ASTM TEST MONITORING BOARD MEETING June 16, 2003

Norfolk Waterside Convention Center Norfolk, VA

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CALL TO ORDER

ASTM D02.B0.08, the Test Monitoring Board, met on Monday, June 16, 2003 at 5:10 p.m. in Hampton Roads II of the Norfolk Waterside Convention Center, Norfolk, VA. There were eight voting members (Bob Olree represented Robert Stockwell), three non-voting members and six visitors present. The attendance roster is shown in Attachment A. Minutes from the December 9, 2002 meeting were approved.

MEMBERSHIP

Hannah Murray (Toyota) and Robert Stockwell (GM Powertrain) were announced as newly elected voting members filling vacancies created by the resignations of John Shipinski and Barry Jecewski.

The TMB held an election of officers. Gordon Farnsworth was elected Chairman and Lew Williams was elected Vice Chairman.

ADMINISTRATIVE GUIDANCE COMMITTEE

Walter Groff presented the AGC report (see Attachment B). TMC fiscal 2002 net income was -\$272,000 versus a forecast of -\$295,000. Fiscal 2003 net income is forecast at -\$195,000. This number could improve as a result of the impact of GF-4 over the remainder of this year. The overall TMC financial status remains good for the short term. TMC reserve funds are currently equal to 16 months of operating expenses. Cost containment remains a high priority.

The TMC was unsuccessful in its bid to become the coordinator of CRC rater workshops. Although the TMC technical proposal was highly rated, the cost proposal was the highest among the three bidders.

The TMB was informed of a proposal by Dan Ludwig (RSI) involving the operation of RSI and the TMC. The proposal includes estimated cost savings to the industry of \$1,000,000 per year. Dan has requested the opportunity to present this proposal to ASTM.

Tom Franklin noted that the *Regulations Governing the ASTM Test Monitoring System* establish all chairman of surveillance panels whose tests are monitored by the TMC as ex-officio non-voting members of the TMB. Regular meeting attendance by non-voting TMB members will help ensure that the voting members receive relevant input on matters relating to the operation of the TMC. Subcommittee B will be advised of this.

TECHNICAL GUIDANCE COMMITTEE

Gordon Farnsworth reported that the TGC had not met since the last TMB meeting. An effort is underway to add the necessary fields to report forms and data dictionaries for an ACC conformance statement.

DATA COMMUNICATIONS COMMITTEE

John Zalar presented the DCC report for Frank Farber (see Attachment C). The DCC has not met during the past six months. Work continues on the Secure Socket Layer data transmission protocol.

TEST MONITORING CENTER

The TMC report is shown in Attachment D. John Zalar reported that the audit for fiscal 2002 was successfully completed in April. The audit report was distributed to all TMB members.

The TMC has implemented a Rater Calibration Monitoring System for the L-37 gear test. This system is based on the LTMS.

TMC staffing remains at 17 regular full-time employees. No changes to this headcount are forecast through 2004.

BALLOTS

John Zalar reported that three Subcommittee B ballots of interest to Section 8 were conducted during the past six months. The first ballot included two proposed Sequence VG information letters. The first letter was approved and issued. The second letter received two disapprove votes and the Sequence VG Surveillance Panel has recommended that this ballot item be withdrawn. The second ballot included a proposed Sequence VIB information letter. The letter received two disapprove votes and was referred to the surveillance panel for resolution. The third ballot included 20 information letters issued by the TMC over the past six months. No disapprove votes were received. Several editorial comments were received and will be addressed. Ballot summaries are shown in Attachment E.

OLD BUSINESS

There was no old business.

Page 3

NEW BUSINESS

There was no new business.

NEXT MEETING

The next meeting is scheduled for December 8, 2003 in Phoenix, Arizona.

ADJOURNMENT

The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

John Z. Jalar

John L. Zalar, Secretary ASTM Test Monitoring Board

JLZ/jlz

Attachments

Attachment A

ASTM TEST MONITORING BOARD MEETING

June 16, 2003 Norfolk Waterside Convention Center Norfolk, VA

Voting Members

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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: <u>frank.bondarowicz@nav-international.com</u> FAX: (708) 865-4229	7B
Thomas Cousineau	Ethyl Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6282 e-mail: <u>tom_cousineau@ethyl.com</u> FAX: (804) 788-6244	TGC
Gordon 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	YR=
Hannah Murray	Toyota Technical Center USA 1588 Woodridge Avenue Ann Arbor, MI 48105-9773	Phone: (734) 995-3762 e-mail: <u>hmurray@ttc-usa.com</u> FAX: (734) 995-5971	Hm-
Norbert Nann	Nann Consultants, Inc. 59 Edgehill Drive Wappingers Falls, NY 12590	Phone: (845) 297-4333 e-mail: <u>norbnann1@aol.com</u> FAX: (845) 297-4334	0
Greg Shank	Mack Trucks 13302 Pennsylvania Avenue Hagerstown, MD 21742	Phone: (301) 790-5817 e-mail: gregshank@macktrucks.com FAX: (301) 790-5815	p.1.8.
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: <u>robert.stockwell@gm.com</u> FAX: (810) 575-2732 BADA JStock	iell
Robert Sutherland	Pennzoil Products Company 1520 Lakefront Circle The Woodlands, TX 77380	Phone: (281) 363-8029 e-mail: <u>robertsutherland@pzlqs.com</u> FAX: (281) 363-8002	RAS
Lew Williams	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092	Phone: (440) 347-1111 e-mail: <u>lawm@lubrizol.com</u> FAX: (440)_ 347-9244	Win

944-8112

Non-Voting Members

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NAME			DDECENT
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Dale Smith	PARC Technical Service, Inc.	Phone: (412) 826-5051	
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	P.O. Box 3005	FAX: (812) 377-7808	
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	Pittsburgh, PA 15206-4489	FAX: (412) 365-1047	1.1

<u>Visitors</u>

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		PHONE NUMBER	
NAME	COMPANY AND ADDRESS	E-MAIL ADDRESS FAX NUMBER	PRESENT
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Abdul Cassin		309 578 9096	
Abdul Cassin	CATERPILLAR INC.	cassim_abdul_hecation	
JIMWELLS	SOUTHWEST RESEARCH 6220 CULPARA RD SAN ANTONIO, TX	210.522.5918 Swells Q SwrI.org	~
PIR 1	Buscher Consulting Services		N.N.M
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RICK DLIVER	RSI 2805 BEVERLY DR	972-724-2136 crickoliver@attbi.com	
ICICIC DLIVER	FLOWER MOUND,71 7902	2 Crickoliver Calibli, 20m	CHO
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Attachment B

AGC REPORT TO THE TEST MONITORING BOARD

December 2002 To June, 2003

June 16, 2003

AGC Semi-Annual Report Membership

- Walter Groff
- **Tom Boschert**
- **John Glaser**
- Ken Pearson
- Cliff Venier
- Lew Williams
- John Zalar

SwRI (Chair) **Ethyl Perkin Elmer** ASTM Penzoil Lubrizol 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

Fiscal Year 2003 ended January 31, 2002

Forecast (revised) for 2002 <u>-\$295,000</u>
 Forecast was revised due to GF-4 Delay

Fiscal 2002 actual performance



AGC Semi-Annual Report FY 2002 Major Contributors - Revenue

Test

<u>Type</u>	Fee	<u>Oil Sales</u>	<u>Total</u>
Gears	\$285,555	\$30,795	\$316,350
VIB	\$226,320	\$27,840	\$254,160
IIIF	\$127,920	\$19,952	\$147,872

Total TMC income Total from above

\$1,676,205 \$718,382 (43% of total)

AGC Semi-Annual Report FY 2002 Major Contributors - Costs

Salaries benefits and overhead comprise the largest component of costs

- Base Salary \$818,515
 Benefits \$216,060
- CMU Overhead \$565,489
- Total TMC Costs \$1,94
- Total from above

\$1,948,604 \$1,600,064 (82%)

AGC Semi-Annual Report TMC Fiscal Performance - FY 2002

- Overall TMC financial status for the short term remains good
- Reserve at 16 months
- John Zalar has been asked to consider additional long term ways to contain costs.
 - TMC at critical mass with current assignments from ASTM.
 - Major reductions in cost can only come with changes in ASTM requirements
 - Current efforts will result in only minor change

AGC Semi-Annual Report TMC Fiscal Forecast

	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 Additional Revenue Streams

TMC submitted proposal to CRC to conduct all CRC workshops.

– Two other bidders

- **TMC Ratings by CRC Task Group**
 - Technically rated No. 1
 - Price rating was No. 3
- Price won out

No additional current opportunities at this time.

AGC Semi-Annual Report Dan Ludwig Initiative

- E-Mail attached to report
- Acting independent of ACC
- Proposal with anticipated \$1,000,000 cost savings
- Involves the operation of the TMC and RSI but not the autonomy of either operation.
- Would like to make proposal to ASTM

AGC Semi-Annual Report Rate Structure?

- Initial thinking for rate structure change if it becomes necessary
 - Base cost (who derives benefit)
 - » Labs, OEMs, Oil and Additive Companies
 - Fee still charged for reference tests and reference oil but may be some lower rate to accommodate activity above base needs
- Very tentative and initial thinking

AGC Semi-Annual Report Action Items

Approval of this report



Attachment C

MEMORANDUM:	03-062
DATE:	June 13, 2003
TO:	ASTM Test Monitoring Board Chairman
FROM:	Frank M. Farber
SUBJECT:	Data Communications Committee Report
SUBJECT:	Data Communications Committee Report

The Data Communications Committee (DCC) has not met since the December 2002 ASTM meetings.

• The Committee has had conference calls, through the Secure Socket Layer (SSL) Task Group, to complete the development of this new transmission protocol.

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_200306.pdf



Attachment D

MEMORANDUM:03-055DATE:May 20, 2003TO:ASTM Test Monitoring BoardFROM:John L. ZalarSUBJECT:ASTM TMC Semiannual Report

ADMINISTRATIVE/FINANCIAL

The Test Monitoring Center audit for the period February 1, 2002 through January 31, 2003 was completed in April by Ernst and Young. The outcome of the audit was favorable. A copy of the audit report has been electronically distributed to the Test Monitoring Board mailing list.

There have been no personnel changes during the past six months. The TMC staff count remains at 17 full-time employees. The current organizational chart is shown as Attachment A.

INFORMATION LETTERS

Information letter activity has been high. The following 21 information letters have been issued by the TMC since my last report.

Information Letter	Date Issued
Sequence IIIF No. 02-4	11/15/02
Sequence IVA No. 02-4	12/18/02
Sequence VG No. 02-5	10/25/02
Sequence VG No. 03-1	2/27/03
Sequence VG No. 03-2	4/10/03
Sequence VIB No. 03-1	3/27/03
Sequence VIII No. 02-2	11/18/02
1R No. 03-1	2/27/03
T-10 No. 03-1	2/14/03
6V92TA No. 02-1	10/23/02
L-33-1 No. 02-1	12/6/02
L-37 No. 03-1	2/18/03
L-37 No. 03-2	4/4/03
L-37 No. 03-3	4/21/03
L-42 No. 03-1	1/16/03
L-42 No. 03-2	4/15/03
L-60-1 No. 03-1	1/21/03
L-60-1 No. 03-2	2/27/03

Information Letter	Date Issued
BRT No. 03-1 HTCBT No. 02-1	4/21/03 11/1/02
Two-Stroke Cycle No. 02-2	12/19/02

All of these letters are on the Spring Subcommittee B information letter ballot, except Sequence VG No. 03-1. This information letter was pre-balloted due to controversy within the surveillance panel. Subcommittee B approved the letter on January 20, 2003. In addition, another proposed Sequence VG information letter and a proposed Sequence VIB information letter, deemed controversial and likely to receive at least one disapprove vote each, were pre-balloted within Subcommittee B. After reviewing two negatives received, the Sequence VG Surveillance Panel decided not to issue their proposed information letter and will ask Subcommittee B to withdraw this item from the ballot. The Sequence VIB Surveillance Panel is working on the resolution of two negatives received on their proposed information letter and will put forth a recommendation to Subcommittee B.

TMB SPECIAL ELECTIONS

Two TMB user member positions became vacant due to the resignations of John Shipinski and Barry Jecewski. Nominees Hannah Murray and Robert Stockwell have been placed on a Subcommittee D02.B ballot for confirmation prior to the June 16, 2003 TMB meeting.

L-37 RATER CALIBRATION

Following a one-year trial period, the L-37 Surveillance Panel has approved the implementation of a Rater Calibration Monitoring System (RCMS). Based on the LTMS, the system uses control charts to evaluate individual rater precision and severity. Every six months, each L-37 rater receives a shipment of four pinion gears from the TMC. The four pinion gears are randomly selected from a larger pool of pinions stored at the TMC. The rater rates one designated tooth on each pinion and reports the ratings to the TMC. Control charts are generated and evaluated against the RCMS criteria for precision and severity. Each pinion has a target mean and standard deviation for the four rated distress types. If all charts are determined to be "in control," the rater is considered calibrated for a period of six months. However, if one or more of the control charts indicates a precision and/or severity problem, additional ratings may be required to confirm a rater's calibration status. The system is designed so that new raters can enter the system at any time and existing rater calibration issues can be resolved in a timely manner.

CRC RATER WORKSHOP PROPOSAL

In response to a CRC request for proposal (CRC Project No. CM-139), the TMC submitted a proposal to serve as the CRC Deposit/Distress Workshop Coordinator and organize two rating workshops per year. A letter from CRC dated April 21, 2003 stated that, although the technical proposal submitted by the TMC was highly rated, the contract was awarded to another bidder whose proposed costs were considerably lower than those proposed by the TMC.

Memo 03-055 Page 3

REFERENCE OILS

The following reference oils were received and processed by the TMC during the period from November 1, 2002 to April 30, 2003.

<u>Test Type</u>	Oil Code	Quantity (gallons)
H&M	НМС	202
H&M	HMD	210
H&M	HME	195
L-42	113	104
Two-Stroke	606-1	100
IIIG	434	482
IIIG	435	547
BRT	82	10
D6078, D6079	DFA3*	55
D6078, D6079	DFB3*	55

*Reference diesel fuel

During this same time period, the TMC made 240 shipments of reference oils containing a total of 1,801 individual oil samples.

CALIBRATION TEST REPORTING

During the period from November 1, 2002 to April 30, 2003, 1395 calibration tests were reported to the TMC. Also, during this same period, 95% of all tests reported to the TMC were transmitted electronically.

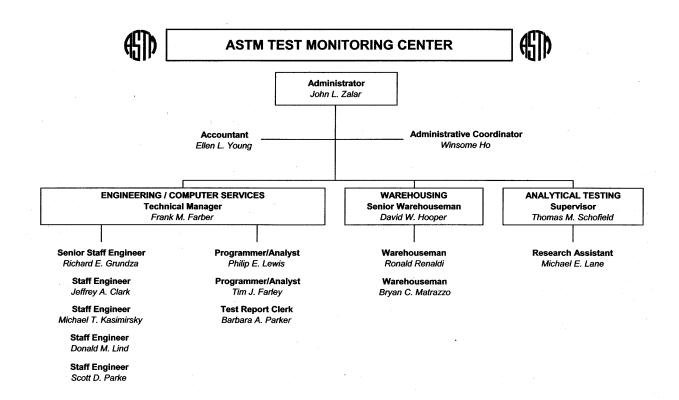
JLZ/jlz

Attachment

c: ftp://ftp.astmtmc.cmu.edu/docs/test monitoring board/TMC-6-2003.pdf

Distribution: Email

Attachment A



1/01

Attachment E

D02.B BALLOT RESULTS (Ballot 03-01)

Two Proposed Information Letters Closing Date: January 20, 2003

Ballot Responses from Voting Members

Return = 41/53 (77%)

	Approve	Disapprove	Abstain
1. Proposed Sequence VG Letter No. 03-A	31	0	10
2. Proposed Sequence VG Letter No. 03-B	26	2	13

Disapprove Comments

Item #2 – Mike Riley Mike McMillan

Other Comments

Item #1 – Mike Riley

D02.B BALLOT RESULTS (Ballot 03-02)

Proposed Information Letter Closing Date: April 7, 2003

Ballot Responses from Voting Members

Return = 41/54 (76%)

	Approve	Disapprove	Abstain
1. Proposed Sequence VIB Letter No. 03-X	25	2	14

Disapprove Comments

Item #1 - Mike Riley

Frank Duffey

Other Comments

Item #1 - Lyle Bowman

Ubaidalla Alghamdi

D02.B BALLOT RESULTS (Ballot 03-05)

TMC Information Letters Special TMB Elections Closing Date: June 2, 2003

Ballot Responses from Voting Members

Return = 38/53 (72%)

		Approve	Disapprove	Abstain
TN	IC Information Letters			
1.	Sequence IIIF Letter No. 02-4	47	0	30
2.	Sequence IVA Letter No. 02-4	47	0	30
3.	Sequence VG Letter No. 02-5	45	0	32
4.	Sequence VG Letter No. 03-2	45	0	32
5.	Sequence VIB Letter No. 03-1	47	0	30
6.	Sequence VIII Letter No. 02-2	44	0	33
7.	1R Letter No. 03-1	45	0	32
8.	T-10 Letter No. 03-1	45	0	32
9.	6V92TA Letter No. 02-1	45	0	32
10.	L-33-1 Letter No. 02-1	45	0	32
11.	L-37 Letter No. 03-1	46	0	31
12.	L-37 Letter No. 03-2	47	0	30
13.	L-37 Letter No. 03-3	47	0	30
14.	L-42 Letter No. 03-1	45	0	32
15.	L-42 Letter No. 03-2	46	0	31
16.	L-60-1 Letter No. 03-1	46	0	31
17.	L-60-1 Letter No. 03-2	45	0	32
18.	BRT Letter No. 03-1	43	0	34
19.	HTCBT Letter No. 02-1	46	0	31
20.	Two-Stroke Cycle Letter No. 02-2	42	0	35
<u>Spe</u>	cial TMB Elections			
21.	Hannah Murray, User	46	0	31
22.	-	46	0	31

Comments

Joe Wilson

Lyle Bowman