

ASTM TEST MONITORING BOARD MEETING
December 9, 2002

Salon 3 – Marriott Anaheim
Anaheim, CA

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Call to Order

ASTM D02.B0.08, the Test Monitoring Board, met on December 9, 2002 at 5:00 p.m. in Salon 3 of the Marriott Anaheim in Anaheim, California. There were eight voting members (Cliff Venier represented Robert Sutherland), three non-voting members, and six visitors present. The attendance roster is shown in Attachment A. The minutes from the June 17, 2002 meeting were approved.

Membership

John Zalar reported that a special TMB election was held to confirm Frank Bondarowicz as a replacement for Dave Stehouwer, who resigned from the Board in September 2002. Other voting members for 2003 include Tom Cousineau, Gordon Farnsworth, Greg Shank, John Shipinski, Norbert Nann, Robert Sutherland, Lew Williams, and Barry Jecewski. The TMB expressed appreciation to Paul Strigner for his many years of service as the general-interest voting member.

Administrative Guidance Committee

Walter Groff presented the AGC report (see Attachment B). The TMC fiscal 2002 net income through September was -\$68,394. It is projected that this deficit will continue to grow through the end of the current TMC fiscal year (January 31, 2003) and a budget deficit of -\$195,000 is projected for 2003. These deficits are primarily associated with the delay in the GF-4 category and follow three consecutive years of significant surpluses.

The TMC three-year budget plan was developed and approved by ASTM in October 2002. This plan includes the 2003 TMC budget as well as projected budgets for 2004 and 2005.

Over the past year and a half, the CRC has become inactive in organizing rater workshops. In response to the continued need for rater workshops, the TMC has become involved in organizing ASTM workshops. ASTM has specific needs with regard to rater workshops, such as addressing test specific rating issues and providing a means for rater calibration. CRC has now decided to issue a tender to solicit an independent contractor to organize and run CRC workshops. The TMB discussed the possibility of the TMC responding to a CRC tender. **A motion to allow the TMC to respond to a CRC tender and submit a bid to conduct CRC rating workshops was approved unanimously.** The TMB decided to seek the approval of Subcommittee B, pending appropriate review by Committee D02 and ASTM staff.

Technical Guidance Committee

Gordon Farnsworth reported that the TGC had not met since the last TMB meeting.

Data Communications Committee

Frank Farber filed a written DCC report (see Attachment C). The DCC is working on the process details to permit test result transmission via the Secure Socket Layer (SSL) protocol. This is the only DCC objective at the present time.

Test Monitoring Center

The TMC report is shown in Attachment D. John Zalar reported that the new TMC reporting path at Carnegie Mellon University was functioning smoothly and allows the TMC to operate very independently.

The TMC will store and distribute six reference oils for the Homogeneity and Miscibility (H&M) test.

The latest version of the *ASTM Reference Oils* booklet is available on the TMC web site.

Editorial revisions to the *Regulations Governing the ASTM Test Monitoring System* have been completed. References to ASTM International and the Performance Review Institute were the only changes. The document is available on the TMC web site.

TMC staffing remains at 17 regular full-time employees. No changes to this headcount are forecast through 2005.

Ballots

John Zalar reported the results of Subcommittee D02.B0 ballot 02-07, which closed on November 25, 2002. The ballot included the L-33-1 Research Report, the election of five TMB members, and 12 information letters. One editorial comment was received on the L-33-1 Research Report and this comment has been addressed. One disapprove vote was received on the TMB election of Robert Sutherland with a write-in vote cast for Lowell Norris. The TMB recommendation to Subcommittee B is to declare the disapprove vote non-persuasive, since the single write-in vote did not result in the election of Lowell Norris. Ballot summaries are shown in Attachment E.

Old Business

There was no old business.

New Business

There was no new business.


Next Meeting

The next meeting is scheduled for June 16, 2003 in Norfolk, Virginia.

Adjournment

The meeting was adjourned at 6:00 p.m. for an Executive Session.

Respectfully submitted,

A handwritten signature in black ink that reads "John L. Zalar". The signature is written in a cursive style with a large initial "J" and "Z".

John L. Zalar, Secretary
ASTM Test Monitoring Board

Attachments

Attachment A

ASTM TEST MONITORING BOARD MEETING

December 9, 2002
 Marriott Anaheim
 Anaheim, California

Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Frank Bondarowicz	Navistar International 10400 West North Avenue Department 555 Melrose Park, IL 60160	Phone: (708) 865-4030 e-mail: frank.bondarowicz@nav-international.com FAX: (708) 865-4229	FB
Thomas J. Cousineau	Ethyl Petroleum Additives, Inc. 500 Spring Street, P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6282 e-mail: tom_cousineau@ethyl.com FAX: (804) 788-6244	TJC
Gordon R. Farnsworth	Infineum USA L.P. 1900 East Linden Avenue Linden, NJ 07036-0536	Phone: (908) 474-3351 e-mail: gordon.farnsworth@infineum.com FAX: (908) 474-3637	GRF
Barry Jecewski	21500 Oakwood Boulevard POEE Building Mail Drop #44 Dearborn, MI 48124-4091	Phone: (313) 594-6943 e-mail: bjecewsk@ford.com FAX: (313) 845-3169	
Greg Shank	Mack Trucks 13302 Pennsylvania Avenue Hagerstown, MD 21742	Phone: (301) 790-5817 e-mail: gregshank@macktrucks.com FAX: (301) 790-5815	G.S.
John Shipinski	Toyota Technical Center USA 1588 Woodridge Avenue Ann Arbor, MI 48105-9773	Phone: (734) 995-3754 e-mail: shipinski@ttc-usa.com FAX: (734) 995-5971	JS
Paul Strigner	31 Seguin Street Ottawa, Ontario CANADA K1J 6P2	Phone: (613) 746-0647 e-mail: kaltech@magi.com FAX: (613) 746-9292	PS
Robert Sutherland	Pennzoil Products Company 1520 Lakefront Circle The Woodlands, TX 77380	Phone: (281) 363-8029 e-mail: robertsutherland@pzlqs.com FAX: (281) 363-8002	off Tenni for Bds CSH
Lew Williams	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092	Phone: (440) 347-1111 e-mail: lawm@lubrizol.com FAX: (440) 347-9244	LAWM

Non Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Don Bartlett	Lubrizol 29400 Lakeland Boulevard Wickliffe, OH 44092-2298	Phone: (440) 347-2388 e-mail: dtb@lubrizol.com FAX: (440) 347-2878	
William Buscher, III	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-6802 e-mail: wbuscher@swri.org FAX: (210) 684-7523	
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Mark T. Devlin	Ethyl Research Center 500 Spring Street, P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6322 e-mail: mark_devlin@ethyl.com FAX: (804) 788-6388	
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Walter P. Groff	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-2823 e-mail: wgroff@swri.edu FAX: (210) 684-7523	WPG
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Ted Selby	Savant, Inc. 4800 James Savage Road Midland, MI 48042	Phone: (517) 496-2301 e-mail: tselby@savantgroup.com FAX: (517) 496-3438	
Dale Smith	PARC Technical Service, Inc. 100 William Pitt Way Pittsburgh, PA 15238	Phone: (412) 826-5051 e-mail: dbs@usaor.net FAX: (412) 826-5443	
Robert Stockwell	GM Power Train Engineering Ctr. GM Corporation Mail Code 480-734-801 30003 Van Dyke Warren, MI 48105-9773	Phone: (810) 492-2268 e-mail: robert.stockwell@gm.com FAX: (810) 575-2732	
Dwayne E. Tharpe	Caterpillar, Inc. Building LC2172 501 S.W. Jefferson Avenue Peoria, IL 61630-2172	Phone: (309) 675-6122 e-mail: tharpde@cat.com FAX: (309) 675-1598	
Clifford G. Venier	Pennzoil Products Company 1520 Lake Front Circle The Woodlands, TX 77380	Phone: (281) 363-8060 e-mail: cliffordvenier@pzlgs.com FAX: (281) 363-8179	
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John L. Zalar	ASTM Test Monitoring Center 6555 Penn Avenue Pittsburgh, PA 15206-4489	Phone: (412) 365-1005 e-mail: jlz@astmtmc.cmu.edu FAX: (412) 365-1047	<i>JLZ</i>

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AGC REPORT TO THE TEST MONITORING BOARD

**June 2002
To
December, 2002
December 9, 2002**

AGC Semi-Annual Report

Membership

- **Walter Groff** SwRI (Chair)
- **Tom Boschert** Ethyl
- **John Glaser** Perkin Elmer
- **Ken Pearson** ASTM
- **Cliff Venier** Penzoil
- **Lew Williams** Lubrizol
- **John Zalar** TMC

No changes in membership since our last meeting.

AGC Semi-Annual Report Responsibilities

- Advise the Administrator in general business activity
- Advise the Administrator in finalizing the annual budget, manpower request and contract recommendations
- Prepare an annual evaluation and salary recommendations of the administration for presentation to the board.

AGC Semi-Annual Report TMC Fiscal Performance - FY 2002

- Original FY2002 Forecast **-\$80,000**
- Revised FY2002 Forecast **-295,000**
- First Nine Months **-\$68,394**
- GF-4 delay caused revised budget

AGC Semi-Annual Report

TMC Fiscal Forecast

Line Item	2003	2004	2005
Salaries	\$862,000	\$892,000	\$923,000
Temporary Help	\$20,000	\$20,000	\$20,000
Benefits (26.2%)	\$231,000	\$239,000	\$247,000
Overhead	\$580,000	\$604,000	\$624,000
Travel	\$75,000	\$77,000	\$79,000
Telephone	\$22,000	\$23,000	\$24,000
Office Supplies	\$22,000	\$23,000	\$24,000
Reference Oils	\$50,000	\$75,000	\$75,000
Capital	\$22,000	\$25,000	\$25,000
Contract Services	\$43,000	\$44,000	\$45,000
Lab Supplies	\$25,000	\$26,000	\$27,000
Training & Education	\$15,000	\$15,000	\$15,000
Procedure Rewrites	\$15,000	\$15,000	\$15,000
Audit	\$19,000	\$19,000	\$20,000
Total Expenses	\$2,001,000	\$2,097,000	\$2,163,000
Revenues	\$1,806,000	\$2,125,000	\$2,200,000
Revenue-Expense	(\$195,000)	\$28,000	\$37,000
Interest	\$45,000	\$50,000	\$55,000
Reserves	\$2,766,000	\$2,844,000	\$2,936,000
Months Reserve	16.6	16.3	16.3
Fee Increases	None	None	None
New Tests	GF-4		PC-10
Reg. FT Headcount	17	17	17

AGC Semi-Annual Report

FY 2003 High Impact Tests

<u>Test</u>	<u>Type</u>	<u>No.</u>	<u>Fee</u>	<u>Oil Sales</u>	<u>Total</u>
	III	75	\$184,500	\$17,400	\$201,900
	VIB	150	\$369,000	\$43,500	\$412,500

Changes to referencing frequency, VGRA, BOI or the implementation of STM or further delays in GF-4 introduction could change these numbers.

AGC Semi-Annual Report

TMC Rater Workshop Involvement

- **TMC continues to support ASTM Workshops**
 - **Gears, Light and Heavy Duty**
- **CRC remains inactive**
- **Effort by CRC to revive Deposit and Distress rating methods panel but so far unsuccessful.**
 - **Looking for a chairperson**
- **CRC putting a tender on the street to solicit an independent contractor to run CRC workshops**

AGC Semi-Annual Report

TMC Rater Workshop Involvement

- Should the TMC consider becoming the organizer of CRC workshops?
 - Already organizing ASTM workshops
 - Industry appears to be reluctant to support both ASTM and CRC workshops
 - ASTM uses CRC technique
 - Fully funded (adds diversification for revenues)
 - Will not require additional staff at TMC
- Seeking TMB guidance

AGC Semi-Annual Report

Action Items

- Approval for the TMC to investigate the possibility of submitting a bid to CRC to conduct rating workshops.
 - Independent contractor to CRC
- Approval of this report



Test Monitoring Center

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(412) 365-1000

MEMORANDUM: 02-121
DATE: November 25, 2002
TO: Mr. John Shipinski, ASTM Test Monitoring Board Chairman
FROM: Frank M. Farber
SUBJECT: Data Communications Committee Report

The Data Communications Committee (DCC) has met one time since the June 2002 ASTM meetings: October 10, 2002. The following is a brief summary of the events, action items and recommendations brought forth at this meeting:

- The Committee, through the Secure Socket Layer (SSL) Task Group, is developing process details to permit test result transmission via SSL.
- This period, 95% of the tests reported to the TMC were received via the DCC Electronic Test Report Transmission Model.
- The TMC will only be providing the industry with pdf fillable report forms.
- At the present time, the only DCC objective is to implement SSL test transmission.
- Action Item: Develop SSL protocol details.

Future meeting schedule: None planned (Chairman will determine need to meet)

FMF/fmf

c: J. L. Zalar

ftp://ftp.astmtmc.cmu.edu/docs/Data_Communications_Committee/tmb_reports/astm_200210.pdf



Test Monitoring Center

6555 Penn Avenue
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Attachment D

MEMORANDUM: 02-099
DATE: November 8, 2002
TO: John Shipinski, Chairman, ASTM Test Monitoring Board
FROM: John L. Zalar
SUBJECT: ASTM TMC Semiannual Report

ADMINISTRATIVE/FINANCIAL

The ASTM Board of Directors approved the 2003 Test Monitoring Center budget and three-year financial plan on October 23, 2002. 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 12 information letters have been issued by the TMC since my last report.

<u>Information Letter</u>	<u>Date Issued</u>
Sequence IVA No. 02-3	05/30/02
Sequence VG No. 02-4	07/08/02
Sequence VIII No. 02-1	05/20/02
L-33 No. 02-2	05/30/02
L-33 No. 02-3	06/12/02
L-33 No. 02-4	06/26/02
L-60-1 No. 02-1	06/25/02
L-60-1 No. 02-2	08/23/02
HTCT No. 02-1	09/27/02
T-8 No. 02-1	09/27/02
T-9 No. 02-1	09/27/02
T-10 No. 02-2	09/27/02

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

The following reference oils were received and processed by the TMC during the period from May 1, 2002 to October 31, 2002.

<u>Test Type</u>	<u>Oil Code</u>	<u>Quantity (gallons)</u>
Sequence VIB	BC-5	1650
Sequence VIB	BCFHD-5	1045
H&M	HMA	220
H&M	HMB	220
H&M	HMF	220

During this same time period, the TMC made 238 shipments of reference oils containing a total of 1,661 individual oil samples.

SEQUENCE VIB CALIBRATION OIL RE-BLEND

Re-blends of the two Sequence VIB calibration oils, BC-5 and BCFHD-5, were completed in April. All orders were shipped to the test labs directly from the blend site. A total of 16 engine test verification runs of BC-5 versus BC-2 were completed at three laboratories. One laboratory observed a much larger difference between the blends than the other two labs. The TMC requested oil samples from each lab and verified that the one laboratory had inadvertently used oil other than BC-5 in its verification runs. The lab repeated its verification runs using BC-5 and obtained results much more in line with the other two labs. The Sequence VIB Surveillance Panel will consider the verification data and approval of BC-5 and BCFHD-5 at its next meeting.

TMC TO DISTRIBUTE HOMOGENEITY AND MISCIBILITY REFERENCE OILS

The TMC will store and distribute six reference oils for the Homogeneity and Miscibility (H&M) test. In late October, the TMC began receiving four-drum supplies of these oils. The oils will be subjected to the TMC Quality Assurance process (all drums sampled). Each oil will be mixed to ensure homogeneity of the batch, with physical and chemical properties for pre-mix and post-mix confirmed against supplier data. The H&M oils will receive the usual TMC Quality Control analyses once per year.

The oils will be coded HMA thru HMF and will be distributed in sets of six one-quart containers (one quart of each reference oil per set). The price will be \$25 per quart, or \$150 per set of six, and includes prepaid shipping. At this time, the TMC has not been asked to provide any services other than reference oil distribution.

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_2002.pdf.

CALIBRATION TEST REPORTING

During the period from May 1, 2002 to October 31, 2002, 1567 calibration tests were reported to the TMC. Also, during this same period, 95% of all tests reported to the TMC were transmitted electronically.

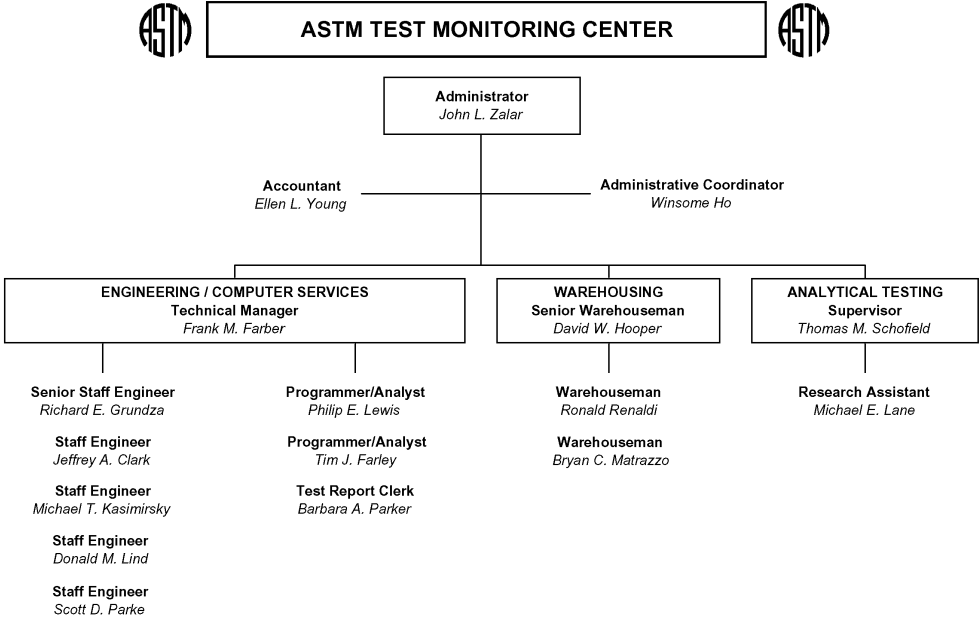
JLZ/jlz/memo02-099.jlz.doc

Attachment

c: ASTM Test Monitoring Board

ftp://astmtmc.cmu.edu/docs/test_monitoring_board/TMC-12-2002.pdf

Attachment A



D02.B BALLOT RESULTS
(Ballot 02-07)

Attachment E

L-33-1 Research Report
Test Monitoring Board Elections
TMC Information Letters
Closing Date: November 25, 2002

Ballot Responses from Voting Members

Return = 41/54 (76%)

	Approve	Disapprove	Abstain
<u>Research Report</u>			
1. L-33-1 Research Report	29	0	12
<u>Test Monitoring Board Elections</u>			
2. Tom Cousineau, Ethyl	36	0	5
3. Robert Sutherland, Pennzoil-Quaker State	35	1	5
4. John Shipinski, Toyota	36	0	5
5. Norbert Nann, Consultant	35	0	6
6. Frank Bondarowicz, Navistar International	37	0	4
<u>TMC Information Letters</u>			
7. Sequence IVA Letter No. 02-3	32	0	9
8. Sequence VG Letter No. 02-4	30	0	11
9. Sequence VIII Letter No. 02-1	30	0	11
10. L-33 Letter No. 02-2	27	0	14
11. L-33 Letter No. 02-3	27	0	14
12. L-33 Letter No. 02-4	27	0	14
13. L-60-1 Letter No. 02-1	27	0	14
14. L-60-1 Letter No. 02-2	27	0	14
15. HTCT Letter No. 02-1	28	0	13
16. T-8 Letter No. 02-1	30	0	11
17. T-9 Letter No. 02-1	30	0	11
18. T-10 Letter No. 02-2	30	0	11

Disapprove Comments

Item #3 – Francis R. Duffey – write-in vote for Lowell Norris

Other Comments

Item #1 – Joe W. Wilson – Section 14.2 on intermediate precision refers to engine testing