

## ASTM TEST MONITORING BOARD MEETING

December 8, 2008

Tampa Marriott Waterside

Tampa, Florida

### **CALL TO ORDER**

ASTM D02.B0.08, the Test Monitoring Board, met on Monday, December 8, 2008 at 5:00 p.m. in the Grand Ballroom J of the Tampa Marriott Waterside in Tampa, Florida. There were eight voting members (Dan Arcy held the proxy of Matt Urbanak), three non-voting members, and four visitors in attendance. The attendance roster is shown in Attachment A. Minutes from the June 16, 2008 meeting were approved.

### **MEMBERSHIP**

In the recent TMB elections, Bill Lam, Matt Urbanak, Ron Romano, Greg Shank, and Norbert Nann were elected to two-year terms beginning January 1, 2009. In a special TMB election, Ron Romano was elected to serve the remaining term of Hannah Murray, who recently left the industry. The TMB Nominating Committee will arrange a special election to replace Matt Urbanak who, due to a recent change in responsibilities, will be unable to continue serving on the TMB. The current TMB voting members and officers are shown in Attachment B.

### **ADMINISTRATIVE GUIDANCE COMMITTEE**

Chris Castanien presented the Administrative Guidance Committee report (see Attachment C). It is now projected that the TMC will end its 2008 fiscal year with a small deficit of -\$33,000. This projection does not include revenue from the Sequence VID matrix, which is expected to start before the end of the TMC fiscal year (ends January 31, 2009).

The TMC 2009-2011 budget plan was developed by the Administrative Guidance Committee and approved by the ASTM Board of Directors.

David Bradley will be replacing Ken Pearson as the ASTM International representative on the AGC.

### **TECHNICAL GUIDANCE COMMITTEE**

Bill Buscher presented the Technical Guidance Committee report (see Attachment D). The TGC has not met in the past 12 months. A face-to-face meeting is planned coinciding with the LTMS task force meeting in early 2009. The TGC will begin work on developing a "best practices in lubricant test development" document with a goal to complete this task prior to PC-11 development.

The TGC will also create a test fuel task force, to include TMC, fuel suppliers, and surveillance panel chairmen, to investigate best practices/methods for determining if test fuel is changing. The task force most likely will include PCMO and HD sequence test surveillance panel chairmen.

## **DATA COMMUNICATIONS COMMITTEE**

John Zalar reported, for Frank Farber, that the DCC has not met during the past six months. The only current activity of the DCC is beta testing report packet revisions.

## **TEST MONITORING CENTER**

John Zalar presented the TMC report (see Attachment E). The first re-blends of the baseline and flush oils for the Sequence VID test have been completed and shipped to participating labs.

The deposit/distress rating workshops, previously conducted under the authority of CRC, and later SAE, are now completely under the authority of ASTM. ASTM International has taken responsibility for the rating manuals and aids and the TMC continues to organize and conduct the workshops. An ASTM Deposit/Distress Rating Advisory Panel has been formed to address technical rating issues and to liaison with ASTM International on the publication and re-supply of rating manuals and aids. ASTM International has begun preparations for their first re-print of rating Manuals 20 and 21, likely to take place sometime in 2009. They have expressed a strong commitment to work closely with the TMC and the Deposit/Distress Rating Advisory Panel to ensure success.

The ACC/ATC test registration activities continue to run smoothly.

Carnegie Mellon University has verbally expressed a desire to renew the contract with ASTM through at least January 31, 2010.

## **BALLOTS**

John Zalar reported that eleven TMC information letters had been balloted within Subcommittee B. One negative vote was received on Sequence VIB Information Letter 08-1. The voter pointed out an obvious error in units. Upon correction of the error via an editorial change, the voter withdrew the negative vote. One comment was received on a pre-ballot of a proposed Sequence IIIG information letter. The comment was addressed via an editorial change. One comment was received on a pre-ballot of a proposed EOEC information letter. The comment was addressed via an editorial change.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

There were two items of new business.

Joe Franklin raised the issue of a possible need for rules regarding redistribution of critical test parts and fuel to non-participants in the ASTM Test Monitoring System. The task of examining this need was assigned to the TGC.

The TMB received a request from the ACC to review the Subcommittee B Standard Guide for Test Hardware Control and consider revision to expand the requirements on critical parts to include test specific practices for the introduction of new batches of parts. This task was assigned to the TGC.

**NEXT MEETING**

The next meeting is scheduled for June 22, 2009 in Norfolk, Virginia.

**ADJOURNMENT**

The meeting was adjourned at approximately 5:45 pm 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, looped initial "J".

John L. Zalar, Secretary  
ASTM Test Monitoring Board

JLZ/jlz

Attachments

# ASTM TEST MONITORING BOARD MEETING



December 8, 2008  
Tampa Marriott Waterside  
Tampa, FL

Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
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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	CC
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	HD
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	W/L
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	ROMANO VIA PHONE
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	Nann
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	AR
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	
Matthew Urbanak <i>Don Argy</i>	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	De

Non-Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
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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
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Visitors

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
MIKE McMILLAN	MLM CONSULTING	MM-MULLAN <del>573</del> COMCAST.NET	✓
IRWIN GOLDBLATT	BP Lubricants	irwin.goldblatt@bp.com	✓
Jim Linden	GM Research & Dev. 30500 Mound Rd	586-866-1884 JAMES.C.LINDEN@GM.COM	—
Charles Passut	w. Arrow Ave. AFTON	charlie.passut@afchemical.com	✓

## TMB Voting Members

### Users

**Hind Abi-Akar**  
**Heather DeBaun**  
**Ron Romano**  
**Greg Shank**

### Current Term Ends

**December 2009**  
**December 2009**  
**December 2010**  
**December 2010**

### Producers

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

**December 2009**  
**December 2010**  
**December 2009**  
**December 2010**

### General Interest

**Norbert Nann**

**December 2010**

### 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

June 2008

To

December 2008

December 8, 2007

# [ 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)

Membership Changes?

# [ 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

# 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 Forecast – FY 2009

## Assumptions

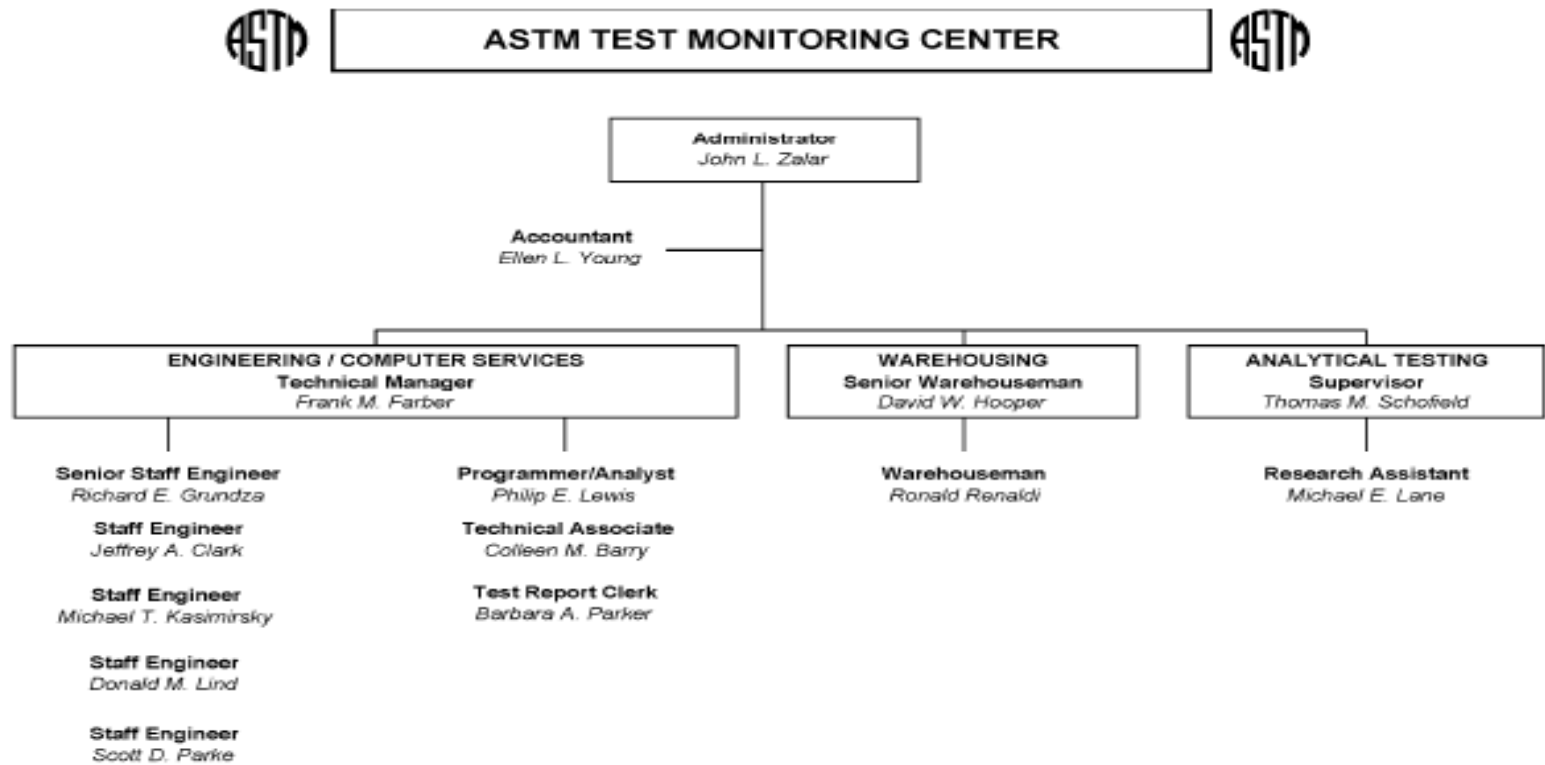
- Inflation, 4.0%
- Salary increases, 3.0% (2009, 2010, 2011)
- Benefits (fringe)
  - 27.2% (2009)
  - 27.7% (2010)
  - 28.2% (2011)
- Continued participation in new tests
- Minimum six-months reserve at all times
- ILSAC GF-5                      Testing to begin, 2009

# 2009-2011 TMC Budget Plan

Line Item	2009	2010	2011
<b>Salaries</b>	<b>\$1,017,000</b>	<b>\$1,048,000</b>	<b>\$1,079,000</b>
<b>Temporary Help</b>	<b>\$5,000</b>	<b>\$5,200</b>	<b>\$5,400</b>
<b>Benefits (27.2%)</b>	<b>\$278,000</b>	<b>\$292,000</b>	<b>\$306,000</b>
<b>Overhead</b>	<b>\$660,000</b>	<b>\$676,000</b>	<b>\$699,000</b>
<b>Travel</b>	<b>\$45,000</b>	<b>\$47,000</b>	<b>\$49,000</b>
<b>Telephone</b>	<b>\$16,000</b>	<b>\$16,600</b>	<b>\$17,200</b>
<b>Office Supplies</b>	<b>\$10,000</b>	<b>\$10,400</b>	<b>\$10,800</b>
<b>Reference Oils</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>Capital</b>	<b>\$35,000</b>	<b>\$15,000</b>	<b>\$15,000</b>
<b>Contract Services</b>	<b>\$26,000</b>	<b>\$28,000</b>	<b>\$29,000</b>
<b>Lab Supplies</b>	<b>\$25,000</b>	<b>\$26,000</b>	<b>\$27,000</b>
<b>Training &amp; Education</b>	<b>\$5,000</b>	<b>\$5,200</b>	<b>\$5,400</b>
<b>Procedure Rewrites</b>	<b>\$20,000</b>	<b>\$15,000</b>	<b>\$15,000</b>
<b>Rating Workshops</b>	<b>\$19,000</b>	<b>\$20,000</b>	<b>\$21,000</b>
<b>Audit</b>	<b>\$16,000</b>	<b>\$16,500</b>	<b>\$17,000</b>
<b>Total Expenses</b>	<b>\$2,202,000</b>	<b>\$2,245,900</b>	<b>\$2,320,800</b>
<b>Revenues</b>	<b>\$2,127,000</b>	<b>\$2,250,000</b>	<b>\$2,330,000</b>
<b>Revenue-Expense</b>	<b>(\$75,000)</b>	<b>\$4,100</b>	<b>\$9,200</b>
<b>Interest</b>	<b>\$75,000</b>	<b>\$80,000</b>	<b>\$85,000</b>
<b>Reserves</b>	<b>\$3,111,000</b>	<b>\$3,195,000</b>	<b>\$3,289,000</b>
<b>Months Reserve</b>	<b>17.0</b>	<b>17.1</b>	<b>17.0</b>
<b>Fee Adjustments (+/-)</b>	<b>As Needed</b>	<b>As Needed</b>	<b>As Needed</b>
<b>New Tests</b>	<b>GF-5</b>		
<b>Reg. FT Headcount</b>	<b>15</b>	<b>15</b>	<b>15</b>



# TMC Organizational Chart



# [ Action Items ]

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- Approval of this report

***ASTM***

**TECHNICAL GUIDANCE COMMITTEE**

**Semi-Annual Report**

**Presented by  
William A. Buscher III**

Last Updated December 19, 2008



# TGC Semi-Annual Report

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- Have not met in the past 12 months.
- Planning a face-to-face meeting coinciding with the LTMS task force meeting in early 2009.
- Old Assignments:
  - Develop “best practices in lubricant test development” document.
    - Not completed as of December 2008.
    - Slow progress to date.
    - Face-to-face meeting necessary to get the ball rolling.
    - Form a task force to address.
    - Goal to complete prior to PC-11 test development.

# TGC Semi-Annual Report

## ■ New Assignments:

- Create a test fuel task force to include TMC, fuel suppliers, and SP chairmen.
  - To investigate best practices/methods for determining if the test fuel is changing.
  - Kick off task force at face-to-face meeting.
  - Task force most likely to at least include both PCMO and HD sequence test SP chairmen.



## Test Monitoring Center

Carnegie Mellon University  
6555 Penn Avenue, Pittsburgh, PA 15206, USA

<http://astmtmc.cmu.edu>  
412-365-1000

MEMORANDUM: 08-064  
DATE: November 10, 2008  
TO: ASTM Test Monitoring Board  
FROM: John L. Zalar  
SUBJECT: ASTM TMC Semiannual Report

### ADMINISTRATIVE/FINANCIAL

The 2009 Test Monitoring Center budget and three-year financial plan was submitted to the ASTM Board of Directors and was approved in October. Details of the 2009 budget, the three-year plan, and 2008 TMC financial performance will be included in the Administrative Guidance Committee Report.

There has been one change in TMC personnel. In late September, Scott Parke resigned to accept an engineering position with Curtiss Wright. Among his duties at the TMC, Scott coordinated the light-duty and heavy-duty rating workshops. This responsibility has now been assigned to Michael Kasimirsky, who will also serve as chairman of the newly formed ASTM Deposit/Distress Rating Advisory Panel. Scott's responsibilities in the single-cylinder diesel area have been assumed by Jeff Clark. The TMC is working on filling the vacancy created by Scott's departure. The currently approved TMC staffing level is 15 full-time employees. The TMC organizational chart is shown in Attachment A.

### INFORMATION LETTERS

The following nine information letters have been issued by the TMC during the past six months.

<u>Information Letter</u>	<u>Date Issued</u>
Sequence IIIG No. 08-1	05/20/08
Sequence VG No. 08-3	05/15/08
Sequence VIB No. 08-1	10/16/08
Sequence VIII No. 08-2	06/12/08
1K/1N No. 08-1	08/25/08
T-12 No. 08-1	10/13/08
L-42 No. 08-1	06/24/08
OSCT No. 08-1	10/07/08
OSCT No. 08-2	10/13/08

All of these letters are on the regular fall Subcommittee B information letter ballot (Ballot 08-6). The results of this ballot will be reported at the December ASTM meetings.

## **PRE-BALLOTTED INFORMATION LETTERS**

During the past six months, two information letters required pre-balloting. The first letter, Sequence IIIG No. 08-2, was approved by Subcommittee D02.B (Ballot 08-5) on October 29, 2008 and issued on November 6, 2008. One comment was received and addressed via an editorial change. This information letter defines the Sequence IIIGB procedure for measuring phosphorus retention. The second letter, EOEC No. 08-1, is currently out for ballot (08-9) with a closing date of November 30, 2008. This information letter adds new elastomers to Test Method D 7216 that will be required for ILSAC GF-5.

## **TMB ELECTIONS**

The TMB elections were also included on Subcommittee B Ballot 08-6. The nominees included Matt Urbanak, Bill Lam, Greg Shank, Ron Romano, and Norbert Nann. There was also a special TMB election for Ron Romano to serve out the unexpired term of Hannah Murray, who recently left the industry. The results of these elections will be reported at the December ASTM meetings.

## **RATER WORKSHOP UPDATE**

The deposit/distress rating workshops, previously conducted under the authority of CRC, and later SAE, are now completely under the authority of ASTM. ASTM International has taken responsibility for the rating manuals and aids and the TMC continues to organize and conduct the workshops. An ASTM Deposit/Distress Rating Advisory Panel has been formed to address technical rating issues and to liaison with ASTM International on the publication and re-supply of rating manuals and aids. ASTM International has begun preparations for their first re-print of rating Manuals 20 and 21, likely to take place sometime in 2009. They have expressed a strong commitment to work closely with the TMC and the Deposit/Distress Rating Advisory Panel to ensure success.

## **BASELINE AND FLUSH OIL RE-BLENDS FOR SEQUENCE VID**

The re-blends of the Sequence VID baseline oil and flush oil are progressing. The test labs placed their orders for quantities needed to support the precision matrix plus additional testing through 2011. All payments were collected and a purchase order was issued to the blender. The total volumes ordered were 20,400 gallons of baseline oil and 7,300 gallons of flush oil. It is expected that both products will be blended, analytically verified, containerized, and ready for shipment to labs by November 20, 2008.

## **ASTM/CMU CONTRACT**

The current one-year contract between ASTM and Carnegie Mellon University is scheduled to expire on January 31, 2009. Carnegie Mellon University has verbally expressed a desire to renew the contract for at least another year. This renewal is likely to only require a contract addendum that changes the expiration date.

### **REFERENCE OILS RECEIVED / SHIPPED**

The following reference oils were received and processed by the TMC during the period from May 1, 2008 to October 31, 2008.

<u>Test Type</u>	<u>Oil Code</u>	<u>Quantity (gallons)</u>
Sequence IIIG	434-1	600
Sequence IIIG	435-1	660
HTCBT	44-1	15
TEOST	71-1	2
TEOST	72-1	2
BRT	82-1	10
ROBO	84	5
ROBO	85	5
D 7109	RL 233	1100

During this same time period, the TMC made 199 shipments of reference oils containing a total of 1698 individual oil samples.

### **CALIBRATION TEST REPORTING**

During the period from May 1, 2008 to October 31, 2008, 1561 calibration tests were reported to the TMC.

JLZ/jlz/mem08-064.jlz.doc

Attachment

c: [ftp://astmtmc.cmu.edu/docs/test\\_monitoring\\_board/TMC-12-2008.pdf](ftp://astmtmc.cmu.edu/docs/test_monitoring_board/TMC-12-2008.pdf)



Attachment A

