

## ASTM TEST MONITORING BOARD MEETING

June 16, 2008

Hyatt Regency Vancouver  
Vancouver, BC

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### **CALL TO ORDER**

ASTM D02.B0.08, the Test Monitoring Board, met on Monday, June 16, 2008 at 5:00 p.m. in the Plaza A room of the Hyatt Regency Vancouver in Vancouver, British Columbia. There were seven voting members, five non-voting members, and two visitors present. The attendance roster is shown in Attachment A. Minutes from the December 3, 2007 meeting were approved.

### **MEMBERSHIP**

The TMB voting membership was reviewed and is shown in Attachment B.

### **ADMINISTRATIVE GUIDANCE COMMITTEE**

Chris Castanien presented the Administrative Guidance Committee report (see Attachment C). The TMC ended FY 2007 with revenue minus expense of \$+178,000. The TMC was awarded a four-year contract to serve as the ACC Monitoring Agency and the ATC European Registration Centre. As approved at the December meeting, two people have been added to the TMC staff bringing the total full-time head count to 15. The FY 2008 budget was updated based on these significant changes in revenue and expense. The updated budget for FY 2008 projects a small deficit of \$-33,000 with the possibility of an additional \$75,000 to \$100,000 of income from the Sequence VID matrix program. TMC reserves are at 17.3 months of operating expense. As part of the budget planning process for FY 2009, the AGC will evaluate the possibility of reducing test/oil fees.

### **TECHNICAL GUIDANCE COMMITTEE**

Bill Buscher reported that the Technical Guidance Committee had not met in the past year. He stated that the TGC will begin work on a project to develop a compilation of "best practices in lubricant test development." He plans to form a small working group to develop a draft.

### **DATA COMMUNICATIONS COMMITTEE**

Frank Farber submitted the Data Communications Committee report (see Attachment D). The DCC did not meet during the past six months. The only current activity of the DCC is beta testing of report packet revisions.

## TEST MONITORING CENTER

John Zalar presented the TMC report (see Attachment E). The annual TMC financial audit was completed and the results were favorable.

Seventeen information letters were issued by the TMC and were balloted within Subcommittee B. There were no negative votes and no comments.

The work associated with the ACC Monitoring Agency and ATC European Registration Centre has been progressing successfully.

Earlier this year, SAE asked ASTM to take over complete responsibility for the deposit/distress rating workshops, including the publication and sale of all rating manuals and aids. The TMC will continue to organize and conduct the workshops, one light-duty and one heavy-duty workshop per year. ASTM has agreed to handle the sale and maintenance of the rating manuals and aids through their publications department. The TMB discussed the importance of the rating manuals and aids and the need to ensure the proper care and handling of these materials for the industry. The TMB expressed their support for the TMC to act as a liaison between the industry and the ASTM publications department and funnel information back and forth on any issues relating to the rating manuals and aids (revisions, corrections, re-supply, and so on). Further, the TMB expressed support for the formation of a Deposit/Distress Rating Advisory Panel within Subcommittee B to address future issues relating to rating workshops and rating manuals/aids. **Action: The TMB passed a motion to recommend that Subcommittee B form a Deposit/Distress Rating Advisory panel having representation from the TMC and Sections 1, 2, 3, and 6.**

## OLD BUSINESS

There was no old business.

## NEW BUSINESS

There was no new business.

## NEXT MEETING

The next meeting is scheduled for December 8, 2008 in Tampa, Florida.

## ADJOURNMENT

The meeting was adjourned at approximately 5:40 p.m.

Respectfully submitted,



John L. Zalar, Secretary  
ASTM Test Monitoring Board

JLZ/jlz

Attachments




ASTM TEST MONITORING BOARD MEETING  
 June 16, 2008  
 Hyatt Regency Vancouver  
 Vancouver, BC

Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Hind Abi-Akar	Caterpillar, Inc. Old Galeena Road Building H3000 Mossville, IL 61552-3000	Phone: (309) 578-9553 e-mail: <a href="mailto:abi-akar_hind@cat.com">abi-akar_hind@cat.com</a> FAX: (309) 578-1485	<i>HA</i>
Chris Castanien AGC Chairman	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092	Phone: (440) 347-2973 e-mail: <a href="mailto:cca@lubrizol.com">cca@lubrizol.com</a> FAX: (440) 944-8112	<i>CC</i>
Heather DeBaun	International Truck & Engine Corp 10400 W. North Avenue Melrose Park, IL 60160	Phone: (708) 865-3788 e-mail: <a href="mailto:heather.debaun@navistar.com">heather.debaun@navistar.com</a> FAX: (708) 216-0680	
William Lam	Afton Chemical Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-5236 e-mail: <a href="mailto:bill.lam@aftonchemical.com">bill.lam@aftonchemical.com</a> FAX: (804) 788-6388	<i>WLL</i>
Hannah Murray	Toyota Technical Center USA 2350 Green Road Ann Arbor, MI 48105	Phone: (734) 995-3762 e-mail: <a href="mailto:hannah.murray@tema.toyota.com">hannah.murray@tema.toyota.com</a> FAX: (734) 995-9049	<i>HJM</i>
Norbert Nann	Nann Consultants, Inc. 59 Edgehill Drive Wappingers Falls, NY 12590	Phone: (845) 297-4333 e-mail: <a href="mailto:norbnann1@aol.com">norbnann1@aol.com</a> FAX: (845) 297-4333	<i>NAN</i>
Andrew Ritchie	Infineum USA, L.P. 1900 East Linden Avenue Linden, NJ 07036-0536	Phone: (908) 474-2097 e-mail: <a href="mailto:andrew.ritchie@infineum.com">andrew.ritchie@infineum.com</a> FAX: (908) 474-3637	<i>ARC</i>
Greg Shank	Volvo Powertrain 13302 Pennsylvania Avenue Hagerstown, MD 21742	Phone: (301) 790-5817 e-mail: <a href="mailto:greg.shank@volvo.com">greg.shank@volvo.com</a> FAX: (301) 790-5815	<i>GS</i>
Matthew Urbanak	Shell Global Solutions US Westhollow Technology Center 3333 Highway 6 South Houston, TX 77082	Phone: (281) 544-9277 e-mail: <a href="mailto:matthew.urbanak@shell.com">matthew.urbanak@shell.com</a> 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: <a href="mailto:dtb@lubrizol.com">dtb@lubrizol.com</a> 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: <a href="mailto:don.bell@aftonchemical.com">don.bell@aftonchemical.com</a> 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: <a href="mailto:wbuscher@swri.org">wbuscher@swri.org</a> FAX: (210) 684-7523	WAB
G. E. Callis Two-Stoke Cycle	Spectrum Corporation 1523 SE Prestwick Lane Port St. Lucie, FL 34952-6038	Phone: (561) 337-5060 e-mail: <a href="mailto:ecallis@spectrumcorporation.com">ecallis@spectrumcorporation.com</a> FAX: (561) 337-5061	
Mark Cooper T-8/T-8E, T-11, T-12	Chevron Oronite Company, LLC 4502 Centerview Drive, Suite 210 San Antonio, TX 78228	Phone: (210) 731-5606 e-mail: <a href="mailto:mawc@chevrontexaco.com">mawc@chevrontexaco.com</a> FAX: (210) 731-5699	
Mark Devlin Gelation Index	Afton Chemical Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6322 e-mail: <a href="mailto:mark.devlin@aftonchemical.com">mark.devlin@aftonchemical.com</a> FAX: (804) 788-6388	
Scott Ellis EOAT	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3399 e-mail: <a href="mailto:scott.ellis@swri.org">scott.ellis@swri.org</a> FAX: (210) 684-7523	
Joe Franklin Subcommittee B	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4671 e-mail: <a href="mailto:joefranklin@intertek.com">joefranklin@intertek.com</a> FAX: (210) 681-8300	JF
Fred Gerhart Sequence VIII	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3842 e-mail: <a href="mailto:fgerhart@swri.org">fgerhart@swri.org</a> FAX: (210) 684-7523	
Dave Glaenzer Sequence IIIIF/IIIG	Afton Chemical Corporation 500 Spring Street P. O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-5214 e-mail: <a href="mailto:dave.glaenzer@aftonchemical.com">dave.glaenzer@aftonchemical.com</a> FAX: (804) 788-6358	
John Glaser Intertek	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 647-9459 e-mail: <a href="mailto:john.glaser@intertek.com">john.glaser@intertek.com</a> FAX: (210) 684-6074	
Frank Gotto HT Foam	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 347-8087 e-mail: <a href="mailto:fjg@lubrizol.com">fjg@lubrizol.com</a> FAX: (440) 347-8101	
Rebecca Grinfield EOFT, EOWT HD Elastomers	Southwest Research Institute 6620 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3652 e-mail: <a href="mailto:bgrinfield@swri.edu">bgrinfield@swri.edu</a> FAX: (210) 684-5907	
Jim Gutzwiller C13	Infineum USA, L.P. 4335 West Piedras Drive, Suite101 San Antonio, TX 78228	Phone: (210) 732-8132 x13 e-mail: <a href="mailto:andrew.ritchie@infineum.com">andrew.ritchie@infineum.com</a> FAX: (210) 732-8480	
Brian Koehler HTCT	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3588 e-mail: <a href="mailto:bkoehler@swri.edu">bkoehler@swri.edu</a> FAX: (210) 680-1777	
Cory Koglin L-42	Afton Chemical Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-5305 e-mail: <a href="mailto:cory.koglin@aftonchemical.com">cory.koglin@aftonchemical.com</a> FAX: (804) 788-6358	

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Patrick Lai 6V92TA	Imperial Oil, Limited 453 Christina St. S Sarnia, Ontario CANADA N7T 8C8	Phone: (519) 339-5611 e-mail: <a href="mailto:patrick.s.lai@esso.com">patrick.s.lai@esso.com</a> FAX: (519) 339-5866	
Charlie Leverett Sequence VIB	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 647-9422 e-mail: <a href="mailto:charlie.leverett@intertek.com">charlie.leverett@intertek.com</a> 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: <a href="mailto:jmccord@swri.edu">jmccord@swri.edu</a> 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: <a href="mailto:smm@lubrizol.com">smm@lubrizol.com</a> FAX: (440) 347-8061	
Jim Moritz M11, M11EGR, ISB, ISM	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4601 e-mail: <a href="mailto:jim.moritz@intertek.com">jim.moritz@intertek.com</a> FAX: (210) 523-4607	
Eric Olsen D874	Chevron Oronite Company, LLC 100 Chevron Way PO Box 1627 Richmond, CA 94802-0627	Phone: (510) 242-4127 e-mail: <a href="mailto:rols@chevrontexaco.com">rols@chevrontexaco.com</a> FAX: (510) 242-3173	
Leonard Orzech BRT	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4680 e-mail: <a href="mailto:leonard.orzech@intertek.com">leonard.orzech@intertek.com</a> FAX: (210) 523-4694	
Ken Pearson ASTM International	ASTM 100 Barr Harbor Drive West Conshohocken, PA 19428	Phone: (610) 832-9672 e-mail: <a href="mailto:kpearson@astm.org">kpearson@astm.org</a> 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: <a href="mailto:gil.reinhard@intertek.com">gil.reinhard@intertek.com</a> FAX: (210) 681-8300	
Chris Schenkenberger L-60-1	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 347-2927 e-mail: <a href="mailto:csc@lubrizol.com">csc@lubrizol.com</a> 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: <a href="mailto:dbs@usaor.net">dbs@usaor.net</a> 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: <a href="mailto:robert.t.stockwell@conocophillips.com">robert.t.stockwell@conocophillips.com</a> FAX: (580) 767-4534	
Stefan Von Lukawiecki D5800, D6417	Safety-Kleen Canada, Inc. 300 Woolwich Street South Breslau, Ontario N0B 1M0 CANADA	Phone: (519) 648-2291 e-mail: <a href="mailto:svonluka@safety-kleen.com">svonluka@safety-kleen.com</a> 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: <a href="mailto:bweber@swri.edu">bweber@swri.edu</a> FAX: (210) 648-7523	
John Zalar TMC	ASTM Test Monitoring Center 6555 Penn Avenue Pittsburgh, PA 15206-4489	Phone: (412) 365-1005 e-mail: <a href="mailto:jz@astmtmc.cmu.edu">jz@astmtmc.cmu.edu</a> FAX: (412) 365-1047	



## TMB Voting Members

### Users

**Hind Abi-Akar**  
**Heather DeBaun**  
**Hannah Murray**  
**Greg Shank**

### Current Term Ends

**December 2009**  
**December 2009**  
**December 2008**  
**December 2008**

### Producers

**Chris Castanien**  
**Bill Lam**  
**Andy Ritchie**  
**Matt Urbanak**

**December 2009**  
**December 2008**  
**December 2009**  
**December 2008**

### General Interest

**Norbert Nann**

**December 2008**

### Officers

**Chairman**

**Andy Ritchie**

**Vice Chairman**


**Chris Castanien**

**Secretary**

**John Zalar (TMC Administrator)**

**Treasurer**

**Chris Castanien (AGC Chairman)**



# AGC Semi-Annual Report to the Test Monitoring Board

December 2007

To

June 2008

June 16, 2008



# [ AGC Membership ]

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

# [ AGC Responsibilities ]

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

# [ TMC Fiscal Performance ]

■ 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
■ Fiscal Year 2006	\$124,141
■ Fiscal Year 2007	\$177,815

# Changes Impacting Financial Performance

- Additions to TMC staff
  - One engineer
  - One computer professional
- ATC/ACC Monitoring Agency Contracts

# FY 2008 TMC Projected Performance

- FY 2008 ends January 31, 2009
- Income changes since the budget in addition to staff changes
  - ACC/ATC contract +\$360,000
  - Interest income -\$60,000
  - A projected net reduction of 19 reference engine tests -\$62,000
- Projecting a deficit of -\$33,000
  - Possible income from VID Precision Matrix may offset \$75,000 to \$100,000

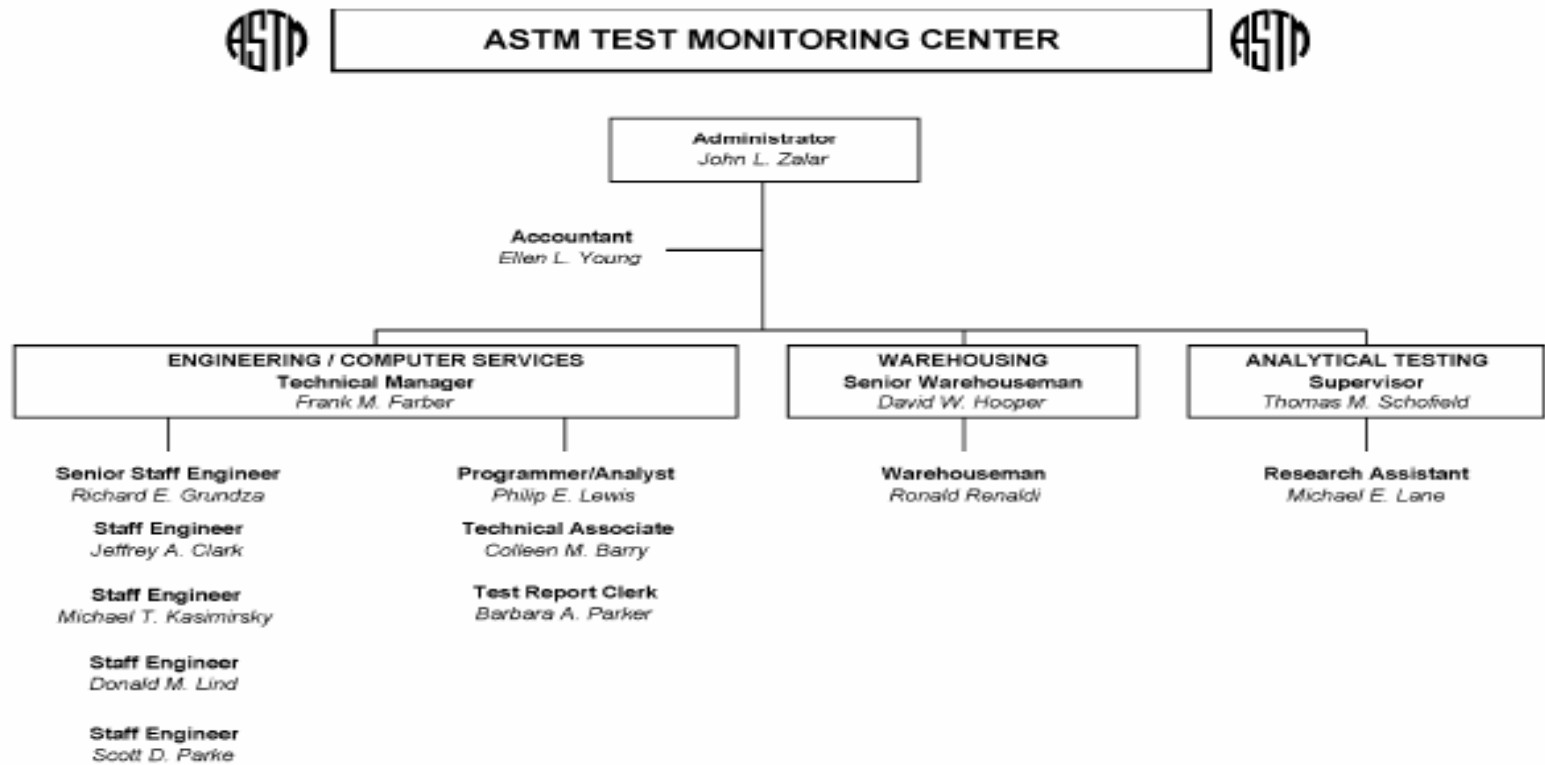
# FY 2008 TMC Revised

## Performance Projection

<b>Line Item</b>	<b>2007 EOY</b>	<b>2008 Budget</b>	<b>2008 Projected</b>
Total Expenses	\$1,916,588	\$1,835,000	\$2,045,000
Revenues	\$1,960,263	\$1,640,000	\$1,937,000
Revenue-Expense	\$43,675	(\$195,000)	(\$108,000)
Interest	\$134,142	\$135,000	\$75,000
Net	\$177,817	(\$60,000)	(\$33,000)
Reserves	\$2,978,740	\$2,688,000	\$2,946,000
Months Reserve	18.7	17.6	17.3
Fee Adjustments		None	
New Tests			VID*
Reg. FT Headcount		13	15

\* VID Matrix - Possible Additional Revenues of \$75K to \$100K

# TMC Organizational Chart



# [ Action Items ]

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- Approval of this report





## Test Monitoring Center

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

MEMORANDUM: 08-044  
DATE: June 13, 2008  
TO: ASTM Test Monitoring Board  
FROM: Frank Farber  
SUBJECT: Data Communication Committee Report- April 2008

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\\_200804.pdf](ftp://ftp.astmtmc.cmu.edu/docs/Data_Communications_Committee/tmb_reports/astm_200804.pdf)



## Test Monitoring Center

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

MEMORANDUM: 08-032  
DATE: May 20, 2008  
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, 2007 through January 31, 2008 was completed in March 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 and updated 2008 budget will be part of the Administrative Guidance Committee report.

As approved by the TMB at the December 3, 2007 meeting, the TMC has added two staff positions. Michael Kasimirsky re-joined the TMC on March 24, 2008 in the position of Staff Engineer. Mike worked as a TMC staff engineer from 1992 to 2005, when his employment was terminated as part of the actions taken to reduce TMC expenses. Mike's primary responsibilities will be monitoring the high-volume bench tests (EOFT, EOWT, BRT, EOEC, CBT, and HTCBT). We were very pleased to welcome Mike back, especially knowing that he would be immediately productive. Colleen Barry was hired on April 8, 2008 to fill the new position of Technical Associate. Colleen's responsibilities will be primarily in IT support. The TMC now has 15 full-time employees. The updated TMC organizational chart is shown in Attachment A.

The contract between ASTM and Carnegie Mellon University (CMU) was renewed for one year on February 1, 2008.

### **INFORMATION LETTERS**

The following 17 information letters have been issued by the TMC since the last report.

<u>Information Letter</u>	<u>Date Issued</u>
Sequence IIIF No. 07-3	12/13/07
Sequence IIIG No. 07-3	12/13/07
Sequence VG No. 07-1	12/12/07
Sequence VG No. 08-1	2/13/08
Sequence VG No. 08-2	3/5/08
Sequence VIII No. 08-1	4/16/08
1K/1N No. 07-1	10/31/07
1M-PC No. 07-1	10/31/07

<u>Information Letter</u>	<u>Date Issued</u>
1P No. 07-1	10/31/07
1R No. 07-1	10/31/07
HTCBT No. 07-1	11/1/07
L-33-1 No. 07-4	11/14/07
L-33-1 No. 08-1	1/24/08
L-37 No. 07-2	11/14/07
L-60-1 No. 07-1	11/15/07
OSCT No. 07-2	12/13/07
BRT No. 07-1	12/14/07

All seventeen letters are on the regular Spring Subcommittee B information letter ballot (08-02). The results of this ballot will be reported at the TMB meeting on June 16, 2008.

### **ACC / ATC PROJECTS**

ASTM International (on behalf of the TMC) and the American Chemistry Council have entered into a four-year agreement to have the TMC serve as the ACC Monitoring Agency and the ATC European Registration Centre. On January 1, 2008, the TMC began registering candidate tests for the ACC Code of Practice and both candidate and reference tests for the ATC Code of Practice. This work is progressing successfully.

### **CURRENT STATUS OF RATING WORKSHOPS AND RATING AIDS**

Last December, I reported that the TMC had entered into a contract with SAE International to continue serving as the rating workshop coordinator, as we had previously done for the CRC. In February of this year, SAE abruptly announced that they no longer wanted to oversee the rating workshop activities or handle the publication and sale of the rating manuals and aids. SAE stated their intention to immediately terminate the contract with the TMC and suggested that the responsibilities for the workshops and rating aids be transferred to ASTM. After some discussion, ASTM headquarters agreed to accept the existing inventory of rating aids to store, maintain, and sell. They also felt it was appropriate for the TMC to continue conducting the workshops, since this activity had previously received the approval of the Test Monitoring Board and Subcommittee D02.B. In fact, the most recent rating workshop, held in San Antonio the week of May 12, was organized and conducted by the TMC without any SAE involvement.

The rating manuals and other rating aids are extremely important to our industry. The proper care and maintenance of these materials are of great concern. I believe that the TMC is positioned to play an important role as liaison between the industry and the ASTM publications department. For example, the TMC could funnel information about needed updates and/or corrections to rating manuals and aids from the industry to ASTM; and they could funnel information about the re-supply of manuals and aids from ASTM to the industry. At the June meetings, I will be requesting the support of the TMB and Subcommittee B for establishing this liaison.

### **NEW REFERENCE OILS/FLUIDS**

The following reference oils were received and processed by the TMC during the period from November 1, 2007 to April 30, 2008.

<u>Test Type</u>	<u>Oil Code</u>	<u>Quantity (gallons)</u>
T-12	821-1	1050
ROBO	83	50
D6078, D6079	DFA8*	55
D6078, D6079	DFB8*	55

\*Lubricity test fluids

During this same time period, the TMC made 244 shipments of reference oils containing a total of 1,633 individual oil samples.

### **CALIBRATION TEST REPORTING**

During the period from November 1, 2007 to April 30, 2008, 1463 calibration tests were reported to the TMC. Virtually 100% of all tests reported to the TMC are transmitted electronically.

JLZ/jlz

Attachment

c: [ftp://ftp.astmtmc.cmu.edu/docs/test\\_monitoring\\_board/TMC-6-2008.pdf](ftp://ftp.astmtmc.cmu.edu/docs/test_monitoring_board/TMC-6-2008.pdf)

Distribution: Email

# Attachment A

