

ASTM TEST MONITORING BOARD MEETING

December 7, 2009

Anaheim Marriott
Anaheim, CA

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CALL TO ORDER

ASTM D02.B0.08, the Test Monitoring Board, met on Monday, December 7, 2009 at 5:00 p.m. in the Anaheim Marriott in Anaheim, California. There were six voting members, four non-voting members, and nine visitors present in person. Two members (Ron Romano & Heather DeBaun) were not able to call-in because of a problem with teleconference hosting. The attendance roster is shown in Attachment A. Minutes from the June 22, 2009 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). FY 2009 financial performance is projected to yield a surplus of \$310,000. This projected surplus is due to an increase in testing associated with the introduction of the GF-5 specification and the additional revenue generated from the Sequence VID industry matrix. TMC reserves are now projected at 17.8 months of operating expense by the end of FY 2009. Concern over test projections in 2010-2011 due to the lack of an upcoming diesel category exists.

TECHNICAL GUIDANCE COMMITTEE

The Technical Guidance Committee report is shown in Attachment D. The Technical Guidance Committee (TGC) is planning a face-to-face meeting coinciding with an LTMS task force meeting in early 2010. TGC is developing a "best practices in lubricant test development" document. TGC will conduct a forum to review the new LTMS proposed by the LTMS Task Force.

TEST MONITORING CENTER

Frank Farber presented the TMC report (see Attachment E). The 2010 TMC budget and three-year financial plan was submitted to the ASTM Board of Directors and was approved in October. Next audit is scheduled for the week of March 22, 2010 by Lally, Lally & Co. LLC. The ASTM/CMU contract will need to be renewed by February 1, 2010. CMU has verbally expressed a desire to renew a multi-year contract.

The TMC will be hiring an engineer in 2010 as a result of the restructuring.

D02.J0.04 has requested that the TMC handle reference fluids for ASTM D 5001. TMC currently handles one of the fluids for Diesel Lubricity test methods. The Board approved this request.

A presentation on TMC services was made to the D15.11 Heavy Duty Coolants Sub-committee on October 28, 2009. No action was taken by the committee.

The nominating committee is in the process of addressing 4 positions up for election. All 4 current members are eligible for re-election. Each has indicated willingness to continue for another 2-year term. The ballot will be processed shortly.

23 Information Letters were balloted with no negatives and comments.

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

DATA COMMUNICATIONS COMMITTEE

Frank Farber reported that the Data Communications Committee did not meet during the past six months. The only current activity of the DCC is beta testing of report packet revisions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Jerry Gropp (B03 Chairman) requested discussion about facilitators being permitted to work on test method updates for D4998 (Standard Test Method for Evaluating Wear Characteristics of Tractor Hydraulic Fluids) which is being brought under B03. Discussions on the need for a funding source in order for Test Monitoring System facilitator's involvement followed. It was pointed out that non-Test Monitoring System test methods are created by volunteers within ASTM. The Board recommended that Jerry discuss with the D4998 Surveillance Panel the possibilities of test monitoring by the TMC and reference oil shipment to fund the facilitator involvement. Additionally, Frank Farber and Andy Ritchie agreed to work on some ideas for facilitator involvement when test monitoring and oil shipment are not an option.

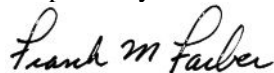
NEXT MEETING

The next meeting is scheduled for June 28, 2010 in Kansas City, MO.

ADJOURNMENT

The meeting was adjourned at approximately 5:58 p.m.

Respectfully submitted,

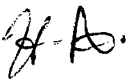



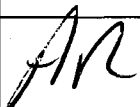
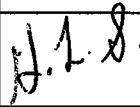


Frank M. Farber, Secretary
ASTM Test Monitoring Board

FMF/fmf
Attachments

ASTM TEST MONITORING BOARD MEETING
December 7, 2009
Anaheim Marriott
Anaheim, CA

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: abi-akar_hind@cat.com FAX: (309) 578-1485	
Chris Castanien AGC Chairman	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092	Phone: (440) 347-2973 e-mail: cca@lubrizol.com FAX: (440) 944-8112	
Heather DeBaun	International Truck & Engine Corp 10400 W. North Avenue Melrose Park, IL 60160	Phone: (708) 865-3788 e-mail: heather.debaun@navistar.com 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: bill.lam@aftonchemical.com FAX: (804) 788-6388	
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	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	
Ron Romano	FCSD, Service Product Dev, SEO Diagnostic Service Center II Room 410 1800 Fairlane Drive Allen Park, MI 48101	Phone: (313) 845-4068 e-mail: rromano@ford.com FAX:	
Greg Shank	Volvo Powertrain 13302 Pennsylvania Avenue Hagerstown, MD 21742	Phone: (301) 790-5817 e-mail: greg.shank@volvo.com FAX: (301) 790-5815	
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
Galen Greene L-37	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092-2298	Phone: (440) 347-2394 e-mail: galen.greene@lubrizol.com FAX: (440) 347-4096	
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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: wbuscher@swri.org FAX: (210) 684-7523	WAB
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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	JF
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NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
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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	RTS
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	

Visitors

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Jerry Gnapp	Lubrizol Corp	440-347-1223 jerry.gnapp@lubrizol.com	JG
Lee Grant	SWRI	210-522-5004 LGrant@swri.org	LG
DON SMOLENSKI	GM Road D	248-255-7892 donald.j.smolenski@gm.com	DS
MATT SHEETH	PCS INSTRUMENTS	44 2086009920 MATT.SHEETH@PCS-INSTRUMENTS.COM	M
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David Smith	API	dbsmith727@aol.com 202-894-8242	DS
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MIKE McMILLAN	INFINEOM	536-677-9198 MMCMILLAN123@COMCAST.NET	MM

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
Vice Chairman
Secretary
Treasurer

Andy Ritchie
Chris Castanien
Frank Farber (TMC Administrator)
Chris Castanien (AGC Chairman)

AGC Semi-Annual Report to the Test Monitoring Board

June 2009
To
December 2009

December 7, 2009

AGC Membership

- **Chris Castanien** Lubrizol (Chair)
- **John Glaser** Intertek Automotive Research
- **Mary Graham** ConocoPhillips
- **Dave Bradley** ASTM
- **Ben Weber** Southwest Research Institute
- **Frank Farber** TMC (Non-Voting)

Membership Changes?

- Frank Farber replaced John Zalar

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 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
■ Fiscal Year 2008	\$ 70,864
■ Fiscal Year 2009	\$310,000*

* Projected

FY 2009 TMC Projected Performance

- FY 2009 ends January 31, 2010
- Projected expenses below budget
- Projected income higher than budget
 - Net increase of 33 reference engine tests based on January survey of labs
 - Test fees for 44 VID matrix tests will all be collected in FY 2009
- Projecting a surplus of \$310,000

FY 2009 TMC Projected Performance

<u>Line Item</u>	<u>2008 EOY</u>	<u>2009 Budget</u>	<u>2009 Projected</u>
Total Expenses	\$2,133,925	\$2,202,000	\$2,170,000
Revenues	\$2,139,914	\$2,127,000	\$2,453,000
Revenue - Expense	\$5,989	(\$75,000)	\$283,000
Interest	\$64,875	\$75,000	\$27,000
Net	\$70,864	\$0	\$310,000
Reserves	\$2,923,637	\$3,111,000	\$3,234,000
Months Reserve	16.4	17.0	17.9
Fee Adjustments	None	None	None
New Tests	GF-5	GF-5	
Reg. FT Headcount	14	15	15

TMC Forecast – FY 2009 Assumptions

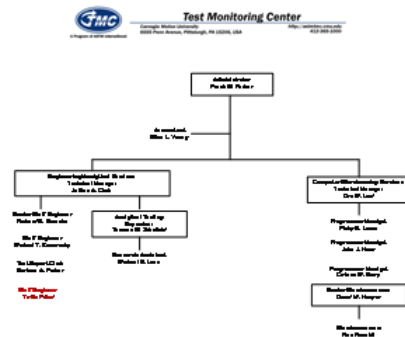
- Salary increases, 3.0% (2009, 2010, 2011)
 - Benefits (fringe)
 - 27.2% (2009)
 - 28.4% (2010)
 - 28.6% (2011)
 - Continued participation in new tests
 - Minimum six-months reserve at all times
 - ILSAC GF-5 Testing to continue thru 2010
 - The absence of a new diesel oil specification within the next 5 years is a concern

2010-2011 TMC Budget Plan

Line Item	2010	2011	2012
Salaries	\$1,008,000	\$1,038,000	\$1,087,000
Temporary Help	\$6,000	\$6,400	\$6,800
Benefits (28.4%)	\$287,000	\$298,000	\$308,000
Overhead	\$265,000	\$276,000	\$286,000
Travel	\$46,000	\$47,000	\$48,000
Telephone	\$18,000	\$18,400	\$18,800
Office Supplies	\$14,000	\$14,200	\$14,400
Reference Cts	\$30,000	\$30,000	\$30,000
Capital	\$16,000	\$16,000	\$16,000
Contract Services	\$28,000	\$27,000	\$26,000
Lab Supplies	\$27,000	\$28,000	\$29,000
Training & Education	\$6,000	\$6,000	\$6,000
Procedure Revisions	\$16,000	\$16,000	\$16,000
Rating Workshops	\$20,000	\$21,000	\$22,000
Audit	\$17,000	\$17,000	\$18,000
Total Expenses	\$2,184,000	\$2,261,100	\$2,316,400
Revenues	\$2,298,880	\$2,213,100	\$2,279,400
Revenue Expenses	\$66,880	(\$38,000)	(\$42,000)
Interest	\$32,000	\$38,000	\$42,000
Reserve	\$3,218,000	\$3,318,000	\$3,318,000
Months Reserve	18.2	17.7	17.2
Fees Adjustments (+/-)	As Needed	As Needed	As Needed
New Tests			
Reg. FT Headcount	16*	16	16

* Includes the addition of an Engineer to fill position due to restructuring after Ashford's retirement

TMC Organizational Chart



[Action Items]


- Approval of this report

ASTM
TECHNICAL GUIDANCE COMMITTEE

Semi-Annual Report

Presented by
William A. Buscher III

Last Updated December 17, 2009



SwRI - W Buscher

TGC Semi-Annual Report

- Planning a face-to-face meeting coinciding with an LTMS task force meeting in early 2010.
- Assignments:
 - Develop "best practices in lubricant test development" document.
 - No change since June 2009.
 - Task force formed with Jim Moritz as chair.
 - Participants from PCMO, HD and Driveline/Gear Oils.
 - Created task force Scope and Objectives.
 - Document might be in the form of a checklist.
 - Goal to complete prior to PC-11 test development.

**Best Practices in Lubricant Test Development
Task Force**

Scope and Objectives

Scope

The scope of this task force is to create a template/checklist for best practices in lubricant test development, to be utilized for effective future test development. The goal is to build this template/checklist from a compilation of existing documents available within the industry and knowledge and data from previous test development.

Objectives

This document will assist future test development groups answer the following questions: What are we trying to measure (what are our objectives), how can the measured parameters be correlated to field service and/or back to previous test(s) being replaced, what impacts the parameters being measured.

Updated: January 27, 2009

SwRI - W Buscher

TGC Semi-Annual Report

- **Assignments Cont'd:**
 - Create a test fuel task force to include TMC, fuel suppliers, and SP chairmen.
 - No change since June 2009.
 - Planning a face-to-face meeting in early 2010.
 - Haltermann offered to host meeting at their facility in Houston.
 - Task force formed with Bill Buscher as chair.
 - Participants from PCMO and HD.
 - Created task force Scope and Objectives.

Test Fuel Task Force

Scope and Objectives

Scope

The scope of this task force is to create a document including best practices for test fuel monitoring, test fuel handling and storage and emergency plans for test fuel supply.

Objectives

1. Create a data depository for all test fuel data, located in the TMC website.
2. Develop test fuel monitoring plans, including what to analyze and how to determine what properties of the test fuel affect the parameters the lubricant test is evaluating.
3. Establish best practices for test fuel handling and storage at the suppliers and at the test laboratories.
4. Develop emergency plans for test fuel supply, during special circumstances, such as natural disasters, raw material shortages, etc.

Updated: January 27, 2009

SwRI - W Buscher

TGC Semi-Annual Report

- **Assignments Cont'd:**
 - Examine the need for establishing rules regarding redistribution of critical test parts and fuel to non-participants in the ASTM Test Monitoring System.
 - ASTM legal to be contacted by TMC on this issue.
 - TGC chair requested hardware and fuel suppliers to provide monthly inventory reports.
 - TGC chair requested SP chairs to request SP members to provide voluntary reports on hardware and fuel redistribution.
 - Follow-up with TMC included on the next slide.
 - Consider this completed.

From: Frank Farber [mailto:fmf@astm.com.edu]
Sent: Wednesday, December 02, 2009 9:26 AM
To: William Buscher
Subject: RE: TGC Action Item

Bill:
Remember John had some response from ASTM on this but it has fallen off the radar. I could not find anything in meeting minutes. I checked with ASTM headquarters and they don't have any record of the issue. My memory of the item was that each surveillance panel has oversight of critical test parts and fuel and should manage resources appropriately. The participating companies in the ASTM Test Monitoring System have invested significantly in the development/approval of parts and fuel and should be consulted regarding their distribution and use.

Best regards,
Frank

From: William Buscher [mailto:william.buscher@swri.org]
Sent: Tuesday, December 01, 2009 4:54 PM
To: Frank Farber
Subject: TGC Action Item

Has ASTM legal ever contacted the TMC regarding the following TGC action item?

"Examine the need for establishing rules regarding redistribution of critical test parts and fuel to non - participants in the ASTM Test Monitoring System"


William A. Buscher III

SwRI - W. Buscher

TGC Semi-Annual Report

■ Assignments Cont'd:

- Conduct a forum to review the new LTMS proposed by the LTMS Task Force.
 - LTMS statisticians group have completed their recommendations for a new LTMS.
 - LTMS task force to meet in early 2010 to review proposed new LTMS.
 - TGC to conduct a forum on proposed new LTMS once task force has met.
 - Surveillance panels to conduct LTMS review in 2010, once the LTMS task force and TGC has met.




Test Monitoring Center
<http://astmtmc.cmu.edu>

Test Monitoring Center Report

December 7, 2009

Administrative /Financial


- The 2010 TMC budget and three-year financial plan was submitted to the ASTM Board of Directors and was approved in October.
- Next audit is scheduled for the week of March 22, 2010 by Lally, Lally & Co. LLC.
- The current financial status of the TMC will be part of the Administrative Guidance Committee report.

12/16/2009 2 Test Monitoring Center 

Administrative /Financial

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graph TD
    Director[Director Paul G. Fisher] --> AsstDir[Assistant Director Nancy]
    AsstDir --> EngTech[Engineering/Technical Services  
Technical Manager Jeffrey A. Clark]
    AsstDir --> CompMfg[Computer/Manufacturing Services  
Technical Manager Conrad C. Cho]
    
    EngTech --> SStaff[Senior Staff Engineer Robert C. Overton]
    EngTech --> Staff[Staff Engineer Michael T. Haskelby]
    EngTech --> TestRep[Test Report Clerk Andrew J. Chou]
    EngTech --> Analyt[Analytical Testing Robert C. Thomas II, DScPhD]
    EngTech --> ResAsst[Research Assistant Allison C. Lane]
    
    CompMfg --> Prog1[Programmer/Analyst Philip C. Cook]
    CompMfg --> Prog2[Programmer/Analyst John A. Allen]
    CompMfg --> Prog3[Programmer/Analyst Gordon H. Berry]
    CompMfg --> SenMicro[Senior Microcontroller Craig W. Atwater]
    CompMfg --> Micro[Microcontroller Ron Threlkoff]
  
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12/16/2009 3 Test Monitoring Center 

Administrative /Financial

- CMU Reserve Cash account funds were transferred in October 2009 to the ASTM custodian account to seek higher interest income.
- The ASTM/CMU contract will need to be renewed by February 1, 2010. CMU has verbally expressed a desire to renew a multi-year contract.

Administrative /Financial

- A conference call between Southwest Research, AGC Chairman and Frank Farber occurred to discuss gear test area billing issues.
- Southwest Research agreed to carry the issue to B03 surveillance panels to discuss and address referencing requirements and billing method proposals

Administrative /Financial

- D02.J0.04 has requested that the TMC handle reference fluids for ASTM D 5001. TMC currently handles one of the fluids for Diesel Lubricity test methods.
- A presentation on TMC services was made to the D15.11 Heavy Duty Coolants Sub-committee on October 28, 2009. No action was taken by the committee.

TMB Elections

- The nominating committee is in the process of addressing 4 positions up for election. All 4 current members are eligible for re-election. Each has indicated willingness to continue for another 2-year term. The ballot will be processed shortly.

Information Letters

- 23 Information Letters were balloted with no negatives and comments.

Reference Oil Procurement/Shipping

- 2000 gallons of T8 RO 1005-2
- 110 gallons of L-37 RO 152-2
- 110 gallons of DFLUB RO DFA10
- The TMC is in the process of securing Sequence VID Baseline and Flush oil re-supply. Blending is expected in late January 2010.
- TMC shipped 69 different reference oils to fill 201 shipment requests for a total of 1,736 individual oil samples.

Other Items

- ACC-MA/ATC-ERC projects are now in their second year of the four-year contract period. The work continues to progress successfully.
- TMC offered credit card payment via web for rater workshop fees.