

ASTM TEST MONITORING BOARD MEETING

December 9, 2013

Marriott Waterside Hotel
Tampa, FL

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Call to Order

ASTM D02.B0.08, the Test Monitoring Board, met on Monday, December 9, 2013 at 5:00 p.m. at the Marriott Waterside Hotel in Tampa, FL. There were six voting members present.

Board Members

Andy Ritchie, Present
Steve Kennedy, Absent
Greg Shank, Present
Ron Romano, Present
Hind Abi-Akar, Present
Heather DeBaun, Present
Jason Bowden, Present
Bill Lam, Dial-in

Additional attendance is shown as Attachment A.

The agenda is shown as Attachment B.

Meeting Minutes

The minutes from the September 10, 2013 meeting were approved as posted.

Membership

The chairman noted his term was ending December 31, 2013 and that Steve Kennedy was to succeed him as chairman.

TMB Committee Reports

Administrative Guidance Committee (AGC) Report -Attachment C

Frank Farber reported that Greg Shank is the new AGC Chairman and that Tim Brooke will be replacing David Bradley. The ASTM Test Monitoring Center (TMC) is projecting a surplus of \$144,000 this year. The current TMC business manager has resigned effective January 16th. A new business manager was hired in mid-November to afford time for training purposes. Part-time help has been used to keep up with this year's high receiving/shipping demands. A new warehouseman will be hired in January to bring warehouse staff back to 2008 manpower levels. The report was accepted as given.

Technical Guidance Committee (TGC) Report -Attachment D

Bill Buscher reported that the committee had no activity this period. Bill noted that the Sequence IVA surveillance panel created a task force to bring together important industry documents in one place (Attachment E). Ben Weber and Jeff Clark assembled these documents and made them available on the TMC website.

During the recent PCMO surveillance panel week it was recommended that sub committees be formed to address PCMO, HDEO, GEARS, 2-CYCLE and BENCH needs. It was put forth by the chairman that the lack of full committee participation was hindering the committee from conducting business. It was felt that more focused groups could more effectively conduct business. The sub committees would then report to the TGC chair and full TGC meetings could then be scheduled as needed. If this recommendation is accepted new TGC scope and objectives would need to be created. Some discussion ensued over this recommendation. One comment was that the process for making this happen was not detailed in the recommendation and that the problem of the TGC not meeting would not be addressed with this plan.

In the end, the TGC report was accepted.

Test Monitoring Center Report (TMC) Report -Attachment F

Frank Farber reported that 18 information letters passed Sub Committee B ballot this period. The TMC was expected to receive re-blends of Sequence IIIG reference oil 434 in January 2014. A re-blend for reference oil 821 would be available to the industry in the 1st quarter of 2014. Reference oil shipment is back to all-time highs and test activity was better than expected in 2013.

An analysis of net income for 2012 indicated that PCMO testing did very well (Attachment G). Heavy-duty and gear income broke-even with expenses. Bench income is less than expenses by approximately \$100K. To ensure all segments of the TMC are self-supporting the TMC Director will work with the TMB prior to the next meeting to address the bench area income short-fall.

Data Communications Committee

No activity this period.

Old Business

The chairman noted that the TMB approved revisions to the Regulations of the Test Monitoring System were to be moved to Sub Committee B where a ballot request was planned. Tim Brooke solicited any feedback concerning potential revisions. Tim noted that two editorial suggestions were forwarded to him and would be included in the Sub B Committee ballot if approved.

New Business

None.

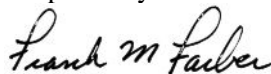
The meeting ended at 5:00pm.

Next Meeting

The next meeting is scheduled for ~~December 9, 2013 in Tampa, FL.~~

Correction June 22, 2014
Indianapolis, IN

Respectfully submitted,



Frank M. Farber, Secretary
ASTM Test Monitoring Board


TMB MEETING 12/9

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ASTM TEST MONITORING BOARD MEETING
Monday – December 9, 2013
5:00 - 6:30 PM
Marriott Tampa Waterside Hotel
Tampa, Florida

AGENDA

- 1. Call to Order**
- 2. Approval of September 10, 2013 Minutes**
- 3. Membership**
- 4. Receive, Accept and Take Action on Reports**
 - Administrative Guidance Committee – Greg Shank**
 - Technical Guidance Committee – Bill Buscher III**
 - Test Monitoring Center – Frank Farber**
 - Data Communications Committee – Frank Farber**
- 5. Old Business**
- 6. New Business**
- 7. Next Meeting - Monday June 23, 2014 Indianapolis, IN**
- 8. Adjournment**



AGC Semi-Annual Report to the Test Monitoring Board

June 2013

To

December 2013

December 9, 2013

AGC Membership

- Greg Shank Volvo (Chair)
- John Glaser Intertek Automotive Research
- Phil Ames Afton Chemical
- Dave Bradley ASTM
- Ben Weber Southwest Research Institute
- Frank Farber TMC (Non-Voting)

Membership Changes?

- None

AGC Responsibilities

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

TMC Fiscal Performance

■ Fiscal Year 2005	\$125,648
■ Fiscal Year 2006	\$124,141
■ Fiscal Year 2007	\$177,815
■ Fiscal Year 2008	\$ 70,864
■ Fiscal Year 2009	\$469,773
■ Fiscal Year 2010	\$415,224
■ Fiscal Year 2011	\$483,558
■ Fiscal Year 2012	\$144,627
■ Fiscal Year 2013	~\$145,000*

* Projected

FY 2013 TMC Projected Performance

- Projected expenses are lower than budget
- Projected income is above budget
- Projecting a surplus of ~\$145,000

FY 2013 TMC Projected Performance

<u>Line Item</u>	<u>2012 EOY¹</u>	<u>2013 Budget</u>	<u>2013 Projected</u>
Total Expenses	\$2,682,632	\$2,980,182	\$2,845,819
Revenues	\$2,827,259	\$1,982,656	\$2,980,050 ²
Revenue - Expense	\$ 133,143	-\$442,004	\$134,231
Interest	\$11,484	\$37,000	\$10,607
Net	\$ 144,627	-\$405,044	144,838
Reserves	\$4,500,345 ³	\$4,095,301 ⁴	\$4,661,215
Months Reserve	20	16.5	19.6
Fee Adjustments	None	None	None
New Tests	None	None	None
Reg. FT Headcount	15	15	15

¹ Values from audit report

² Based on Sept-Oct monthly average

³ Total Net Assets-Board Designated

⁴ Derived from 2012 EOY audit reserve and Net from budget

TMC Forecast – FY 2013 Assumptions

Salary increases, 2.9% (2013)

- Benefits (fringe)

- 28.6% (2013)

- 30.1% (2014)

- Continued participation in new development

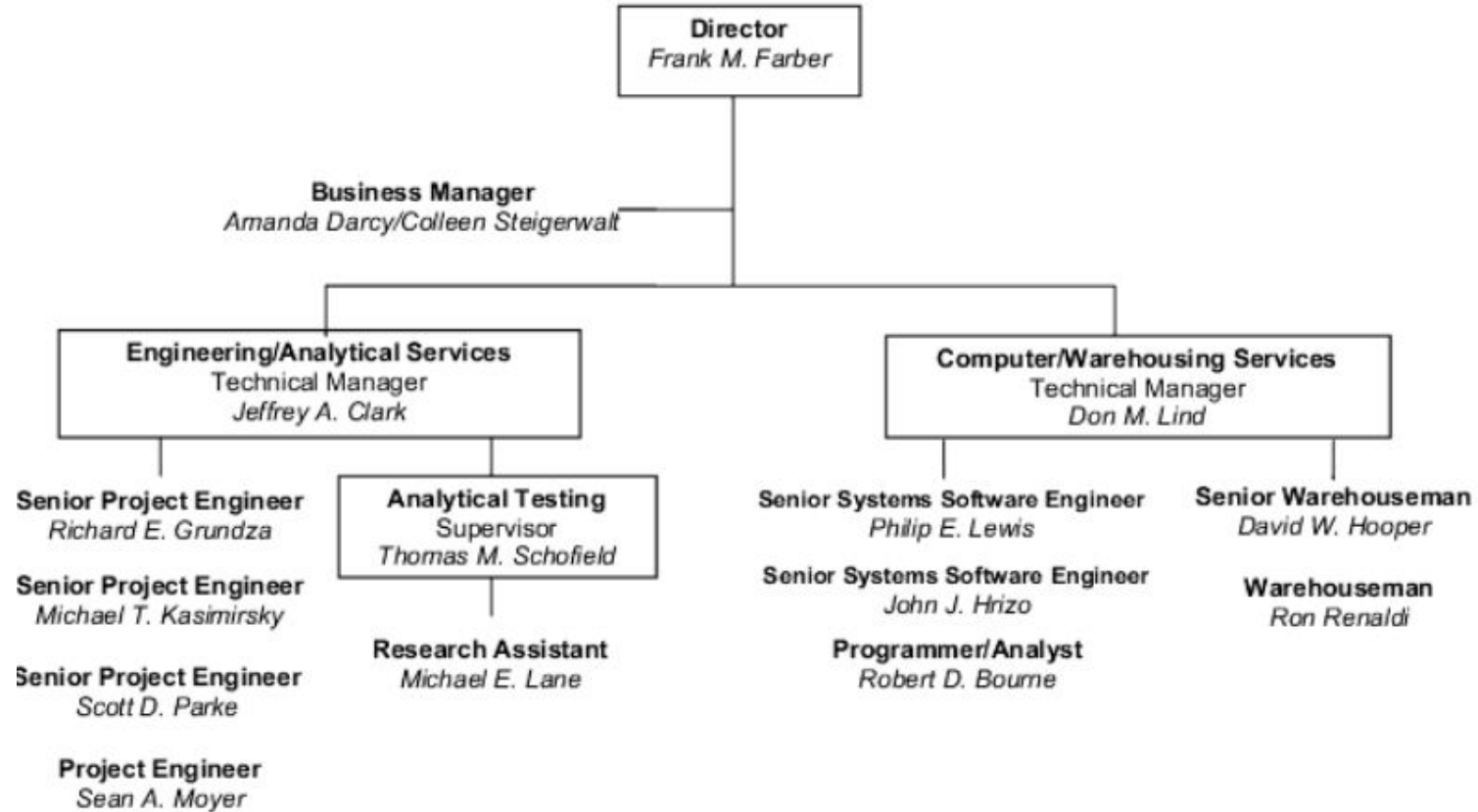
TMC – 2013 Staff Items

- TMC Business Manager is resigning in February 2014
 - New manager was hired in mid-November
- Part-time help has been used to meet high shipping/receiving demand
- New warehouseman will be added in 2014

TMC 2013 - 2014 Budget

Income and Expenses	2013 Forecast	2013 Budget	2014 Budget
Salaries	1,265,022	1,258,982	1,295,492
Temporary Help	6,570	5,400	5,600
Benefits (28.6%)	366,856	362,000	372,000
Total Salaries & Benefits	1,638,448	1,626,382	1,673,092
Overhead	821,000	832,000	855,000
Travel	\$72,557	60,000	65,000
Telephone	\$15,259	16,200	16,400
Office Supplies	\$16,348	17,600	17,800
Contract Services	\$39,727	15,000	16,000
Lab Supplies	\$16,762	45,000	46,000
Training & Education	\$2,857	5,000	5,200
Procedure Rewrites	\$10,152	10,000	12,000
Rating Workshops	\$26,660	31,000	32,000
Audit	\$17,500	17,000	17,500
Reference Oils	\$0	100,000	100,000
Other Operating Expenses	217,822	316,800	327,900
Depreciation	3,656	5,000	5,000
Cost of Oil Sold	164,892	200,000	150,000
Total Operating Expenses	\$2,845,819	\$2,980,182	\$3,010,992
Total Revenue	\$2,980,050	2,488,544	2,989,992
Interest	10,607	20,000	21,000
Total Operating Revenue	\$2,990,657	\$2,508,544	\$3,010,992
Net Income (Loss) from Operations	\$144,838	(\$471,638)	\$0
Total Fund - Liquid Assets	\$4,645,183	\$4,160,079	\$3,688,442
Months Operating Assets	19.6	16.8	14.7
Fee Adjustments (+/-)	As Needed	As Needed	As Needed
New Tests	0	3	10
Reg. FT Headcount	15	15	16

TMC Organizational Chart



[Action Items

Approval of this report

ASTM

TECHNICAL GUIDANCE COMMITTEE

Semi-Annual Report

**Presented by
William A. Buscher III**

Updated December 17, 2013



TGC Semi-Annual Report

- No face-to-face TGC meetings were conducted in the past 6 months
- No TGC task force meetings or conference calls were conducted in the past 6 months
- No full committee activity in the past 6 months
- No incomplete assignments at this time

TGC Semi-Annual Report

- Sequence IV surveillance panel created a task force, with Ben Weber as chair, that will review TGC and other industry documents, such as the Standard Guide for Test Hardware Control document, and develop a recommendation for tying these documents to existing and future engine test procedures
 - Members requested
 - Jeff Clark was the only volunteer
 - Process of locating and reviewing documents that pertain has completed



TGC Semi-Annual Report

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- During the fall PCMO surveillance panel meetings it was recommended that multiple sub-committees be established under the TGC
- The following TGC sub-committees are recommended:
 - PCMO
 - HDEO
 - GEARS
 - 2-CYCLE
 - BENCH
- Sub-committee chairs will report to TGC chair and full TGC meetings will be scheduled as required
- If this recommendation is adopted, a new TGC scope and objectives needs to be discussed and approved

TGC Semi-Annual Report

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- PCMO TGC sub-committee needs to be established to address and/or advise on the following:
 - Test procedures and research reports for GF-6 tests
 - LTMS for GF-6 tests
 - Reference oils for GF-6 tests
 - Test hardware supply for GF-6 tests
 - Test fuel supply for GF-6 tests
 - End of life plan for GF-3/4/5 tests
 - GF-3/4/5 test equivalency limits for GF-6 tests

Good Reference Document List
that all
Surveillance Panel Members
Should Know

by

Ben Weber

Jeff Clark

Background

This list was put together to bring together some key documents that any Surveillance Panel member, both new and experienced, should know and be aware of.

These were scattered in various meeting minutes, and have been brought together in an easy to find location on the TMC website for everyone's benefit.

Reference Document List

[Information Letter No. 60](#) - Covers parts usage

[Test Hardware Control](#) - Standard guide for test hardware control in test methods

[ASTM Reference Oil Book](#) – List of all reference oils

[DACA II Report and System Response](#) - Covers requirements for data acquisition and control

[Information Letter Task Force Report](#) - Covers how information letters go into effect

[LTMS Document](#) - Covers the LTMS system

[Electronic Test Report Transmission Specification](#) – Covers test data transmission

[Rules and Regulations Governing the TMC](#) – Covers how the TMC rules and regulations

All Located at TMC Website

See Next Slide

Test Monitoring Center Website

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A Program of ASTM International

Test Monitoring Center

Serving the World's
Calibration Needs



- Control Chart Graphs
- Query Live Reference Data & Timelines
- Information Letters
- Memos
- Report Forms & Data Dictionary
- Semi-Annual Reports
- Meeting Minutes
- Rater Info Center
- Test Monitoring Board, Administrative Guidance, Technical Guidance & Data Communication Committees
- Reference Test File Upload
- Oil Assignment Request
- LRI Management
- User Accounts


The Test Monitoring Center (TMC) offers reference oil distribution and data handling services to laboratories involved in lubricant testing. We provide a reference oil based system for the calibration of ASTM Test Methods. Other services include laboratory inspections, rater calibration workshops and industry related registration services. Please contact us at 412-365-1030 for any calibration or registration needs.

The next Light Duty Rating Workshop is scheduled for
April 8 - 10, 2014 in San Antonio, TX
The next Heavy Duty Rating Workshop is scheduled for
October 7 - 9, 2014 in San Antonio, TX

Website Links

[Online Store](#) 

[Current TMC Price Schedule](#)


 [Control Chart Guidelines \(LTMS\)](#)

 [ASTM Reference Oil Book](#)

[Subcommittee B Glossary](#)

[ASTM Test Method 'D' Numbers](#)

[TMC Single Source Data Policy](#)

 [Best Practices](#)

 [Test Hardware Control](#)

[Rater Workshop Registration](#)

[Data Analyst List](#)



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Test Monitoring Center

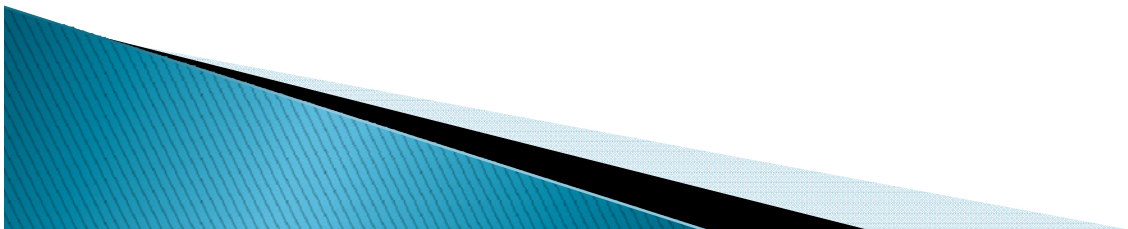
<http://astmtmc.cmu.edu>

Test Monitoring Center Report

December 9, 2013

Administrative /Financial

- ▶ The ASTM–CMU contract was renewed until 2016.
- ▶ The current financial status of the TMC will be part of the Administrative Guidance Committee report.



Staffing

- ▶ The TMC staff count is now at 15 full-time employees. The TMC is employing some temporary student help in our chem lab and warehouse group.
- ▶ Colleen Steigerwalt the TMC Business Manager is resigning in January 2014. Amanda Darcy has been hired to replace Colleen. Colleen will be on contract services until after the audit.
- ▶ 2014 the TMC will be hiring a warehouseman to bring the warehouse staff back to 2008 manpower levels.

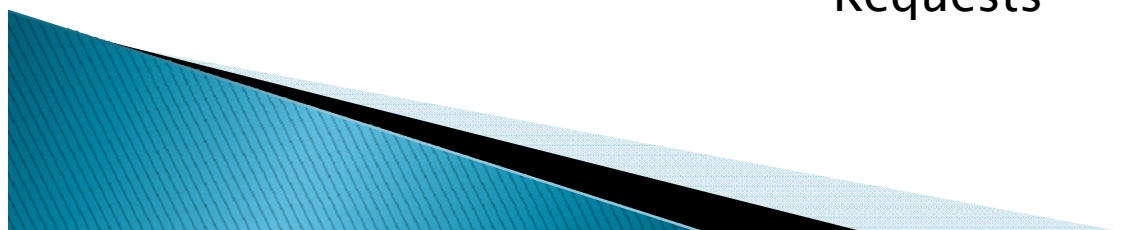
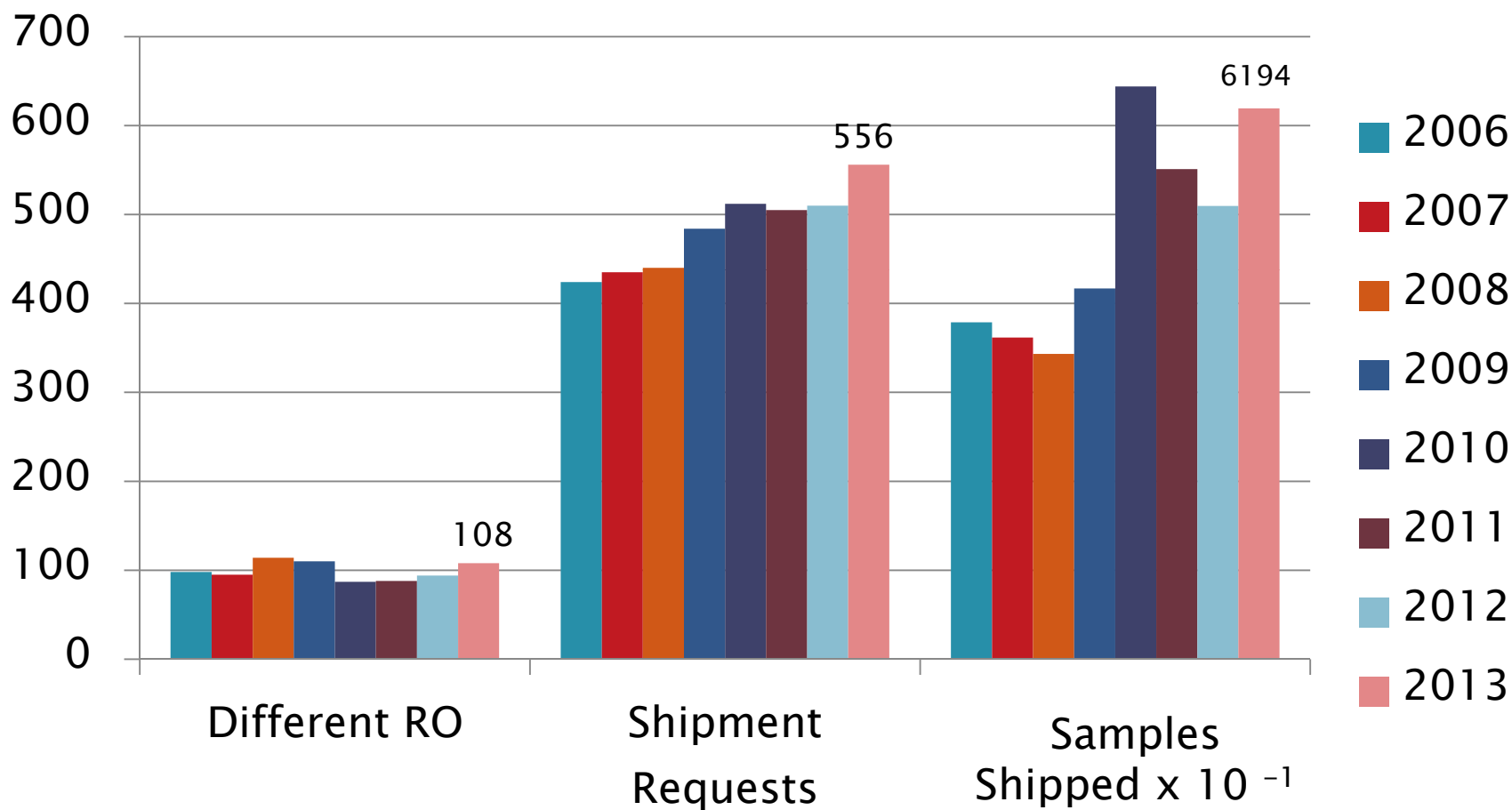
18 Information Letters Passed Sub B Ballot

Test Area	No.	Issued	
VIII	13-1	5/24/2013	Reworked Camshafts and Rings from Different Supplier
L-37	13-4	5/28/2013	1. Revision to correction factor for use with non-lubrited V1L528 hardware under Canadian test conditions and Editorial Revision - Changing Spitting Terminology to Pitting/Spalling
1MPC	13-1	5/29/2013	Corrected References for Rating Manual & Workshop
1P	13-1	5/29/2013	Corrected References for Rating Manual & Workshop
1K1N	13-1	5/29/2013	Corrected References for Rating Manual & Workshop
1R	13-1	5/29/2013	Corrected References for Rating Manual & Workshop
C13	13-1	5/29/2013	Corrected References for Rating Manual & Workshop
T12	13-1	7/22/2013	Correction Factors UUXO Hardware
CBT	13-1	8/9/2013	Removal of Microscope Reference, New Degreasing Solvent, New Glassware Cleaning Solution, Tetrahydrofuran Replacement and Editorial Revisions
HTCBT	13-1	8/14/2013	New Glassware Cleaning Solution
HTCT	13-1		Documentation of Tests Using Revised Range Clutch Synchronizer Components
HTCT	13-2	8/22/2013	Discrimination oil tests
L60-1	13-2	9/3/2013	Sierra Top Trak Model Number
EOWT	13-1	9/18/2013	Revision of Water Amounts used in Sample Blending Procedures
IIIF	13-3	9/18/2013	Handling Negative Viscosity Increase
VG	13-2	10/1/2013	Fuel Batch AK2821NX10-1 Correction Factors, Additional Crankshaft and Changes to Calibration Period
VID	13-1	10/2/2013	Addition of Type-E Thermocouples
IVA	13-4	10/29/2013	Alternate Engine Oil Cooler Mounting Stud and Reporting Average Cam Wear less than Zero

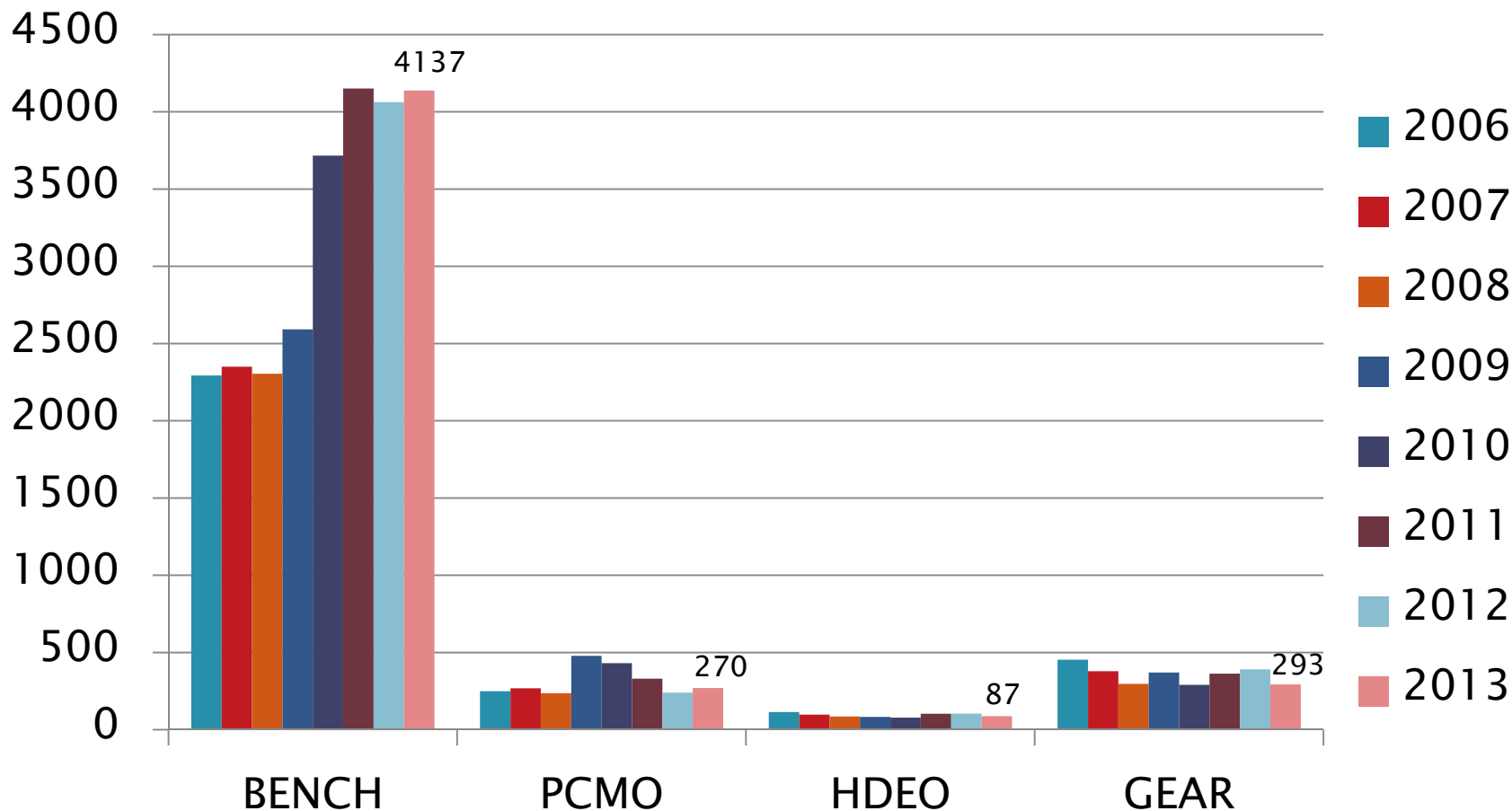
Reference Oil Procurement

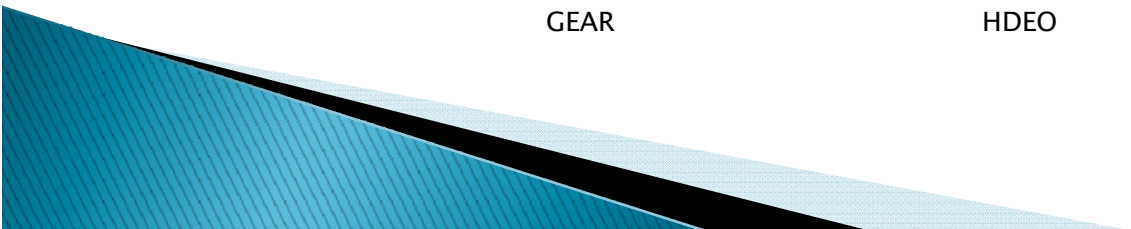
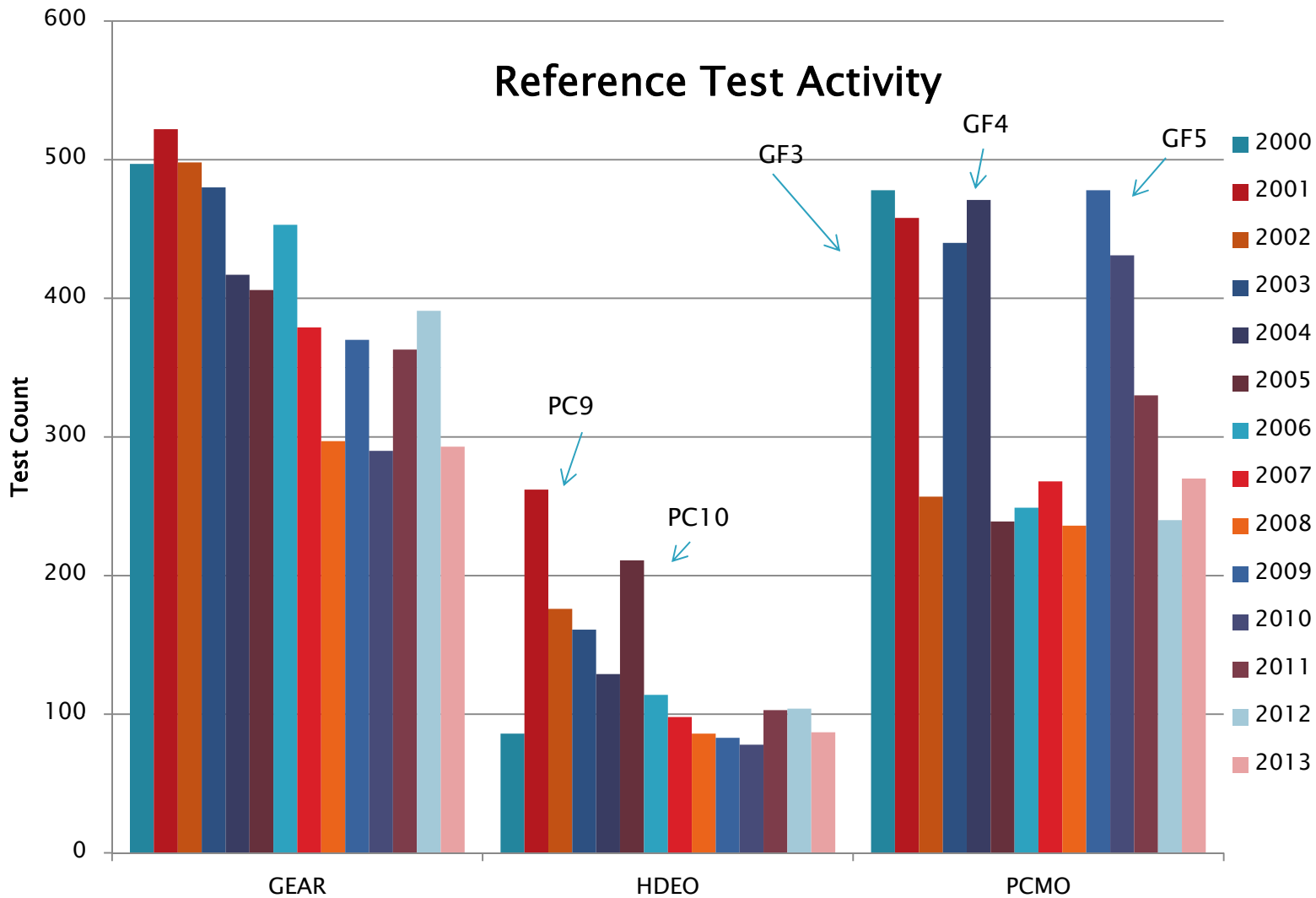
Test Type	Oil Code	Quantity (gallons)
L-42	117	550
DFUB	DFA & DFB	110
Sequence IIIG	434	In process
T-12	821	1 st Quarter 2014

Reference Oil Shipment Overview



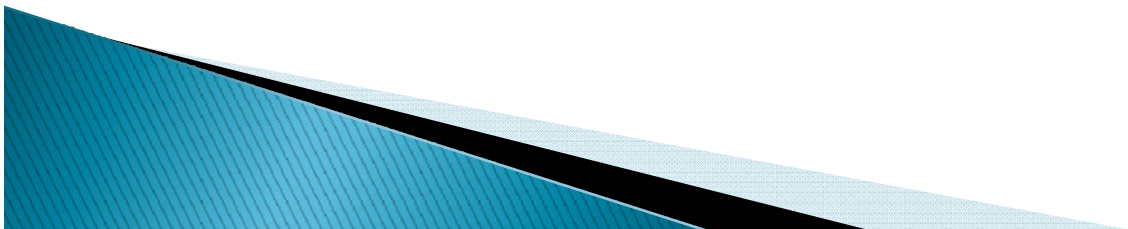
Reference Test Activity

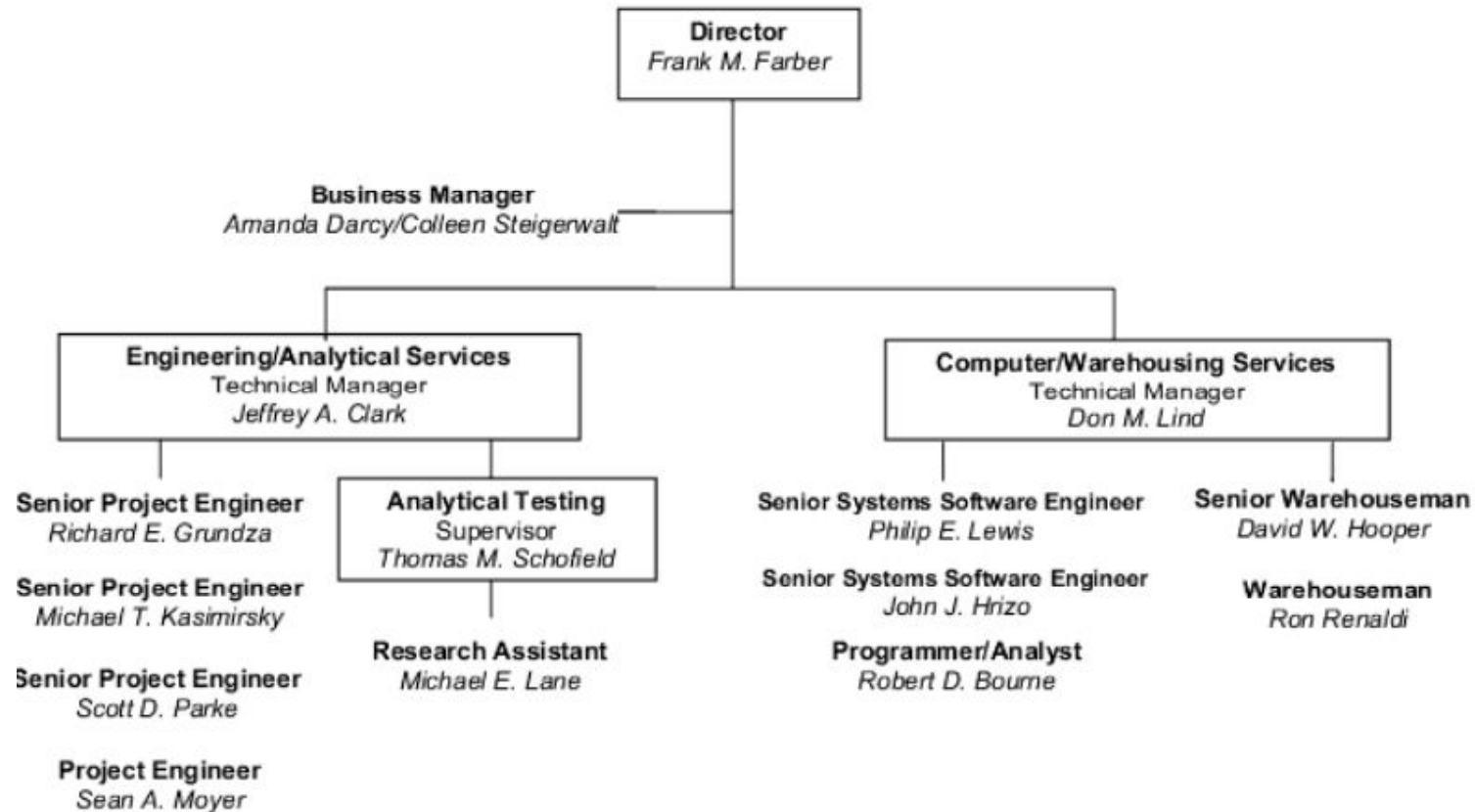




Other Items

- ▶ ACC-MA/ATC-ERC, these projects are now in their second year of the six-year contract period.
- ▶ GMOD test start-up is ongoing.





Year End 2012 Net Income

	Light-Duty	Heavy-Duty	Gear	Bench	Other
Revenue	645,792	436,690	381,341	492,551	870,884 ^A
Expenses	517,148	491,431	433,175	658,006	585,592
Net Income	128,644	(54,741)	(51,834)	(165,455)	285,293
Net Income w/o COGS & Discards ^B	184,470	1,085	3,992	(109,629)	341,119

^A Includes donated oil income

^B Total Cost of Oil Sold & Discards (\$279,129) were divided evenly across projects excluding ACC/ATC

Bench Income Proposal

	2013	Proposed Increase	Additional Revenue
Oil Sales	118,200	10%	11,800
Test Fee	384,244	10%	38,400
Total	502,444		50,200

Sample Costs		Fees	
Current ¹	Proposed	Current ¹	Proposed
\$23	\$25	\$490 ²	\$540 ³
\$31	\$35	\$6100 ⁴	\$6700 ⁴
\$40	\$45		

¹ Price Set in 2007

² Only Passing Tests

³ Reported Operationally Valid

⁴ Billed Annually by Test Type