

**REGULATIONS GOVERNING THE
ASTM TEST MONITORING SYSTEM**

January 2014



A Program of ASTM International

**REGULATIONS GOVERNING THE ASTM TEST
MONITORING SYSTEM**

TABLE OF CONTENTS

Article 1	Regulations, Name and Definitions
Article 2	Purpose
Article 3	Executive Committee
Article 4	Duties and Responsibilities of the Executive Committee
Article 5	Officers
Article 6	Director
Article 7	Committees
Article 8	Rules for Conduct of Business
Article 9	Removal from Office
Article 10	Financial
Article 11	Amendments
Article 12	Indemnification
Article 13	Dissolution

**REGULATIONS GOVERNING THE
ASTM TEST MONITORING SYSTEM**

ARTICLE 1 - REGULATIONS, NAME AND DEFINITIONS

- 1.1 These regulations are in accordance with the *Regulations Governing ASTM Technical Committees*, the *Bylaws Governing ASTM Committee D02*, the *ASTM Charter* and the *ASTM Bylaws*.
- 1.2 The name of this program shall be the ASTM Test Monitoring System (“System”).
- 1.3 The following definitions are used for the purpose of these regulations:
 - 1.3.1 "ASTM" shall refer to ASTM International, a Pennsylvania not-for-profit corporation.
 - 1.3.2 "The Committee" shall refer to ASTM Committee D02.
 - 1.3.3 "Subcommittee B" shall refer to Subcommittee B of ASTM Committee D02 including all its sections, panels, subpanels, and task forces.
 - 1.3.4 "Review Committee" shall refer to the Performance Review Institute's Gear Lubricant Review Committee.
 - 1.3.5 "The Center" shall refer to the ASTM Test Monitoring Center, as described in the Agreement between ASTM and Carnegie Mellon University (“CMU”), as such shall be amended from time to time.
 - 1.3.6 "The Test Monitoring Executive Committee" shall refer to Section 8 of Subcommittee B.
 - 1.3.7 "Test Developer/Sponsor" shall refer to those individual companies which have developed and are responsible for supplying the basic hardware for the tests referred to in Paragraph 2.1.
 - 1.3.8 "Voting interest" shall have the meaning given it by the *Regulations Governing ASTM Technical Committees*.
 - 1.3.9 The terms "producer member," "general interest member," and "user member" shall have the same meaning as they are given by the Committee in its Bylaws.
 - 1.3.10 "Independent test laboratory" shall refer to a general interest member who performs the test defined in Paragraph 2.1 on a contractual basis. “Surveillance Panel” shall refer to a group of interested organizations that have direct oversight of a test method, address test issues such as hardware sourcing, operations, measurement, rating, etc. and are responsible for taking action to maintain or improve the severity and

precision of the pass/fail parameters.

ARTICLE 2 - PURPOSE

- 2.1 The purpose of the System is to establish, maintain and operate an independent calibration system to ensure that all tests performed using test procedures published by ASTM and /or monitored by the Center are conducted in a valid manner so that they can be interpreted properly.

The System shall be restricted to monitoring only tests approved by the Executive Committee and ASTM Subcommittee B.

A company or organization requesting the Center to monitor a non ASTM test method must enter into an agreement with the Center which details the procedures and policies that shall be followed. The agreement shall be approved by an affirmative vote of at least two-thirds of the Executive Committee and Subcommittee B. A draft of this agreement is shown in Attachment A. This agreement may be modified to address specific requests for each test request.

The evaluation of the service request will include, but not be limited to:

- A. Intent of the test, will it be used in a standard or specification?
 - B. What value does it bring to the industry?
 - C. Will existing Center resources handle the request?
 - D. Will the test be available to all testing laboratories?
 - E. What are the apparatus calibration criteria?
- 2.1.1 An appropriate fee schedule will be set to cover all Center expenses. Attention to building a reserve fund is required to prevent shortfalls in funding. The company or organization requesting the Center monitor a non ASTM test method is responsible for reimbursing the Center for any shortfall in income on a yearly basis (this may be assessed and billed quarterly at the discretion of the Center). This shortfall shall be settled within 30 days of the Center's end of year report.
- 2.1.2 The monitoring of test procedures shall be under the review of the Executive Committee. The test procedures shall follow all required procedures and policies of the System. Failure to follow all required procedures and policies may result in withdrawal of the monitoring services for a test procedure. An affirmative vote of at least two-thirds of the Executive Committee membership is required for the withdrawal of services.
- 2.1.3 The company or organization shall agree to cover all existing and incurred costs in terminating the Center's monitoring services. These costs shall be settled within 30 days of the Center's termination report.

ARTICLE 3 – Executive Committee

- 3.1 The System shall be under the jurisdiction of Subcommittee B and its operations overseen by the Center's staff and the ASTM management, reporting to the ASTM Vice President.
- 3.2 The technical direction of the System shall be vested in the Executive Committee which shall have nine (9) voting members elected by Subcommittee B and ex-officio nonvoting members as specified in Paragraph 3.2.2.
 - 3.2.1 The nine voting members shall consist of four (4) user members, four (4) producer members and one (1) general interest member other than the general interest members defined as independent testing laboratories in Paragraph 1.3.10.
 - 3.2.2 The ex-officio, nonvoting members shall consist of the Chairman of Subcommittee B, the Director of the Center, the chairmen of the Surveillance Panels whose tests are monitored by the Center, representatives of the independent testing laboratories conducting monitored tests, the chairmen of the Administrative Guidance Committee, Technical Guidance Committee, Data Communications Committee, and the ASTM Vice President or his designee.
- 3.3 No two elected members of the Executive Committee may represent the same voting interest.
- 3.4 Nominations to elective membership on the Executive Committee shall be made by an ad hoc nominating committee of six (6) members consisting of the Chairman of Subcommittee B and Sections I, II and III of Subcommittee B, and two additional Subcommittee B members who are not on the Executive Committee and are appointed by the Chairman of Subcommittee B. The Chairman of Subcommittee B shall act as Chairman of the Nominating Committee. The Director shall provide recommendations for consideration.
- 3.5 The nominating committee shall report a slate of candidates, who have agreed to serve if elected, consisting of one nominee for each expiring Executive Committee position to the first regular meeting of Subcommittee B each year.
 - 3.5.1 Further nominations may be submitted within six weeks after this meeting. Such nominations must be signed by ten (10) members of Subcommittee B and submitted to the Secretary of Subcommittee B in writing. A nomination so made, if accepted by the nominee, shall be placed on the ballot.
- 3.6 Election of Executive Committee members shall be held during the three months prior to the last meeting of Subcommittee B each year.
 - 3.6.1 Election shall be by ballot to Subcommittee B conducted by ASTM Headquarters.
 - 3.6.2 The voter shall have the right to substitute any name or names of a corresponding number of names on the ballot.
- 3.7 Elected members of the Executive Committee shall serve terms of two years.

- 3.7.1 An elected member of the Executive Committee shall be eligible for re-election to three additional consecutive terms. The number of consecutive years a member may serve on the Executive Committee is eight.
 - 3.7.1.1 Exceptions to Subparagraph 3.7.1 may be approved on an individual basis by Subcommittee B by ballot vote of the members present at a regular meeting of Subcommittee B or by ballot.
- 3.7.2 The terms of the elected members of the Executive Committee shall be staggered such that two producer members and two user members are elected each year. The one general interest member shall be elected every other year.
- 3.7.3 The terms of the elected Executive Committee members shall commence on the first day of January of the year following their election and shall end on 31 December of the succeeding year.
- 3.8 If, for any reason, a member of the Executive Committee cannot complete his elected term in office, the Chairman of Subcommittee B may, at his discretion, call for a special election to select a replacement to serve out the unexpired term. At no time shall there be less than seven (7) elected members serving on the Executive Committee; in such case, a special election is mandatory.
 - 3.8.1 The terms of Executive Committee members elected by special election to fill vacancies shall commence as soon as their election is complete and shall end at the same time the term of the member they replaced would have ended.
 - 3.8.2 The year in which a replacement Executive Committee member is elected shall constitute his first term in office (Reference Paragraph 3.7.1).

ARTICLE 4 - DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

- 4.1 The Executive Committee shall have the responsibility for setting the technical direction and for providing guidance for carrying out the purpose of the System and all of its regulations.
- 4.2 The Executive Committee shall provide input and guidance on:
 - 4.2.1 Annual review of the budget and operating plan of the Center and to recommend this budget and plan to the ASTM Board of Directors, whose approval shall be required.
 - 4.2.2 Hiring (as such process is set forth in the CMU contract) of, and provide feedback on, the performance of the Director to the ASTM Vice President.
 - 4.2.3 Need for staff positions.

- 4.2.4 To prepare an annual evaluation of the Director for consideration by the ASTM Vice President who performs the annual review and salary adjustment.
- 4.2.5 Establishment of procedures and policies for the System. All major policies presented to the Executive Committee for adoption shall be in writing.
- 4.3 The Executive Committee shall have the right to review and approve or reject a surveillance panel's developed system that uses reference material tests to calibrate test stands and testing laboratories which can also be used by the Review Committee.
- 4.4 The Executive Committee shall work with other groups which, although not a direct part of the Test Monitoring System, are part of the overall system of fuel and lubricant testing.
 - 4.4.1 The Test Developer/Sponsors, in addition to the responsibilities referred to in Subparagraphs 6.3.1.1, 6.3.5, 6.3.7, 6.3.8, 6.3.9 and Paragraphs 6.10 and 7.5 shall in the area of repeatability and reproducibility be expected to:
 - 4.4.1.1 Advise the Executive Committee, Director and appropriate Surveillance Panel(s) of the need to improve, update, or modify test procedures.
 - 4.4.1.2 Provide information on test facility design, operational procedures, special test facility components, blueprints, and test parts.
 - 4.4.1.3 Maintain an adequate system for supplying test parts and assisting the Surveillance Panels and Director in resolving hardware associated problems.
 - 4.4.1.4 Cooperate with the appropriate Surveillance Panel(s) and the Director in specifying and approving changes in test procedures, hardware, and special test components.
 - 4.4.1.5 Assist the Center and the testing laboratories in resolving problems brought to the Test Developer/Sponsors' attention.
 - 4.4.1.6 Assist the Director in reviewing reference oil test parts for rating accuracy.
 - 4.4.1.7 Work with the Surveillance Panels and the Director to develop a reference material testing system for establishing the repeatability and reproducibility of the test procedures.
 - 4.4.2 The testing laboratories shall be expected to cooperate with the Director in every way necessary for him to carry out his responsibilities.
 - 4.4.3 The test purchasers, shall be expected to assist the Director in carrying out a double-blind reference oil system.

ARTICLE 5 - OFFICERS

- 5.1 The Executive Committee shall elect from its voting members a Chairman who shall preside at all meetings.
 - 5.1.2 The Chairman or Vice Chairman, only, shall be responsible for conveying to the Director the wishes of the Executive Committee which are not clearly stated in Executive Committee policies.
- 5.2 The Executive Committee shall elect from its members a Vice-Chairman who shall serve as chairman in the Chairman's absence.
- 5.3 The Director shall serve as Secretary for the Executive Committee and shall be responsible for maintaining a record of the proceedings of all meetings of the Executive Committee excluding the activities addressed in Paragraph 4.2.4.

ARTICLE 6 – Director

- 6.1 The Director shall be responsible for the day-to-day operations of the Center and shall be the Center's chief staff position. The Director is an employee of the CMU, as are all Center staff.
- 6.2 The Director shall prepare and recommend an annual operating plan including a budget, objectives and manpower requirements for review and input from the Executive Committee. The Director shall be responsible for carrying out the approved annual operating plan.
- 6.3 The Director shall operate the Test Monitoring Center which shall be responsible for:
 - 6.3.1 Maintaining a series of reference materials of different performance levels.
 - 6.3.1.1 Work with the Test Developer/Sponsors and the Surveillance Panels responsible for the tests referenced in Paragraph 2.1 to select new reference materials and approve new batches of currently used reference materials.
 - 6.3.2 Collecting and statistically analyzing volunteered or purchased calibration test data to carry out its purpose.
 - 6.3.3 Reviewing calibration test reports and associated operational data sheets, supplemental sheets, and rating sheets in a timely fashion for adherence to prescribed test procedures and accuracy of reported results.
 - 6.3.4 Ensuring that test stands and testing laboratories participating in the system are calibrated in accordance with prescribed procedures. Calibration will remain in effect until the next required calibration period or the date when information is made available to the Director to deem the calibration status

terminated. If it is determined that a procedural deviation occurred during the calibration of a test stand, it will be the responsibility of the testing facility to provide information to the Director of the Center which clearly demonstrates that this procedural deviation had no measurable impact on test results. If the testing facility is unable to provide such information to the Director, the calibration of any affected test stand(s) may be revoked.

The Director adjudicates any procedural deviations directly with the testing laboratory involved after consultation with appropriate Center staff and any other knowledgeable sources the Director believes appropriate to help understand the specific issue at hand. These can include the Test Developer/Sponsor, Original Equipment Manufacturers, the pertinent Surveillance Panel, the testing laboratories, and the Executive Committee.

The final decision on calibration status shall be made by the Director.

- 6.3.5 Monitoring laboratory calibration test severity and precision and work with individual laboratories and Test Developer/Sponsors to resolve severity and precision shifts.
 - 6.3.6 Reporting routinely to the Surveillance Panels test severity and precision trends using summarized industry-wide calibration test data.
 - 6.3.7 Reporting to the Test Developer/Sponsors, if any, test stand and laboratory calibration, and summarized industry wide calibration test data on a routine basis and, as requested, specific laboratory calibration test data.
 - 6.3.8 Working with the Surveillance Panels, the Test Developer/Sponsors and the individual testing laboratories to improve and standardize the operating procedures, practices and rating methods to improve the repeatability and reproducibility of the test procedures referenced in Paragraph 2.1.
 - 6.3.9 In cooperation with the Test Developer/Sponsors and Surveillance Panels maintaining a system for disseminating new information concerning the test procedures referenced in Paragraph 2.1.
 - 6.3.10 Maintaining the confidentiality of all information which is not public knowledge; reporting individual laboratory data only as specified in Subparagraph 6.3.7 or in Executive Committee policies.
 - 6.3.11 Maintaining a supply of reference materials which may be purchased by testing laboratories for the performance of calibration tests using both blind and double-blind distribution systems. Reference materials can also be supplied for other applications depending on availability.
- 6.4 The Director shall be responsible to the Executive Committee and ASTM for following these Regulations, to ASTM for following ASTM policies, and to CMU for personnel/employment matters.
 - 6.5 The Director shall report, in writing, his activities for the preceding six-month period and his plans for the following period at least semiannually to the Executive

Committee and the ASTM Vice President. He shall report his activities semiannually to Subcommittee B.

- 6.6 The Director shall be responsible for all the System's financial accounting and physical inventory. The Director shall after the close of a fiscal year have an audit of the Center's financial records performed by a qualified audit firm using generally accepted accounting practices for submittal to ASTM .
- 6.7 The Director shall be responsible for administering all contracts entered into by ASTM for the System, except where otherwise stipulated.
- 6.8 The Director is responsible for the staff of the Center and shall seek guidance from the Executive Committee regarding changes in staff headcount.
- 6.9 The Director shall recommend to the Executive Committee policies, practices, and procedures necessary for the operation of the Center which require Executive Committee approval. The Center's operational practices and procedures which are consistent with these Regulations, test methods referred to in Paragraph 2.1, and with policies established by the Executive Committee may be established by the Director. The Director shall maintain a manual of the Center's policies, procedures and practices and shall perform his duties in accord with these policies, procedures, and practices. The Director shall deliver to the Executive Committee and Subcommittee B a copy of all policies, procedures, and practices adopted by the Executive Committee and the Director.
- 6.10 The Director or members of his staff shall visit the Test Developer/Sponsors and the test laboratories as required to insure compliance with the current test procedures and assist the laboratories in solving problems. Each visit shall be followed-up with a letter report to the laboratory and test developer/sponsor.

ARTICLE 7 - COMMITTEES

- 7.1 There shall be three standing committees of the Executive Committee: the Administrative Guidance Committee; the Technical Guidance Committee; and the Data Communications Committee.
- 7.2 The Administrative Guidance Committee members and its chairman shall be appointed by the Chairman of the Executive Committee and shall include a member of ASTM staff as designated by the President of ASTM, but shall not include the Director.
- 7.3 The duties of the Administrative Guidance Committee are:
 - 7.3.1 To advise the Director in the area of general industry practice.
 - 7.3.2 To advise the Director on finalizing the annual budget and contract recommendations.
- 7.4 The Technical Guidance Committee shall consist of the chairmen of the Surveillance

Panels of monitored tests, a representative of each of the Test Developer/Sponsors which are responsible for the test procedures referenced in Paragraph 2.1, and the Director.

- 7.5 The Technical Guidance Committee members shall:
 - 7.5.1 Meet annually at a minimum and report to the Executive Committee semiannually.
 - 7.5.2 Assist the Director in carrying out the task defined in Subparagraph 6.3.8 and any other tasks which relate to more than one test procedure.
- 7.6 The Chairman of the Executive Committee shall appoint a Chairman of the Technical Guidance Committee from the membership of this committee with the exception of the Director.
- 7.7 The Data Communications Committee shall consist of representatives of organizations that participate in monitored test areas, and its chairman shall be appointed by the Chairman of the Executive Committee from the membership of the committee.
- 7.8 The purpose of the Data Communications Committee is to provide a forum for discussion and development of technical solutions for standardizing industry wide data communications systems and other computer applications relating to these systems.
- 7.9 The Executive Committee may from time to time at its discretion establish adhoc committees.

ARTICLE 8 - RULES FOR THE CONDUCT OF BUSINESS

- 8.1 The Executive Committee shall meet at least semiannually. The Chairman shall issue an agenda for each meeting, including the time and location, at least 15 days prior to the meeting.
- 8.2 Additional meetings may be called at the discretion of the Chairman of the Executive Committee or upon written request of three voting Executive Committee members. The Chairman shall issue an agenda for the meeting, including the time and location, at least 15 days prior to the meeting.
- 8.3 Two-thirds of the voting members of the Executive Committee shall constitute a quorum. The actual number of voting Executive Committee members and not the authorized number of voting Executive Committee members shall be used in determining the quorum. Fractions of a member shall be rounded to the next higher whole number in determining a quorum.
- 8.4 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Executive Committee in all cases where they are not inconsistent

with these Regulations, ASTM Bylaws, Committee D02 Bylaws, Regulations Governing ASTM Technical Committees, or any policies adopted by ASTM or the Executive Committee.

- 8.5 An Executive Committee or standing committee member may delegate in writing another member as proxy; however, no individual shall hold or exercise proxies for more than one member.
- 8.6 The Director shall attend Executive Committee and standing committee meetings.
- 8.7 The fiscal year of the System shall be January 1 to December 31.
- 8.8 The Secretary will distribute the minutes of Executive Committee meetings to the Executive Committee members for review and comment; after which, the Secretary shall send the minutes to the Secretary of Subcommittee B for distribution to all members of Subcommittee B.
- 8.9 The Secretary shall distribute the minutes of all standing committee meetings to the members of the Executive Committee.

ARTICLE 9 - REMOVAL FROM OFFICE

- 9.1 Any member of the Executive Committee may be removed at any time by a ninety percent vote of the Subcommittee B members in attendance at a regular meeting or by ballot.
- 9.2 On written request of ten members of Subcommittee B, a proposal for removal from office of an Executive Committee member shall be submitted to letter ballot of Subcommittee B. If either a majority of the Subcommittee B members or two-thirds of those returning ballots favor removal, the Executive Committee member shall be removed from office.
- 9.3 An Executive Committee member may resign from office for whatever reason at any time by providing the Chairman of the Executive Committee and Director with written notice.

ARTICLE 10 – FINANCIAL

- 10.1 The System shall sell reference materials and charge fees for services in order to generate income to cover its operational expenses and establish/support a fiscal reserve, set by ASTM with Executive Committee advice.

ARTICLE 11 – AMENDMENTS

- 11.1 Amendments or revisions of these Regulations may be proposed in writing by a D02 member at any regular meeting of Subcommittee B. A ballot shall be authorized by approval of two-thirds of members in attendance at the meeting. An amendment or revision may be authorized for ballot by approval of two-thirds

vote of the Executive Committee between meetings.

- 11.2 Amendments or revisions of these Regulations shall be adopted by ballot on affirmative vote of at least two-thirds of the Subcommittee B members voting, provided the proposed change(s) does not conflict with the *ASTM Bylaws*, *Bylaws Governing ASTM Committee D02*, or the *Regulations Governing ASTM Technical Committees*.

ARTICLE 12 – INDEMNIFICATION

- 12.1 Indemnification by ASTM is set forth in the ASTM Bylaws, Section 10, Indemnity, which is incorporated herein by reference.

ARTICLE 13 – DISSOLUTION

- 13.1 In the event a decision is made to dissolve the System, any assets over and above those needed to pay any debts and liabilities of the System shall be assigned to ASTM for use in the support of the activities of Subcommittee B, or D02, at the direction of the ASTM Board of Directors.