



COMMITTEE D02 on PETROLEUM PRODUCTS, LIQUID FUELS, AND LUBRICANTS

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Call to Order

The ASTM Test Monitoring System Executive Committee conducted a conference call on Thursday, February 15, 2018 to discuss the API/ACC request to form an Industry Statistician Committee (ISC) under D02.B0.08. The attendance on the call is shown below.

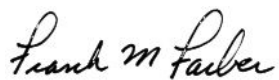
Committee Voting Members

Bob Campbell, Present
Jason Anderson, Not Present
Nathan Seibert, Present
Jim Matasic, Present
Doyle Boese, Present
Mike Alessi, Present
Suzanne Neal, Present
Greg Shank, Present
Frank Farber, Present

The ISC Charter as developed by API/ACC is shown as Attachment A. Frank Farber noted that he was contacted by Dan Pridemore (ACC PAPTG Manager) to request that the ISC be officially formed under ASTM. Currently the industry statisticians group is an informal volunteer group conducting industry matrix analysis with no formal standing within any industry trade organization or reporting structure. Frank noted that after consultation with the Joe Franklin ASTM D02.B0 chair the appropriate spot for this committee would be under the ASTM Test Monitoring System Executive Committee –D02.B0.08. It was noted by Mike Alessi that the formation of the group was targeted at supporting industry funded test development precision matrices and BOI/VGRA matrices only. Several members noted that it seemed that the formation of the committee was targeted at a short time period as new test development and BOI/VGRA work was being done. In general, the committee did not feel the need for the committee was long lasting and did not target official ASTM objectives. Several members noted that the formation of the committee and its intended prioritization and delegation of work tasks did not necessarily translate into less workload for company supported statisticians. It was also felt that the lack of voting privileges at the API Lubricants Group would not allow all industry groups the ability to set priorities for the ISC. The committee agreed that API/ACC should investigate forming the ISC under the API group structure instead of within ASTM. However, the executive committee would be willing to re-visit if requested when new information is available. Frank Farber volunteered to respond back to Dan on the committee's response.

No other business was conducted on the call. The call ended at approximately 1:30 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Frank M. Farber". The signature is written in a cursive, flowing style.

Frank M. Farber, Secretary
ASTM Test Monitoring System Executive Committee

Attachments
FMF/fmf

Industry Statistician's Committee Charter January 29, 2018

Background

An industry statistician's group formed several years ago in order to analyze data from industry funded test matrices. It is a voluntary group comprised of individuals employed in the lubricants industry who are knowledgeable in the area of proper statistical design and analysis.

Purpose

The purpose of this document is to formalize the organizational structure, leadership, membership, duties and responsibilities as the Industry Statistician's Committee (ISC).

Structure

The ISC operates under the auspices and governance of ASTM D02.B0.08 ASTM Test Monitoring System Executive Committee. The ISC has been formed for work activities as part of the development and analysis of test data in industry funded matrices. All other statistician work associated with ASTM activities will continue as in the past.

The ISC is comprised of a two year rotating Chair and general members. The Chair is selected by nomination and 2/3 approval vote of the general members. In the event that a nomination or approval vote cannot be obtained, the TMC shall fulfill the role of Chair by appointing an appropriate individual.

The ISC obtains direction, prioritization, and timing of work activities from the API Lubricant's Group. Guidance from other industry trade associations, such as the American Chemistry Council or ASTM Surveillance Panels, may be received. Requests for ISC work activities shall be directed to the Chair of the ISC.

Membership

General membership is open to individuals, employed in the lubricants industry with the appropriate knowledge and willingness to actively participate in ISC activities. Individuals wishing to join the ISC should address their membership request to the Chair of the ISC. Active participation and contribution to the work deliverables of the ISC is the main criteria by which membership is maintained. Members not meeting this criterion will be moved to a mailing list.

Duties and Responsibilities – Chair

Obtain input, direction, and timing for ISC activities from API LG. Engage with other industry trade associations to obtain input and guidance. Schedule, lead, and participate in meetings to assign tasks, assess progress, and review findings. Form workgroups within ISC to carryout required activities. Prioritize work requests and ensure ISC deliverables meet the needs and timing of the industry. Communicate ISC questions, concerns and estimated completion dates to API LG and other industry trade associations. Ensure ISC meetings and activities comply with governance requirements of ASTM.

Duties and Responsibilities – Members

Actively participate in completing assigned work activities in a timely manner. Support other members as required. Present findings and answer industry questions as needed. Attend ISC meetings and, as appropriate, other industry trade association meetings.

Report Out and Voting

The ISC will strive to reach consensus agreement on findings, recommendations and reports. In the event that is not achievable, the Chair shall motion and hold a vote of members present on the subject issue. The vote shall be deemed passing if 2/3 of members vote affirmative.