

March 2, 2011

### To The Participants of the Light Duty Rating Workshop

The 2011 Light Duty Workshop is scheduled for Tuesday, April 26, 2011, through Thursday, April 28, 2011. At the request of participants of past workshops, there will only be one, three-day rating session for 2011. Participants are expected to have some rating experience.

The workshop will be held at the Embassy Suites Hotel Northwest, 7750 Briaridge, San Antonio, Texas 78230. A block of rooms has been set aside for participants. The room rate is \$109.00 per day plus taxes. Rooms at this rate will be held until April 8, 2011. For hotel reservations, call (210) 340-5421 and use the code “**LDR**” to receive the rating workshop room rate. To ensure that the workshop meets contractual obligations to the hotel, it is important that you tell the hotel you are attending the “Rating Workshop” and use the aforementioned three-letter code (“LDR”).

The non-refundable fee for the workshop session is \$1250.00 for participants and \$275.00 per day for observers. Payment for the workshop can be made by mailing a check after online registration. We are working on accepting payment via credit card, but that service is unavailable at this time. If it can be made available in time for this workshop, the option will be shown during online registration. When registering, be sure to select the April 2011 Light Duty Workshop from the list of available workshops, as both Light Duty and Gear Rating Workshops may also be available on the registration screen.

To register for this workshop, visit the TMC website ([www.astmtmc.cmu.edu](http://www.astmtmc.cmu.edu)) or follow the direct link, below:

<http://www.astmtmc.cmu.edu/cc/>

If paying by check, first register online for the workshop, select “check” as your form of payment, and mail a check payable to ‘ETMC – Carnegie Mellon University’ to:

ASTM Test Monitoring Center  
Attention: Colleen Barry  
6555 Penn Avenue  
Pittsburgh, PA 15206  
[cmb@astmtmc.cmu.edu](mailto:cmb@astmtmc.cmu.edu)  
412-365-1022

The deadline for registration and payment is April 15, 2011. Because of the preparation necessary for a rater to access the computer systems used at the workshop, pre-

registration is required and walk-in attendance can not be accommodated.

The workshop hours will be 8:00 A.M. to 5:00 P.M. each day (except Tuesday which begins at 8:30 A.M.). Lunch is scheduled for one hour starting at 12:00 noon. Each workshop participant will be provided with a new, registered varnish scale and a new, registered sludge scale, but is expected to bring all other necessary rating aids, manuals, calculators, and any other necessary items required to rate parts. Participants are also strongly encouraged, but not required, to bring a laptop computer (preferably capable of wireless internet access) for rating data entry purposes.

If your particular rating responsibilities require you to have a current workshop certificate, be sure to schedule your travel to allow you to attend the data review sessions. Attendance to completion, at ***all*** data review sessions, is mandatory to receive a participation certificate.

Sincerely,

Tony Barrera  
Deposit Rating Project Leader

Michael Kasimirsky  
Workshop Coordinator

### **2011 Light Duty Rating Workshop Schedule**

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Activity</u></b>
Tues 4/26/11	8:30 A.M. - 5:00 P.M	Introductory remarks; discussion of current rating issues; calibration; rating.
Wed 4/27/11	8:00 A.M. - 5:00 P.M.	Rate and input data; review and discuss results.
Thur 4/28/11	8:00 A.M. - 5:00 P.M.	Rate and input data; review and discuss results.

The rating area will be made available for extended hours (before 8:00 A.M. and after 5:00 P.M.) based upon individual requests.

Times are approximate and depend on data flow.