

ASTM TEST MONITORING BOARD MEETING

June 26, 2006

Sheraton Centre
Toronto, Ontario

CALL TO ORDER

ASTM D02.B0.08, the Test Monitoring Board, met on Monday, June 26, 2006 at 5:00 p.m. in the Dominion Ballroom North of the Sheraton Centre in Toronto, Ontario. There were seven voting members (Cathy Devlin represented Tom Cousineau, Larry Smith represented Andy Ritchie, and Matt Urbanak held the proxy of Heather DeBaun), three non-voting members, and five visitors present. Since the chairman position was currently vacant and the vice chairman was unable to attend, the meeting was chaired by Subcommittee B Chairman Joe Franklin. The attendance roster is shown in Attachment A. Minutes from the December 5, 2005 meeting were approved.

MEMBERSHIP

Robert Stockwell and Abdul Cassim have resigned from the TMB. Also, Tom Cousineau has indicated that he intends to resign before December 2006. John Zalar presented a slide summarizing the current status of TMB voting membership (see Attachment B). It was determined that the TMB nominating committee will identify nominees for a special election, via Subcommittee B Ballot, to fill the TMB vacancies. It is expected that this ballot can be issued before the end of July 2006.

ADMINISTRATIVE GUIDANCE COMMITTEE

John Zalar presented the Administrative Guidance Committee report for Tom Cousineau (see Attachment C). The TMC ended FY 2005 with revenue minus expense of nearly \$126,000. At the same time, the reserves were \$2,592,000, equal to 16.4 months of operating expense. TMC financial performance for FY 2006 is still projected to be at or slightly better than break-even. These recent financial results reflect the impact of actions taken in 2005 to reduce expenses through staff reductions and increase fees. TMC staffing remains at 13 full-time employees.

TECHNICAL GUIDANCE COMMITTEE

It was reported that the TGC had not met since the last TMB meeting.

DATA COMMUNICATIONS COMMITTEE

John Zalar presented the DCC report for Frank Farber (see Attachment D). The DCC has not met during the past six months. The only current activity of the DCC is beta testing of report packet revisions.

TEST MONITORING CENTER

The TMC report is shown in Attachment E. John Zalar reported that the TMC had used a new auditing firm, Lally & Lally, for the FY 2005 audit, resulting in a savings of approximately \$5000.

ASTM has expressed an interest in using the TMC as a sample distributor for their new Interlaboratory Study Program. The TMC would be one of several distributors supporting the ILS Program. As each sample distribution task arises, ASTM will select a distributor based on availability and capability. It is unknown at this time how large an activity the ILS Program will become. Initially, TMC involvement is expected to be only occasional.

BALLOTS

John Zalar reported that twenty-one TMC information letters had been balloted within Subcommittee B. No disapprove votes were received. There was one approve vote with comment. A ballot summary is shown in Attachment F.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Joe Franklin reminded the TMB that, due to the resignation of Robert Stockwell, there was a need to elect a new chairman. After some discussion, it was decided that this can be accomplished via email after the special TMB elections have been completed. This will likely occur in late August, 2006.

Chris Castanien suggested that surveillance panels for new and developing test methods could benefit from a compilation of "best practices in lubricant test development." This compilation would serve as a test development knowledge base and would reflect the experience gained in past test development projects. A motion to task the Technical Guidance Committee with the development of such a compilation was unanimously approved by the TMB.


NEXT MEETING

The next meeting is scheduled for December 4, 2006 in Lake Buena Vista, Florida.

ADJOURNMENT

The meeting was adjourned at approximately 5:45 p.m.

Respectfully submitted,



John L. Zalar, Secretary
ASTM Test Monitoring Board

JLZ/jlz

Attachments


ASTM TEST MONITORING BOARD MEETING

June 26, 2006

Sheraton Centre Hotel

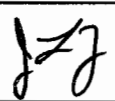
Toronto, Ontario

Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Abdul Cassim	Caterpillar Inc. Building H2000 Old Galena Road P. O. Box 610 Mossville, IL 61552-0610	Phone: (309) 578-9096 e-mail: cassim_abdul_h@cat.com FAX: (309) 578-3563	
Chris Castanien	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092	Phone: (440) 347-2973 e-mail: cca@lubrizol.com FAX: (440) 944-8112	
Thomas Cousineau AGC Chairman	Afton Chemical Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6282 e-mail: tom.cousineau@aftonchemical.com FAX: (804) 788-6244	
Heather DeBaun	International Truck & Engine Corp 10400 W. North Avenue Melrose Park, IL 60160	Phone: (708) 865-3788 e-mail: heather.debaun@nav-international.com FAX: (708) 865-4169	
Hannah Murray	Toyota Technical Center USA 2350 Green Road Ann Arbor, MI 48105	Phone: (734) 995-3762 e-mail: hannah.murray@tema.toyota.com FAX: (734) 995-9049	
Norbert Nann	Nann Consultants, Inc. 59 Edgehill Drive Wappingers Falls, NY 12590	Phone: (845) 297-4333 e-mail: norbnann1@aol.com FAX: (845) 297-4333	
Andrew Ritchie <i>Rep. of LARRY SMITH</i>	Infineum USA L.P. 1900 East Linden Avenue Linden, NJ 07036-0536	Phone: (908) 474-2097 e-mail: andrew.ritchie@infineum.com FAX: (908) 474-3637	
Matthew Urbanak	Shell Global Solutions US Westhollow Technology Center 3333 Highway 6 South Houston, TX 77082	Phone: (281) 544-9277 e-mail: matthew.urbanak@shell.com FAX: (281) 544-8150	

Non-Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Don Bartlett L-37	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092-2298	Phone: (440) 347-2388 e-mail: dtb@lubrizol.com FAX: (440) 347-2878	
Don Bell OSCT	Afton Chemical Corporation 500 Spring Street PO Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6332 e-mail: don.bell@aftonchemical.com FAX: (804) 788-6243	
William Buscher, III Sequence IVA TGC Chairman	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-6802 e-mail: wbuscher@swri.org FAX: (210) 684-7523	
G. E. Callis Two-Stoke Cycle	Spectrum Corporation 1523 SE Prestwick Lane Port St. Lucie, FL 34952-6038	Phone: (561) 337-5060 e-mail: ecallis@spectrumcorporation.com FAX: (561) 337-5061	
Mark Devlin Gelation Index	Afton Chemical Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6322 e-mail: mark.devlin@aftonchemical.com FAX: (804) 788-6388	
Joe Franklin Subcommittee B	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4671 e-mail: joe.franklin@intertek.com FAX: (210) 681-8300	<i>JF</i>
Fred Gerhart Sequence VIII	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3842 e-mail: fgerhart@swri.org FAX: (210) 684-7523	
John Glaser Intertek	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 647-9459 e-mail: john.glaser@intertek.com FAX: (210) 684-6074	
Frank Gotto HT Foam	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 347-8087 e-mail: fig@lubrizol.com FAX: (440) 347-8101	
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Brian Koehler HTCT	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3588 e-mail: bkoehler@swri.edu FAX: (210) 680-1777	
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Patrick Lai 6V92TA	Imperial Oil, Limited 453 Christina St. S Sarnia, Ontario CANADA N7T 8C8	Phone: (519) 339-5611 e-mail: patrick.s.lai@esso.com FAX: (519) 339-5866	<i>PL</i>

Charlie Leverett Sequence VIB	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 647-9422 e-mail: charlie.leverett@intertek.com FAX: (210) 523-4607	
Jim McCord 1K, 1N, 1P, 1R, 1M-PC	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3439 e-mail: jmccord@swri.edu FAX: (210) 523-6919	
Susan Milczewski TEOST, TEOST-MHT	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092-2298	Phone: (440) 347-8174 e-mail: smm@lubrizol.com FAX: (440) 347-8061	
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William Nahumck Sequence III	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 347-2596 e-mail: wmn@lubrizol.com FAX: (440) 347-4096	
Kenneth Pearson ASTM International	ASTM 100 Barr Harbor Drive West Conshohocken, PA 19428	Phone: (610) 832-9672 e-mail: kpearson@astm.org FAX: (610) 832-9666	
Gil Reinhard CBT, HTCBT	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4674 e-mail: gil.reinhard@intertek.com FAX: (210) 681-8300	
Mark Sarlo EOAT	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3754 e-mail: msarlo@swri.edu FAX: (210) 523-6919	
Chris Schenkenberger L-60-1	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 347-2927 e-mail: csc@lubrizol.com FAX: (440) 347-2878	
Dale Smith L-33-1	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 RFWT	ConocoPhillips Company RW 4573 P.O. Box 1267 1000 South Pine Street Ponca City, OK 74602-1267	Phone: (580) 767-6894 e-mail: robert.t.stockwell@conocophillips.com FAX: (580) 767-4534	
Warren Totten M11, M11EGR, ISM	Cummins Engine Company Mail Code 50183 P.O. Box 3005 Columbus, IN 47201	Phone: (812) 377-3429 e-mail: warren.a.totten@cummins.com FAX: (812) 377-7808	
Wim van Dam T-8/T-8E, T-10, T-11	Chevron Oronite 100 Chevron Way Richmond, CA 94802	Phone: (510) 242-1404 e-mail: wvda@chevron.com FAX: (510) 242-3173	
Stefan Von Lukawiecki D5800, D6417	Safety-Kleen Canada, Inc. 300 Woolwich Street South Breslau, Ontario NOB 1M0 CANADA	Phone: (519) 648-2291 e-mail: svonluka@safety-kleen.com FAX: (519) 648-2033	
Ben Weber Southwest Research	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-5911 e-mail: bweber@swri.edu FAX: (210) 648-7523	
John Zalar TMC	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	

Visitors

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Mary Graham	Conoco Phillips 1000 S. Pine Ponca City, OK 74602	580-767-4013 Mary.e.Graham@ ConocoPhillips.com	
Cathy Devlin	Aflon Chemical 500 Spring St. Richmond, VA 23219	804-788-6316 Cathy.Devlin@afonchemical.com	
Hind Abi-Akar	Caterpillar Inc. Old Calumet Rd - Bldg 300 Mossville, IL 61552	309-578-9553 fax: 309-578-3653 abiakar.hind@cat.com	
Steve Marty	SWRI P.O. Box 28510 San Antonio, TX 78238-2510	(214) 522-5929 Smarty@swri.org	
MARC Hildebrandt	KING Refrigeration, Inc 8800 Carter Rd. Freeland, MI 48623	(484) 695-6050 M.Hildebrandt@kingrefrigeration.com	
Daniel Ludwig	Registration Systems, Inc 4139 Gardendale, #205 San Antonio TX 78229	210.341.2680 210.341.4038 dan.ludwig@registration-systems.com	✓

TMB Voting Members

Users

Current Term Ends

Abdul Cassim (resigning)

December 2007

Heather De Baun

December 2007

Hannah Murray

December 2006

Vacant (Robert Stockwell)

December 2006

Producers

Chris Castanien

December 2007

Tom Cousineau (resigning)

December 2006

Andy Ritchie

December 2007

Matt Urbanek

December 2006

General Interest

Norbert Nann

December 2006

Officers

Chairman

Vacant (Robert Stockwell)

Vice Chairman

Andy Ritchie

Secretary

John Zalar

Treasurer

Tom Cousineau



Administrative Guidance Committee Report to the Test Monitoring Board

December 2005

To

June 2006

June 26, 2006

[AGC Membership]

- Tom Cousineau Afton Chemical (Chair)
- John Glaser Intertek Automotive Research
- Ben Weber Southwest Research Institute
- Ken Pearson ASTM
- *Chris Castanien** Lubrizol
- Mary Graham ConocoPhillips
- John Zalar TMC (Non-Voting)

* New member, effective January 1, 2006

[AGC Responsibilities]

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

FY 2005 TMC Performance

	<u>Actual</u>
Total Expenses	\$1,897,817
Revenues	\$1,958,129
Revenue-Expense	\$60,312
Interest	\$65,336
Reserves	\$2,592,000
Months Reserve	16.4

TMC Fiscal Performance

Seven-year Trend

■ Fiscal Year 1999	\$405,732
■ Fiscal Year 2000	\$490,521
■ Fiscal Year 2001	\$510,063
■ Fiscal Year 2002	-\$281,647
■ Fiscal Year 2003	-\$182,640
■ Fiscal Year 2004	-\$205,293
■ Fiscal Year 2005	\$125,648

FY 2005 TMC Budget Issues

- TMC revenue shortfalls were recognized in early 2005
- Actions implemented
 - Cost/headcount reductions in April
 - Current staff, 13 people
 - Reference test fee increases in August
 - 18% increase

FY 2005 TMC Performance

- FY 2005 ended January 31, 2006
- Results reflect the 2005 cost reductions and fee increases
- Revenue boost in the last quarter from PC-10 Matrix fees
 - Cummins ISB, Mack T-12

TMC Forecast – FY 2006

Assumptions

- Inflation, 3.0%
- Salary increases, 3.0% (2006, 2007, 2008)
- Benefits (fringe)
 - 29.5% (2006)
 - 30.0% (2007)
 - 30.5% (2008)
- Continued participation in new tests
- Minimum six-months reserve at all times

- PC-10 2006 (started in 2005)
- GF-5 2008

2006-2008 TMC Budget Plan

Line Item	2006	2007	2008
Salaries	\$ 792,000	\$ 816,000	\$ 840,000
Temporary Help	\$ 5,000	\$ 5,100	\$ 5,200
Benefits (29.5%)	\$ 235,000	\$ 246,000	\$ 258,000
Overhead	\$ 531,000	\$ 549,000	\$ 567,000
Travel	\$ 60,000	\$ 61,500	\$ 63,000
Telephone	\$ 18,000	\$ 18,400	\$ 18,800
Office supplies	\$ 12,000	\$ 12,300	\$ 12,600
Reference Oils	\$ 40,000	\$ 41,000	\$ 42,000
Capital	\$ 18,000	\$ 18,500	\$ 19,000
Contract Services	\$ 33,000	\$ 33,500	\$ 34,000
Lab Supplies	\$ 25,000	\$ 25,500	\$ 26,000
Training & Education	\$ 5,000	\$ 5,100	\$ 5,200
Procedure Rewrites	\$ 10,000	\$ 10,200	\$ 10,400
Audit	\$ 17,000	\$ 17,500	\$ 18,000
Total Expenses	\$ 1,801,000	\$ 1,859,600	\$ 1,919,200
Revenues	\$ 1,756,000	\$ 1,750,000	\$ 1,900,000
Revenue-Expense	(\$ 45,000)	(\$ 109,600)	(\$ 19,200)
Interest	\$ 60,000	\$ 60,000	\$ 60,000
Reserves	\$ 2,607,000	\$ 2,557,000	\$ 2,598,000
Months Reserve	17.4	16.5	16.2
Fee Adjustments (+/-)	As Needed	As Needed	As Needed
New Tests			GF-5
Regular FT Headcount	13	13	13

[FY 2006 Update]

- Revenues are strong through May 2006
 - Semi-annual Gear fee
 - Several miscellaneous annual fees
 - Caterpillar C-13 PC-10 matrix fee
- On track to exceed/improve on projected Revenue-Expense of (\$45,000)
- Forecast will be updated in August
 - Laboratories will be surveyed

[Action Items]

- Approval of this report



Test Monitoring Center

6555 Penn Avenue
Pittsburgh, PA 15206-4489
(412) 365-1000

MEMORANDUM: 06-048
DATE: June 19, 2006
TO: ASTM Test Monitoring Board
FROM: Frank M. Farber
SUBJECT: Data Communications Committee Report

The Data Communications Committee (DCC) has not met since the December 2001 ASTM meetings. At the present time, the only DCC objective is to beta test all report packet revisions.

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_200604.pdf



Test Monitoring Center

6555 Penn Avenue
Pittsburgh, PA 15206-4489
(412) 365-1000

MEMORANDUM: 06-042
DATE: May 26, 2006
TO: ASTM Test Monitoring Board
FROM: John L. Zalar
SUBJECT: ASTM TMC Semiannual Report

ADMINISTRATIVE/FINANCIAL

The TMC financial audit for the period February 1, 2005 through January 31, 2006 was completed in April by Lally, Lally & Co. LLC. The outcome of the audit was favorable. A copy of the audit report has been electronically distributed to the Test Monitoring Board. The current financial status of the TMC will be part of the Administrative Guidance Committee report.

There have been no personnel changes since the last report and TMC staffing remains at 13 regular full time employees. The current TMC organizational chart is shown in Attachment A.

The current contract between ASTM and Carnegie Mellon University will expire on January 31, 2007. CMU has been asked to prepare a draft renewal contract for initial review by the AGC and ASTM.

INFORMATION LETTERS

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

<u>Information Letter</u>	<u>Date Issued</u>
Sequence IIIF No. 05-3	11/29/05
Sequence IIIF No. 06-1	4/4/06
Sequence IIIG No. 05-2	11/29/05
Sequence IIIG No. 06-1	4/4/06
Sequence IVA No. 05-3	12/13/05
Sequence IVA No. 06-1	2/16/06
Sequence VG No. 05-4	12/9/05
1K/1N No. 05-2	12/8/05
T-11 No. 05-1	12/8/05
T-11 No. 06-1	2/14/06
T-11 No. 06-2	3/30/06
6V92TA No. 06-1	1/23/06
L-33-1 No. 06-1	2/27/06
L-37 No. 06-1	2/15/06

<u>Information Letter</u>	<u>Date Issued</u>
L-42 No. 06-1	3/2/06
CBT No. 05-1	11/14/05
HTCBT No. 05-2	11/14/05
HTCBT No. 05-3	12/13/05
OSCT No. 05-2	12/2/05
OSCT No. 06-1	3/27/06
OSCT No. 06-2	4/3/06

All of these letters are on the Spring Subcommittee B information letter ballot. The results of the ballot will be reported at the TMB meeting on June 26, 2006.

TMC SUPPORT FOR SEQUENCE VID

The TMC is providing storage, quality control, and distribution of the oils being used in the development of the Sequence VID test and in the associated vehicle testing. There are ten test oils, one baseline oil, and one flush oil. The combined total inventory of these oils is nearly 10,000 gallons.

ASTM INTERLABORATORY STUDY PROGRAM

ASTM International's new Interlaboratory Study (ILS) Program can provide administrative assistance to the technical committees of ASTM during the development of precision and bias statements for test methods. The available assistance includes ILS planning and design, material procurement, sample preparation, sample distribution, data collection, and data analysis. Philip Godorov, the ILS Program manager, has contacted the TMC and expressed an interest in using the center as a sample distributor. The TMC would be one of several distributors supporting the ILS Program. As each distribution task arises, ASTM will select a distributor based on capability and availability. It is likely that the TMC can provide some of these distribution services in support of the ILS Program without jeopardizing the primary mission of the center. It is unknown at this time how large an activity the ILS Program will become. Initially, TMC involvement is expected to be only occasional.

NEW REFERENCE OILS

The following reference oils were received and processed by the TMC during the period from November 1, 2005 to April 30, 2006.

<u>Test Type</u>	<u>Oil Code</u>	<u>Quantity (gallons)</u>
VID	VID-J	466
VID	VID-K	463
EOFT/EOWT	78-1	275
D6078/D6079	DFB6	55

During this same time period, the TMC made 242 shipments of reference oils containing a total of 1,884 individual oil samples.

CALIBRATION TEST REPORTING

During the period from November 1, 2005 to April 30, 2006, 1540 calibration tests were reported to the TMC. Also, during this same period, over 97% of all tests reported to the TMC were transmitted electronically.

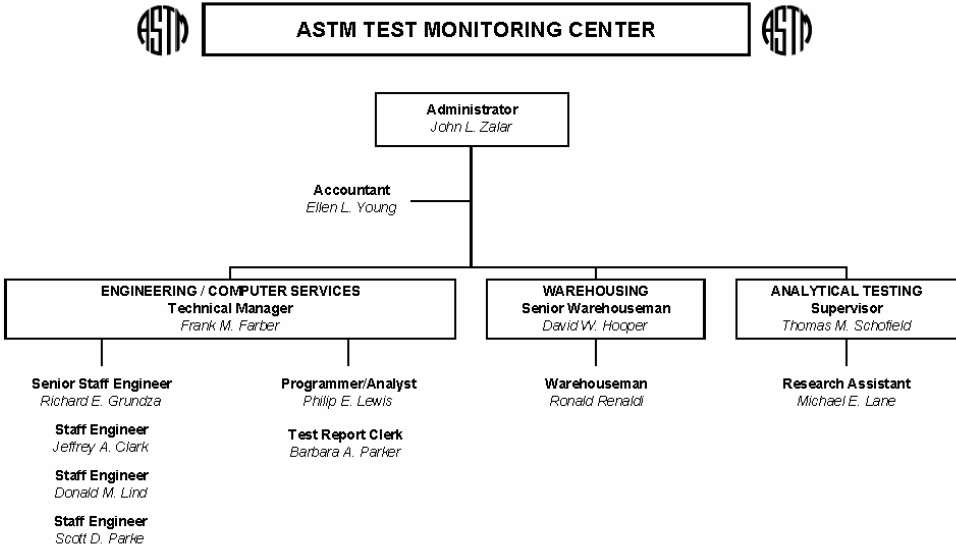
JLZ/jlz

Attachment

c: ftp://ftp.astmtmc.cmu.edu/docs/test_monitoring_board/TMC-6-2006.pdf

Distribution: Email

Attachment A



D02.B BALLOT RESULTS
(Ballot 06-02)

TMC Information Letters Closing Date: June 15, 2006
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Ballot Responses

Return (Voting Members Only) = 42/48 (88%)

	Approve	Disapprove	Abstain
<u>TMC Information Letters</u>			
1. Sequence IIIF Letter No. 05-3	56	0	40
2. Sequence IIIF Letter No. 06-1	56	0	40
3. Sequence IIIG Letter No. 05-2	57	0	39
4. Sequence IIIG Letter No. 06-1	57	0	39
5. Sequence IVA Letter No. 05-3	56	0	40
6. Sequence IVA Letter No. 06-1	56	0	40
7. Sequence VG Letter No. 05-4	57	0	39
8. 1K/1N Letter No. 05-2	55	0	41
9. T-11 Letter No. 05-1	55	0	41
10. T-11 Letter No. 06-1	55	0	41
11. T-11 Letter No. 06-2	55	0	41
12. 6V92TA Letter No. 06-1	52	0	44
13. L-33-1 Letter No. 06-1	55	0	41
14. L-37 Letter No. 06-1	54	0	42
15. L-42 Letter No. 06-1	56	0	40
16. CBT Letter No. 05-1	53	0	43
17. HTCBT Letter No. 05-2	53	0	43
18. HTCBT Letter No. 05-3	54	0	42
19. OSCT Letter No. 05-2	55	0	41
20. OSCT Letter No. 06-1	55	0	41
21. OSCT Letter No. 06-2	55	0	41

Comments

Item 15: Joseph W. Wilson noted that the metric equivalent for the Chevy 350 cubic inch engine is incorrectly stated (in two places) as 573 cubic meters. It should be 5.7 liters. L-42 Information Letter No. 06-2, issued by the TMC on May 17, 2006, removed this engine from the L-42 procedure. Therefore, this error is no longer part of the L-42 document.