



Test Monitoring Center

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MEMORANDUM: 09-032
DATE: June 8, 2009
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, 2008 through January 31, 2009 was completed in March by Lally, Lally & Co. LLC. The outcome of the audit was favorable. One deficiency was noted by the auditors. Recently developed computer generated shipping documents, sent from the warehouse to accounting, did not include the date of shipment and initials of the sender. Both items have since been added to the computer generated shipping documents. A copy of the audit report has been electronically distributed to the Test Monitoring Board. The current financial status of the TMC will be part of the Administrative Guidance Committee report.

John Hrizo was hired on February 1, 2008 to fill the vacancy created by Scott Parke's departure. John is a Programmer/Analyst who will provide much needed support in applications development and serve as primary backup for Philip Lewis. The TMC staff count remains at 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, 2009.

INFORMATION LETTERS

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

<u>Information Letter</u>	<u>Date Issued</u>
Sequence IIIG No. 08-3	11/24/08
Sequence IIIG No. 09-1	3/9/09
Sequence IVA No. 08-1	11/20/08
Sequence VIB No. 08-2	12/22/08
T-12 No. 09-1	1/5/09
L-33-1 No. 09-1	2/19/09
L-37 No. 09-1	2/26/09
L-42 No. 09-1	2/23/09
HTCT No. 09-1	2/24/09

All nine letters are on the regular Spring Subcommittee B information letter ballot (09-06). The results of this ballot will be reported at the TMB meeting on June 22, 2009.

ACC MA / ATC ERC PROJECTS

These projects are now in their second year of the four-year contract period. The work continues to progress successfully.

NEW REFERENCE OILS/FLUIDS

The following reference oils were received and processed by the TMC during the period from November 1, 2008 to April 30, 2009.

<u>Test Type</u>	<u>Oil Code</u>	<u>Quantity (gallons)</u>
Sequence VID	GF5A	1100
Sequence VID	GF5B	1100
Sequence VID	GF5C	1100
Sequence VID	GF5D	550
Sequence VID	GF5E	55
Sequence VID	GF5F	55
Sequence VID	GF5G	45
Sequence VID	GF5H	55
Sequence VID	GF5I	45
Sequence VID	GF5J	55
Sequence VID	GF5K	55
Sequence VID	GF5L	55
Sequence VID	GF5M	55
Sequence VID	GF5N	55
Sequence VID	GF5O	55
Sequence VID	GF5P	55
Sequence VID	GF5Q	30
Sequence VID	GF5R	30
Sequence VID	GF5S	55
Sequence VID	GF5T	55
Sequence VID	GF5X	1100
Sequence VID	VIDBL1	1540
Sequence VID	VIDFO1	605
L-37	152-2	275
T-12	821-2	450
D6078, D6079	DFB9*	55

*Lubricity test fluid

During this same time period, the TMC made 279 shipments of reference oils containing a total of 2,013 individual oil samples.

Memo 09-032

Page 3

CALIBRATION TEST REPORTING

During the period from November 1, 2008 to April 30, 2009, 1628 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-6-2009.pdf

Distribution: Email

Attachment A

