alone meeting for the TGC could be set-up and part of the meeting would be the stats training. The disadvantage of this is that it adds another travel date for some and won't be coupled with other normally planned/attended meetings. Another suggestion was to set a time aside during PCMO surveillance panel week. No final decision was made on this item, but it is likely that the training could be done during any of the suggested times as long as it is announced with plenty of notice.

The other item that was discussed regarding the stats group was the idea of having more structure on how requests are handled within the group. This item had been discussed at previous meetings. One suggestion that came out of the discussion during this meeting was to create a new section under D02:B0 entitled Statistics. Comments were made suggesting that, although there isn't an outlined structure for the group, they are still getting things done. More oversight could potentially bog the process down. Additionally, the stats group is not employed by ASTM which raised the question if ASTM has any authority over them. Additionally, the stats group does get requests from entities other than ASTM. No decisions were made during the meeting.

The meeting adjourned at 5:30 MDT.

### **Next Meeting:**

The next meeting will be at the call of the chairman.

# **Attachment #1**

## **Agenda**

**June 26, 2023**

## **AGENDA**

### **ASTM Technical Guidance Committee Meeting**

Patrick Lang – Chairman

Monday June 26, 2023 – 4:00 PM to 5:30 PM

Sheraton Denver Downtown Hotel

Plaza Ballroom D

1. Attendance
2. Chairman's Comments
3. Review & Acceptance of Minutes
  - 3.1. Acceptance of the May 4, 2023, meeting minutes (San Antonio). Minutes have been posted to the TMC website.
4. Review Action Item List (Pat Lang)
5. Fuels Task Force Update (Pat Lang)
  - 5.1. No Activity this period (all action items have been addressed)
6. Rating Task Force Update (Bob Campbell)
7. Old Business
  - 7.1. DACA II Review Task Force
  - 7.2. Surveillance Panel Handbook Update (Andrew Stevens)
8. New Business
  - 8.1. Annual Stats Training Logistics (Travis Kostan)
  - 8.2. ASTM Voting Rules (Pat Lang)
9. Next Meeting: To be determined
10. Adjournment

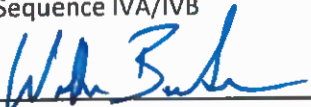
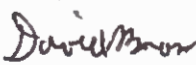
**Attachment #2**

**Attendance List**

**June 26, 2023**

Technical Guidance Committee---Voting Membership List

6-26-23




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# **Attachment #3**

## **Action Item List**

**June 26, 2023**

## Technical Guidance Committee (TGC)

### Action Items List Status as of 6-26-23:

1. Action Item – TGC to review the current “DACA II” document.
  - *Near completion, update later in meeting*
  
2. Action Item – Create task force to review surveillance panel voting rules.
  - *In Process: This item being handled under the Surveillance Panel Chair Handbook efforts*
  
3. Action Item – TGC to review the current document for “out of control” tests.
  - *Open*
  
4. Action Item – TGC to work on generating test procedure wording that would address the handling of testing anomalies.
  - *Open*
  
5. Action Item (from Oct 2022 Mtg, Pittsburgh) – Create a Surveillance Panel Chairman Handbook to document the responsibilities associated with chairmanship positions.
  - *In Process: Discussion today*

**Attachment #4**  
**Rating Task Force Report**  
**June 26, 2023**



# Rater Task Force Update to TGC

6/26/2023

Passion for Solutions®



# Workshop Format Change

## **Formats have changed to better support Standardized testing**

- ▲ Spring – “Standardized Testing Deposit Workshop”
  - HD and PCMO
  - Invitees are from labs who participate in our industry
  - Ability to calibrate for all standardized test areas with single visit
- ▲ Fall – “Field Test Rating Workshop”
  - Invitees – Anyone interested

## **Many test procedure modifications were required to allow combined workshops**

- ▲ Thanks to the panel chairs

# Standardized Testing Deposit Workshop

## **First official combined workshop help week of 3/6 in San Antonio**

- ▲ Test labs only – 19 raters split into two groups
- ▲ Data indicates raters in a good spot
- ▲ Three new tools in play
  - LED lights – diffusers being studied to lessen doppler effect
  - JMP for real-time evaluations and visuals
  - New web-based data input system
    - Works well
- ▲ New format well received

## **See report on TMC website for details**

- ▲ [https://www.astmtmc.org/ftp/refdata/gas/rating\\_workshop\\_data/2023/Final%20Report%20-%202023%20Standardized%20Testing%20Rating%20Workshop.pdf](https://www.astmtmc.org/ftp/refdata/gas/rating_workshop_data/2023/Final%20Report%20-%202023%20Standardized%20Testing%20Rating%20Workshop.pdf)

# Next Workshop – Field Test Rating Workshop

 **October 17-19, 2023 – San Antonio**

# Manual 20 Info

Contact Information for TMC Manuals 20 & 21 and other rating scales and aids :

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