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COMMITTEE D02 on PETROLEUM PRODUCTS, LIQUID FUELS, AND LUBRICANTS

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The unapproved minutes of the December 7, 2016 Technical Guidance Committee Meeting Held at the Hilton Lake Buena Vista Buena Vista, Florida.

Reply to: Patrick Lang
Southwest Research Institute
9503 W Commerce
San Antonio, Texas 78227-1301
210-240-9461
patrick.lang@swri.org

The meeting was called to order at 1:11 PM by Chairman Patrick Lang after waiting ten minutes for people to find the new meeting room which was rescheduled at the last minute due to a meeting room conflict.

Mr. Lang welcomed the attendees followed by introductions.

Mr. Lang started circulation of the membership list asking those present to update any required changes to the list and indicate any additional parties they felt may need to be included on a new updated membership list.

Chairman's comments:

Mr. Lang provided his Chairman's comments prior to the start of discussion indicating the group had a short meeting time period and therefore he was going to keep the main discussion focused on a couple topics that needed guidance for completion from the previous meetings action items.

The agenda for the meeting was reviewed. (See Attachment #1)

Chairman Lang moved to accept the minutes from the August 11, 2016 meeting with the following changes:

a. Change the date on the first page of the minutes from (8-11-2019 to 8-11-2016).
b. Page 2, 2nd sentence, change (May 29, 2016 to April 29, 2016).
c. Page 2, under "Review of Action Items…., change (May to April).

Mr. Jason Bowden seconded that motion
The motion carried unanimously.

Action Item Review:

Mr. Pat Lang provided a review of action items from the August 11, 2016 meeting indicating those items that have been completed (See Attachment #2).

The following action items are planned to be discussed at the meeting today:

- **Action Item 1**: Frank Farber to draft a separate document for unavailable tests
- **Action Item 2**: The technical guidance committee to review the current version of the "Out of Control" document
- **Action item 3:** Mr. Frank Farber will add a notification procedure to the "Out of Control" and "Unavailable" documents that will reside on the TMC website.
- **Action item 4:** The technical guidance committee was to review the ASTM international committee D on petroleum products liquid fuels and lubricants document dated December 2014 for a follow-up discussion at the next TGC meeting.
- **Action item 5 and 6:** which included the TGC chair to send a request to Doug Anderson asking the ACC to review the conformance statement for the tests, will be included as part of action item number six working with Mr. Jim Moritz to draft a modified conformance statement with suggested changes for the technical guidance committee review and inclusion within the request to Mr. Doug Anderson at ACC.

Fuel Taskforce Update:

Mr. Jim Matasic provided an update on the activities of his fuels task force group. His summary is included in these minutes as an attachment. The task force met via conference call for the first time during this reporting period. Since the task force had not met since January 20, 2011, the objective of the call was to review the minutes from that meeting and begin to outline what is next for the task force. Jim made note during his presentation the next teleconference would be January 31, 2017 not January 24 as stated in the summary.

ASTM Process for Handling:

a. Determinations of Test Availability and Control
b. ASTM Test Monitoring Notification Process when test(s) are deemed unavailable or out-of-control.

The group discussed Mr. Frank Farber's draft copy of the ASTM test availability guidelines, (See Attachment #3 "Change Accepted DRAFT Copy" as discussed during the meeting). Lengthy discussion focused on concerns about possible loss of qualified materials to conduct a test and subsequent protocol required to resolve such issues, industry notifications, and actions required to provide qualified test components/materials to continue testing.

Conversation focused on concerns about possible loss of qualified materials to conduct testing, understand there may be situations within the industry where a laboratory may have materials, but decides not to conduct testing for whatever reason and therefore the test may still be considered un-available, noting such decisions need not be made public.

The group agreed the TGC needs to orchestrate a document providing suggested protocol to the Surveillance Panel Chairpersons, outlining suggested action plans to work toward resolution of potential material shortages, hopefully before a shortage creates an un-available testing situation.

The group discussed concerns about Surveillance Panels soliciting alternate supply of materials in times when materials may be unavailable or producing unsatisfactory performance in testing. The group agreed that the monitoring agency, i.e., Surveillance Panel Membership needs to determine the protocol required to resolve the issue and take action as soon as possible to alleviate or resolve the problem. Mr. Bob Campbell made comment that it's understood that certain materials such as engine blocks need to be sole sourced through the manufacturer, however, certain ancillary test components used in the engine to conduct testing may be manufactured by many suppliers and the Surveillance Panels may review and agree to a protocol to allow alternate supplier usage of these type materials.

Additional discussion focused on Sole Source Supply of generic / non-generic materials in ASTM Monitored Tests. Ms. Alyson Fick, Staff Manager ASTM international provided examples of sole source supplied type materials, using Cell Phones, and Detergent Soap as an example where there may be multiple suppliers approved within an ASTM Test Procedure. She focused on not only the specific brand, but also the processing that may contribute to the reasoning behind sole sourcing requirements and therefore requiring supply through a preferred supplier. She reinforced the fact that there may be multiple suppliers of qualified materials, however, one may be preferred over the others, but all such materials may be acceptable for testing. These type decisions generally reside with the monitoring panel overseeing the particular test.

Jason Bowden suggested, and the group agreed, a review of earlier TGC Documents that addressed some of these concerns, pertaining to critical material classifications and supply requirements within the earlier Sequence III test may be in order for future guidance.

Since the aforementioned document was not reviewed or discussed during this meeting, it is not contained as an attachment to these minutes. However, a link to the August 11, 1993 Technical Guidance Committee meeting minutes which contain the presentation titled "Sequence IID and IIIE Test Hardware Parts Control" as Attachment #6 to those minutes, presented by Messrs. Gordon Ballard and Dwight Bowden is listed here; ftp://ftp.astmtmc.cmu.edu/docs/technicalguidancecommittee/minutes/19930811%20TGC%20Minutes.pdf

Finalizing the discussions pertaining to Test Availability and Control, which carried into hardware availability and supplier criterion discussions about generic and non-generic equipment, the following was suggested as an action item.

Action Item #1:

Frank Farber will work with Pat Lang to edit the ASTM Sub Committee B Draft Test Availability Guideline Document, incorporating concerns expressed during the Technical Guidance Committee Meeting held on December 7, 2016 and circulate to the industry for comment / approval. The Test Monitoring Center will upload the final version of the document to the ASTM Test Monitoring Center Website and include direction to a Direct Link Surveillance Panel Chairpersons can access, outlining Industry Notification Requirements with the appropriate individual contact information for each affiliate organization that need to be notified in times when industry test availability concerns arise.

Pat Lang and Frank Farber will assure all ASTM Test Monitoring Groups within ASTM D02.B0 receive notification of these requirements.

ASTM Test Alternate Supplier Approval Protocol:

Reference;
ASTM "Facts for Members" Attachment #4 "Committee Guidelines for Listing or replacement of Test Equipment Suppliers in Standard Test Methods"

The group reviewed the aforementioned Attachment to the Facts for Members document which was contained in a PowerPoint slide show used for review during the TGC meeting (See Attachment #4 *by coincidence*).

The review covered the following sections of the "Committee Guidelines for Listing or replacement of Test Equipment Suppliers in Standard Test Methods".

1) Scope
2) Referenced Documents
3) Terminology
4) Significance and Use
5) Listing of Equipment Used to Develop the precision Statement
6) Listing of Non-generic Equipment Used to Develop a Method with No Quantitative Precision Statement
7) Procedure for Listing of Equivalent Replacement Equipment

The group also reviewed a letter from Mr. Doug Anderson, American Chemistry Council, PAPTAG Manager, dated December 5, 2016 addressed to Messrs. Franklin, Kennedy, and Lang outlining some of the Lubricant Category Testing Work Group (LCTWG) concerns (See Attachment #5).

This discussion focused more closely on the section of the aforementioned letter pertaining to referencing the ASTM Facts for Members (Attachment 4) Section 7 details….. Which provides details for listing of equivalent / replacement equipment, however does not describe a "testing mechanism" i.e., sections 3.1.4 and 4.1.2;

3.1.4 Equivalent / Replacement equipment - apparatus giving essentially the same precision and bias as the apparatus used in the interlaboratory study on which the precision statement is based.

Discussion - Equivalence to generic equipment is based on meeting the description in the Apparatus section. Equivalence to non-generic equipment is determined by a testing mechanism described in Section 7 of these guidelines.

4.1.2 The guidelines also include the mechanism to be used by an equipment supplier to assure that proposed non-generic equipment will produce equivalent results of the same precision as the original equipment.

The group continued discussion focused on material availability and in times of need, the TGC providing examples of best practices Surveillance Panels might use to prove equivalency through normal testing procedures for approval of non-generic replacement materials.

Discussion pertained to situations where;
1) Critical materials may need to be brought in by approval testing at all labs.
2) Materials may not necessarily need to be introduced through the Referencing System.
3) Some materials may require multiple tests within each testing facility.

The group discussed some examples such as the Sequence VI Baseline Flush Oil where every batch needs to be tested vs the Sequence III where constant batch changes occur and the Surveillance Panel does not require prior prove-out of each batch change. Frank Farber indicated traditionally these decisions were left to the Surveillance Panel membership. In a lot of cases, moving to a new batch code has not created a problem. However, there is no guarantee that parts made by the same vendor using the same print will yield parts that have the proper severity. Jason Bowden again suggested some of these efforts and concerns have been discussed in earlier documents, suggesting the TGC review such documents and possibly generate updated copy covering some of these concerns for future distribution through the TGC to the Lubricant Testing Groups within ASTM D02.B0.

Alyson Fick cautioned that D02 may have more specific needs than other committees within ASTM that do not have monitoring agency's such as the Test Monitoring Center to oversee test calibrations and operations. She continued, indicating the Committee on Standards within ASTM does not necessarily want to see long lists of generic and non-generic equipment requirements and honestly does not plan to re-write or update the "Facts for Members" document. She further commented that the "Facts for Members" document is actually an exception to ASTM Regulations. In support of the ACC request, Mike Lochte suggested the TGC generate a list of Best Practices based on past / present practices within the surveillance panels and try to avoid higher level discussions within ASTM. Alyson Frick and Frank Farber agreed indicating we are operating under the Test Monitoring Center / ASTM Umbrella and may think about generating a more ASTM Testing Specific type document focused more for Sub Committee D02 type tests.

Alyson noted we need to review D7806 for direction on requirements for sole sourcing and non-generic materials, commenting that, for all practical purposes, ASTM does not acknowledge the documents referenced earlier during the meeting by Mr. Jason Bowden, i.e., *a presentation listed by link to the 1993 Technical Guidance Committee Meeting held August 11, 1993 earlier in these minutes*, as currently existing within ASTM.

Frank Farber commented that ACC handed control of the LTMS off to the TMC and any changes to the document needs to be approved by the ASTM TMC Executive Committee and changes to the LTMS Document do not go through the full ASTM Balloting process. Frank suggested the TGC try to keep all approvals for their documents from the ASTM Full Balloting process, using the ASTM TMC two week window to express comments and concerns over TGC publicized documents. Additionally, it was suggested by Alyson that we attempt to create a document that outlines a potential protocol for handling material substitution and consider adding this under the TMC umbrella like the LTMS document.

Jim Matasic suggested future meetings need to be more focused on drafting more pertinent documentation, while Pat Lang agreed, indicating he would entertain possibly circulating an editable document to the group for comment rather than trying to address all issues at a two hour meeting.

Action Item #2:

Mike Lochte indicated he would assign someone within SwRI to review older minutes on the TMC Website and come up with a list of examples of protocols that were followed by various surveillance panels for bringing in new test parts.

Action Item #3:

Pat Lang will contact the Surveillance Panel Chairpersons asking for examples from the past on protocols that were followed when bringing in new batches of parts or other non-generic testing materials.

An Action Item summary is included as an attachment to these minutes listed as (Attachment #6).

The meeting adjourned shortly after 3:00 PM EST

Attachment #1

December 7, 2016 TGC Meeting Minutes

AGENDA

ASTM Technical Guidance Committee
Patrick Lang – Chairman

Wednesday, December 7, 2016 – 1:00 pm to 3:00 pm EST
Hilton Lake Buena Vista, Buena Vista, FL
Room: (Yet to be determined)

1. Welcome, Introductions
2. Membership Review
3. Chairman's Comments
4. Review & Acceptance of Minutes from Last Meeting – August 11- 2016
5. Review and updates on previous Action Items from April 29, 2016 & August 11, 2016.
6. Fuel Task Force Update (Jim Matasic)
7. ASTM Process for Handling;
    a. Determinations of Test Availability and Control
    b. ASTM Test Monitoring Notification Process when Test (s) are deemed unavailable or out–of-control.
8. ASTM Alternate Supplier Approval Protocol
    a. ASTM "Facts for Members" Attachment #4 document review;
        1. Scope
        2. *Referenced Documents*
        3. *Terminology*
        4. Significance and Use
        5. Listing of Equipment Used to Develop the Precision Statement
        6. Listing of Non-generic Equipment Used to Develop a Method with No Quantitative Precision Statement
        7. Procedure for Listing of Equivalent / Replacement Equipment

Attachment #2
December 7, 2016 TGC Meeting Minutes

Technical Guidance Committee (TGC)
August 11, 2016
2:00PM – 5:00PM
Dearborn, MI

Motions and Action Items
As Recorded at the Meeting by Bill Buscher

1. Action Item – Frank Farber to draft a separate document for "unavailable" tests.

2. Action Item – TGC to review the current document for "out of control" tests.

3. Action Item – Frank Farber to add a notification procedure to both the "out of control" test and "unavailable" test documents.

4. Action Item – TGC to review the ASTM International Committee D02 on Petroleum Products, Liquid Fuels and Lubricants document dated December 2014, for a follow-up discussion at the next TGC meeting.

5. Action Item – TGC chair to send a request to Doug Anderson asking for an ACC review of the Conformance Statement. Include information on why and a suggestion for changes.

6. Action Item – Jim Moritz to draft up a modified Conformance Statement with the suggested changes for TGC review and to include with the request to Doug Anderson.

Attachment #3

December 7, 2016 TGC Meeting Minutes

ASTM Sub Committee B Test Availability Guidelines

BACKGROUND

The ASTM Technical Guidance Committee has approved the following guidelines to assist surveillance panels in the notification of when a specific test may be available or unavailable for testing purposes. The intent is that all stake holders are informed in a timely manner of any possible continuation/disruption in test availability.

GUIDELINES

Each surveillance panel is responsible for ensuring adequate supplies of acceptable test components, fuel, or any other item necessary to conduct a test. If a condition arises that would prevent a laboratory from procuring a previously available resource to conduct a test the surveillance panel chairman should be notified immediately. The surveillance panel is to then meet and discuss possible redistribution of the resource, alternative suppliers, etc. to help resolve the procurement issue. If no resolution is found the surveillance panel chairman is to inform at a minimum the stake holders shown below under the heading notification list. It is hoped in situations when a test is facing a shortage of a resource that immediate notification can focus industry expertise on finding suitable replacements and or develop/initiate protocol to handle approval of oils. The intention is restore the availability of the test as quickly as possible. In contrast, if conditions allow a resource to become available that was previously deemed unavailable the surveillance panel chairman is to also immediately notify stake holders.

For ASTM Test Monitoring System purposes a test is deemed available as long as one calibrated laboratory is able to run tests. The calibrated laboratory can be a dependent or independent laboratory. In the event that the only laboratory that can run tests is a dependent laboratory, registration and licensing organizations will need to determine appropriate responses.

Notification List

Organization	Position	Current Representative
ASTM	D02.B0 Chairman	Joe Franklin
	Test Monitoring System Executive Committee Chairman	Steve Kennedy
	Test Monitoring Center Director	Frank Farber
	PCEOCP Chairman	Thom Smith
	HDEOCP Chairman	Shawn Whitacre
	D02.B0.01 Chairman	Bill Buscher
	D02.B0.02 Chairman	Heather DeBaun
	Membership of Effected Surveillance Panel	
ACC	Product Approval Protocol Task Group Manager	Doug Anderson
	MAAG Chairman	Mike Hoey
API	EOLCS Manager	Kevin Ferrick
	EOLCS Chairman	Scott Rajala
Auto Alliance		Ron Romano
JAMA		Takumaru Sagawa
EMA	EMA Staff	Roger Gault
AOAP	Chairman	Scott Lindholm
DEOAP	Chairman	Steve Kennedy
ACC-MA	Manager	Don Lind

Attachment #4 (by coincidence)
December 7, 2016 TGC Meeting Minutes

ASTM Alternate Supplier Approval Protocol

Review of Attachment #4 in ASTM "Facts for Members" document……**Committee Guidelines for Listing or Replacement of Test Equipment Suppliers in Standard Test Methods. Approved as amended by COS September 2005**

1. Scope
2. Referenced Documents
3. Terminology
4. Significance and Use
5. Listing of Equipment Used to Develop the Precision Statement
6. Listing of Non-generic Equipment Used to Develop a Method with No quantitative Precision Statement
7. Procedure for Listing of Equivalent / Replacement Equipment

Introduction

- ASTM International policy is to encourage the development of test methods based on generic equipment (Section 15, Regulations Governing ASTM International Technical Committees, March 2010, and Sections F3 andF4, Form and Style for ASTM International Standards, March 2010). However, in the absence of generic equipment, test methods based on non-generic or proprietary equipment can be developed through the voluntary, full consensus process of technical Subcommittees of Committee D02.

- Widespread use of ASTM International methods requires that users know the source of non-generic equipment utilized in test methods. **Likewise, there should be a clear process for later incorporation of additional equipment into a test method after its initial issue if such equipment becomes available and is shown to be equivalent.**

Scope

- These guidelines are for Subcommittees with jurisdiction over Standard Test Methods. They offer recommendations for listing the manufacturer of non-generic test equipment for the benefit of the user and for validating and listing equivalent equipment into the test method.
- These guidelines are non-mandatory. However, once a Subcommittee has adopted their use for a test method, further actions described in the Guidelines become mandatory for that standard.

Reference Documents

- ASTM International Documents
- Regulations Governing ASTM International Technical Committees
- Form and Style for ASTM International Standards
- ASTM D 6300 Standard Practice for Determination of Precision and Bias for Use in Test Methods for Petroleum Products and Lubricants
- ASTM D 6708 Standard Practice for Statistical Assessment and Improvement of the Expected Agreement Between Two Test Methods that Purport to Measure the Same Property of a Material

Terminology

- *Equipment* as used in these guidelines, the term is intended to include any apparatus, solvents or other material utilized to conduct a test method.
  - *Discussion* - while in most cases equipment denotes the apparatus required for a test method, the Guidelines are equally applicable to non-generic solvents or other materials utilized to obtain the necessary precision and bias.

Terminology

- *Generic equipment* - apparatus which belongs to a general class of devices, any of which is expected to be equivalent to the other when used to run the test method.
  - *Discussion* - The equipment description is sufficiently detailed so that any apparatus meeting the description is expected to result in the same precision of results. Examples of generic equipment are glassware, thermometers, gas chromatographs, etc.

Terminology

- *Non-generic equipment* - apparatus used to develop a method which is patented, trademarked, or proprietary.
  - *Discussion* - The equipment description is protected or too limited to allow a direct substitution with untested apparatus. Examples of non-generic equipment are the Mini-Rotary Viscometer, the Pin and Vee Block Test Machine and the Jet Fuel Thermal Oxidation Tester.

Terminology

- *Equivalent / Replacement equipment* - apparatus giving essentially the same precision and bias as the apparatus used in the interlaboratory study on which the precision statement is based.
  - *Discussion* - Equivalence to generic equipment is based on meeting the description in the Apparatus section. Equivalence to non-generic equipment is determined by a testing mechanism described in Section 7 of these guidelines.

Terminology

- *RR D02 XXXX* - the Research Report describing the development of the precision program of the test method.
- *RR D02 YYYY* - the Research Report describing the development and evaluation of a test method not containing a quantitative precision program.

Significance and Use

- The guidelines provide examples of notes to be included as part of the Precision and Bias or Apparatus sections of a standard test method, giving the user the source of the non-generic test equipment used to develop the method.
- The guidelines distinguish between generic equipment described in technical detail in the Apparatus section and equipment that is identified as non-generic, by the apparatus supplier.

Significance and Use

- The guidelines also include the mechanism to be used by an equipment supplier to assure that proposed non-generic equipment will produce equivalent results of the same precision as the original equipment.
- Any change in equipment which affects the test results and therefore the precision of the method requires a new precision statement and new equipment listing. The old precision statement and its accompanying listing apply only to equipment not incorporated in the change.

Listing of Equipment Used to Develop the Precision Statement

Note 1 - the following section discusses Equipment in terms of Apparatus because that is the most common occurrence. If a test method requires the use of a special solvent or other material, the pertinent note should be modified to refer to the solvent etc.

- When non-generic equipment is used to develop the original precision statement in a test method, a note listing the equipment should be made part of the precision statement in the test method. An example of such a note follows:

Note x - The following equipment, as listed in RR D02 XXXX, was used to develop this precision statement: (here insert the name and model of equipment and the name and address of manufacturer). This listing is not an endorsement or certification by ASTM International.

Listing of Equipment Used to Develop the Precision Statement

- When a precision statement based on non-generic equipment is revised, the following note should be added:

Note y - The following equipment, as listed in RR D02 XXXX, was used to develop the revised precision statement: (here insert the name and model of equipment and the name and address of manufacturer). This listing is not an endorsement or certification by ASTM International.

Listing of Non-generic Equipment Used to Develop a Method with No Quantitative Precision Statement

- In a few cases non-generic equipment is used to develop a standard test method for which precision cannot be calculated by presently available methods. However, a Research Report describing the development program, together with a description of the equipment, shall be prepared. In such cases the following note should be added to the Apparatus section.

Note yy - The following equipment, as described in RR D02 YYYY, was used to develop this test method (here insert the name and model of the equipment and the name and address of manufacturer). This is not an endorsement or certification by ASTM International.

Procedure for Listing of Equivalent / Replacement Equipment

To list non-generic equivalent / replacement equipment, after approval and publication of the test method, one of the following alternatives must be followed:

- For methods with precision that can be established by D6300 or equivalent, use D6300 or equivalent to establish precision, and use D6708 or equivalent to establish bias. Prior Subcommittee approval of the program including equipment acceptance criteria for precision and bias is required.

(Section 7)
Procedure for Listing of Equivalent / Replacement Equipment

- The Subcommittee will evaluate the results of the interlaboratory program, and if the results are accepted, the addition of the new equipment to the listing note shall be Approved by the full balloting process. If the precision is significantly different (either better or worse) from the original equipment but still acceptable for use with the test method, the Subcommittee may include a separate precision statement and add the equipment in a separate note by the full balloting process.

Attachment #5
December 7, 2016 TGC Meeting Minutes

Sent via email
December 5, 2016

To: Joe Franklin: ASTM D02.B0 Automotive Lubricants Chair (joe.franklin@intertek.com)
Steven Kennedy: ASTM D02.B0.08 Test Monitoring Center Executive Committee Chair (steven.kennedy@exxonmobil.com)
Patrick Lang: ASTM Technical Guidance Committee Chair (patrick.lang@swri.org)

RE: Equivalent / Replacement of Non-Generic Equipment

The Lubricant Category Testing Work Group (LCTWG), working at the behest of ACC PAPTG, continues to engage industry stakeholders on how ASTM tests procedures address material substitution and procurement of materials. LCTWG remains interested in both a materials procurement process and the ongoing management thereof. The content of this letter pertains to the use of non-generic equipment (apparatus, solvents or other materials) used in the practice of ASTM automotive lubricant engine test methods.

LCTWG fully supports ASTM International's policy *"…to encourage the development of test methods based on generic equipment"*[1]. Although there may be an opportunity for more robust discussion regarding the use of generic and non-generic equipment/materials within lubricant engine test development Task Forces, LCTWG recognizes circumstances exist in which non-generic equipment / material is required.

Facts For Members[2] Attachment 4, Section 7 details the procedure for listing of equivalent / replacement equipment, however it does not describe a *"testing mechanism"* which is mentioned in 3.1.4, and 4.1.2. Section 7 informs steps post-testing, but does not offer any guidance on the testing itself. Industry stakeholders (especially surveillance panels and suppliers interested in supporting ASTM test methods) would benefit from equivalency testing guidelines to clarify protocols and ensure consistency (under technically similar circumstances).

LCTWG proposes that surveillance panels review and summarize historical meeting minutes (from the past 5 years or whatever is permissible under your retention policy) detailing testing conducted to replace non-generic equipment/materials with those from a different supplier. From this exercise, it is believed technical guidelines can be drawn up, based on consensus best practices, for replacement apparatus, parts (e.g. ring, liners, bearings, valve-train), reference oils, and fuel.

We look forward to comments from the committees you chair.

Regards,

[1] Section 15/ Regulations Governing ASTM International Technical Committees, March 2010, and Sections F3 and F4, Form and Style for ASTM International Standards, March 2010
[2] Facts For Members ASTM International Committee D02 on Petroleum Products, Liquid Fuels, and Lubricants, December 2014

James Booth

James Booth
ACC LCTWG Chair, PAPTG vice-Chair

Doug Anderson

Doug Anderson
ACC PAPTG Manager

Attachment #6
December 7, 2016 TGC Meeting Minutes

Technical Guidance Committee Meeting
December 7, 2016
Buena Vista, Florida

Action Item Summary

Action Item #1:

Frank Farber will work with Pat Lang to edit the ASTM Sub Committee B Draft Test Availability Guideline Document, incorporating concerns expressed during the Technical Guidance Committee Meeting held on December 7, 2016 and circulate to the industry for comment / approval. The Test Monitoring Center will upload the final version of the document to the ASTM Test Monitoring Center Website and include direction to a Direct Link Surveillance Panel Chairpersons can access, outlining Industry Notification Requirements with the appropriate individual contact information for each affiliate organization that need to be notified in times when industry test availability concerns arise.

Pat Lang and Frank Farber will assure all ASTM Test Monitoring Groups within ASTM D02.B0 receive notification of these requirements.

Action Item #2:

Mike Lochte indicated he would assign someone within SwRI to review older minutes on the TMC Website and come up with a list of examples of protocols that were followed by various surveillance panels for bringing in new test parts.

Action Item #3:

Pat Lang will contact the Surveillance Panel Chairpersons asking for examples from the past on protocols that were followed when bringing in new batches of parts or other non-generic testing materials.

Technical Guidance Committee Membership List December 7, 2016

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER
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Jim Matasic	The Lubrizol Corporation ~~29400~~ Lakeland Boulevard Wickliffe, OH 44092-2298	Phone: (440) 2494650 e-mail: james.matasic@lubrizol.com FAX: (440)
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
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