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Unapproved Meeting Minutes of the Technical Guidance Committee Virtual Meeting

Marriot Anaheim, Anaheim CA

December 6, 2021

1:00 – 2:30 PM PST

Reply to: Patrick Lang

Southwest Research Institute, 6220 Culebra Road San Antonio, TX 78228

Phone: 210-522-2820, patrick.lang@swri.org

The hybrid meeting was called to order at 1:00 PM Pacific Time. Participants were in person in the meeting room as well as through the Webex.

Agenda:

The meeting agenda can be found as attachment # 1.

Membership Review:

The attendance list was determined via the names displayed on the virtual meeting dashboard as well a sign-in sheet that was circulated in meeting room (see attachment # 2).

Review and Acceptance of Minutes:

Pat Lang requested approval of the June 21, 2021 virtual meeting minutes. Receiving no comments or changes the chairman moved for approval and a second was received by Bob Campbell. The minutes were approved with no objections.

Action Item List:

The action item list was reviewed and can be found as attachment # 3. The status of each action item is listed.

Fuels Task Force Update:

Mike Lochte presented the Fuels Task Force report. Mike advised that there has been no activity this reporting period; all action items have been completed by the task force. The previous period's report with no changes was briefly reviewed again. The report can be found as attachment # 4.

Rating Task Force:

Bob Campbell provided a verbal update:

- 1) Rating workshop is now scheduled for the week of February 14, 2022. The workshop will be face-to-face. This will be the first workshop in two years. The notice will be sent out to the raters soon.
- 2) The rating round-robin for IIIH and GMOD parts looked pretty good. Sludge parts were not a part of the exercise due to obvious complications in handling such parts.
- 3) Even though face-to-face workshops will start again, the rating task force will continue to vet out the round-robin rating option for potential future use.

Old Business:

DACA II Review Task Force:

Pat Lang advised that the task force that is reviewing the DACA II document has been very active this reporting period with three virtual meetings held. The group has continued to work through the topics such as filtering, system response and quality index. A summary report can be found as attachment # 5.

New Business:

Part numbers in ASTM Procedures:

There has been a request to consider relocating the parts lists that currently reside in the ASTM test procedures to a document that resides on the TMC website. The thought behind this is that it will afford the ability of making changes or updates to part numbers without having to make changes to the test procedure. Making changes to the test procedure can be a very lengthy process and this would eliminate the burden that is put on the information letter approval process which requires balloting through Subcommittee B. The procedure would reference the document and where it is located for an interested party to access.

The Sequence VI panel is currently reviewing their parts list to ensure that everything is up to date. Once this is done, it could be used as the first example if there is agreement on taking this approach.

A caution was raised about removing too much from the procedure.

Jason Bowden commented on the oversight of any changes that could potentially be made. The current information letter approval system forces any procedural changes to go through a larger group than the individual surveillance panels. He voiced that it is very important that we keep the traceability of any changes that are made and that the current information letter system handles that.

Andrew Stevens mentioned that lab audits are increasing and it is very important to have documents readily available to justify the use of any given component in the test lab. These documents/lists need to be readily available, up to date and concise. A lot of the current parts lists are not presented in an organized manner within the procedures. Moving them to an external location could allow for more detail and flexibility in how the document is created.

Suzanne Neal suggested that critical parts continue to remain in the test procedure and the non-critical items be moved to the alternate document on the TMC website.

Alyson Fick advised that we should consider an adjunct. These are not under the normal five-year review requirement but they do get voted on. Another option would be to do an administrative ballot. The panel will review these items as potential options.

No final decisions were made on relocating the parts lists. A lot of details will need to be defined before any recommendation can be made.

TMC Voting Guidelines for Surveillance Panel Chairs:

Frank Farber presented a summary of voting guidelines (attachment # 6) that the TMC had put together to help assist chairs when conducting their meetings. After reviewing, it was pointed out that there needs to be some further direction on the definition of a quorum.

Alyson Fick stated that ASTM has rules for the voting structure relative to the balance of producers, users and general interest parties. These groups can only comprise of 5% or 10% of the voting members depending on the committee level. Additionally, there is only one vote allowable per company. She also advised that at the surveillance panel level, we could apply ASTM rules but that these panels are autonomous by choice. In a sense they are self-governing and thus do not have to follow ASTM rules as is required by a section within ASTM. The important thing is that all leaders follow the rules consistently.

Bob Campbell commented that he thinks that the Executive Committee has some documented rules but needs to double-check.

Andy Ritchie provided his account of the recent VH information letter on the industry correction factor that received a negative vote. In this case, there were no negatives at the surveillance panel level and the information letter was issued. It subsequently received a negative vote when the information letter was balloted. Andy further commented that this scenario was not the result of lack of experience on the voting process or lack of discussion on the topic. The tough part of this incident was that the negative vote was technically sound but the majority did not agree it should stop the implementation of the correction factor. He feels that it is very important that the chairs don't get bogged down in the process. They need the flexibility to keep the issue at hand moving along.

The group decided that we need to work a bit further on the voting rules. Bill Buscher volunteered to lead a task force to address voting rules.

Action: Bill Buscher to assemble a task force to discuss voting rules further.

Next Meeting:

The next meeting is planned to be held during June ASTM week.

The meeting adjourned at 2:30 PST.

Attachment #1

Agenda

December 6, 2021

Attachment #2

Attendance List

December 6, 2021

Attachment #3
Action Items List
December 6, 2021

Attachment #4
Fuels Task Force Update
December 6, 2021

Attachment #5
DACA II Review Task Force Report
December 6, 2021

Attachment #6
Voting Guidelines
December 6, 2021