SSL Standardization Subcommittee teleconference minutes
04/02/2003

Attendance:

Roger Broadway - Ethyl
John Beck - RSI
Frank Farber - TMC
Mark Griffin – SwRI (Scribe)
Dave Hood - Chevron Oronite (SSL Chair & editor)
Mike Kahn - Chevron Oronite
Sally Lloyd - Perkin Elmer
Bill Mahoney - ERC
Steve Peterson - Ethyl
John Rivenburgh - Perkin Elmer
Jeff Robinson - Chevron Oronite

Convened:

10:30am PST

Opening remarks:

Dave Hood opened with a statement regarding the purpose for the meeting. Basically, Dave would like to (a) get updates concerning the progress that each company has made with their SSL initiatives, (b) review and take comments on the minutes from the last SSL-SSC meeting in October 2002, and (c) decide the next steps for the SSL-SSC group.

SSL Outline for ETRM:

Dave stated that his team would work to develop a rough draft of an outline for the ETRM document that will describe what is needed to implement the SSL (new) EDTM. The outline shall include : (a) the purpose, (b) the ideas behind the concept, (c) some of the actions that a company will most likely need to take in order to implement an SSL EDTM. Keeping in mind that what ever is stated in the outline will need to be "generic" in nature (at least as much as possible) and will reference the EDTM Requirements list.

Frank Farber asked if Dave's intention would be to provide the DCC members with the rough draft to allow for review and feedback to make revisions. Dave acknowledged that this was his intention. The rough draft should be available in 4 weeks (from this meeting date) and will be delivered to the SSL-

SSC members for review/feedback. The ultimate goal is to submit a SSL-SSC document to the DCC for approval at the June 2003 DCC meeting.

Minutes:

The meeting minutes (for the SSL-SSC) were reviewed from the 10/10/2002 meeting held in Emeryville CA. No changes were made.

Company updates on SSL status:

<u>Chevron Oronite</u>

Mike Kahn reported that Chevron Oronite is in full production with the independent labs in North America using SSL with automated file transfer utilities on their secure website. Mike commented that this is working very well and was confirmed by the independent test labs.
They have officially retired their former method for file transmission.

<u>ERC / RSI</u>

Bill Mahoney reported that within the European testing arena their secure website has been up and running since January 2003, with a 98% conversion (participation) rate. Bill noted that over the past few weeks they have made tuning/cosmetic adjustments to the operation of the website (changes based upon user feedback). e.g. there is now a sort function available to view the file names of uploaded data.

Bill also reported that the next step will be to include the North American testing into the secure website usage. Bill said that RSI beta testing will begin mid month (April 15, 2003). One of the issues to be resolved will be the inclusion of the validity statement (ACC COP) data into the data dictionaries used by North American testing.

John Beck stated that RSI has decided to use the standard supplemental data definitions (14 fields) currently being used by SwRI and Perkin Elmer for their EDT trading partners. John said the goal will be to somehow add these fields into the flat file being transmitted by the labs.

The group of sub-committee members discussed this issue at length. There were 3 possible courses of action identified.

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(1) RSI would approach each surveillance panel chairperson (for the ACC test types[1]) and request that the validity statement data definitions (for ACC COP form) be added to the data dictionary (for the test types that the SP oversees)

(2) RSI would approach the chairman of the Technical Guidance Committee (Gordon Farnsworth) and request that the validity statement data definitions (for ACC COP form) be added to each data dictionary (for the ACC test types[1]).

(3) The DCC would develop a "industry footer" data dictionary to be appended to each flat file (for the ACC test types[1]). The dictionary would include the 14 data definitions.

   The 2nd course of action was selected.

[1]ACC test type list: IIIF, IVA, VG, VIB, VIII, 1K/1N, 1MPC, 1P, 1R, M11, M11EGR, T8/T8E, T9, T10, RFWT, 6V92

Ethyl

   Steve Peterson reported that not much activity has occurred, the status reported during the July 2002 SSL-SSC meeting was still current. Steve indicated that Ethyl has the resources for SSL work.

   Donnie Grande has been appointed as the replacement for Maryse Shull.

TMC

   Frank Farber reported that the TMC has been sitting tight waiting to see how the SSL-SSC work progresses. Frank indicated that, as a way to stay up to speed with everyone else, the TMC could start (SSL) work within the next 6 months.

Lubrizol

   Lubrizol was not in attendance.

   Dave Hood (on behalf of Jody Fromer) reported that Lubrizol was just about ready to start beta testing.

Infineum

   Infineum was not in attendance.

   Dave Hood stated that Lika Barnabishvili had informed him that she could not make the meeting and that he had not received anything new to report.

<u>Labs (PE & SR)</u>

Each lab reported that usage of the existing secure websites (mentioned above) is going well.

Closing remarks:

Dave Hood made a closing statement regarding the purpose of the EDTM guidelines currently being implemented and the goal is for all industry trading partners use the new EDTM (SSL).

Dave noted that the labs currently must provide alternate EDT paths, FTP, SMTP and now SSL. Dave commented that we (the industry trading partners) could be in danger of fracturing the DCC standards by having multiple EDT methods in place. He added that the use of a single method should result in controlling test costs for ACC members. This was a requirement set by the DCC when forming this subcommittee.

Dave then asked if any members felt that that implementation of SSL would be an issue.

Mark Griffin commented that it would be nice to have a single method to use among all trading partners and that the SSL method fits well with current Web based / E-commerce solutions, but the switch need not be mandated. Mark said that SwRI would still maintain multiple methods (per client requirements).

Frank Farber asked if moving to a single EDTM would be the direction that the TMC should move. John Rivenburgh replied that Perkin Elmer would prefer that the TMC maintain multiple EDT methods.

Dave requested that each SSL-SSC member (company) make a determination as to their intend to move forward with an SSL implementation. These responses (intentions) would be documented as part of closure for the SSL-SSC group.

The SSL-SSC group agreed that a final teleconference call would be held (2nd week of May 2003). Where: (a) the SSL usage intentions from each company would be gathered/recorded and (b) the revised draft of the SSL outline for the ETRM appendix would be discussed (made ready for delivery to the DCC).

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Next Steps:

Assigned Task	Company
Contact TGC Chair for inclusion of validity statement fields *	RSI
Conduct beta testing for North American testing (April 2003) *	RSI
Develop rough draft of SSL outline for ETRM due May 1, 2003	Chevron Oronite
Review / give feedback on rough draft of SSL outline (May 2003)	ALL
Create revised draft of SSL outline based on feedback (May 2003)	Chevron Oronite
Make determination regarding moving forward with SSL (May 2003)	ALL
Conduct / attend final SSL-SSC teleconference mtg. (May 2003)	ALL
Deliver revised draft of SSL outline to DCC June 2003 mtg.	SSL-SSC
Dissolve SSL-SSC group / work completed (June 2003)	SSL-SSC

* not directly part of SSL-SSC work but listed for informational purposes

Adjourned:

11:33am PST