

ASTM TEST MONITORING BOARD MEETING
December 3, 2001

Voltaire - Fontainebleau Hilton Resort & Towers
Miami Beach, FL

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Call to Order

ASTM D02.B0.08, the Test Monitoring Board, met on December 3, 2001 at 5:00 p.m. in the Voltaire room of the Fontainebleau Hilton Resort & Towers in Miami Beach, Florida. There were eight voting members, four non-voting members, and five visitors present. The attendance roster is shown in Attachment A. The minutes from the June 18, 2001 meeting were approved.

Membership

John Zalar reported that a special TMB election was held to confirm Tom Cousineau as a replacement for Tom Boschert, who resigned from the Board in June 2001. Other voting members for 2002 include Gordon Farnsworth, Greg Shank, John Shipinski, Paul Strigner, Robert Sutherland, David Stehouwer, Lew Williams, and Barry Jecewski.

Administrative Guidance Committee

Walter Groff presented the AGC report (see Attachment B). The TMC fiscal 2001 net income through September was \$638,999 versus a forecast of \$555,000. The rest of the year is expected to be slower as GF-3 testing has peaked.

The TMC three-year budget plan was developed and approved by ASTM in October 2001. This plan includes the 2002 TMC budget as well as projected budgets for 2003 and 2004.

As a result of reduced support from CRC and the need for rater calibration, the TMC is now involved in conducting rater workshops. This activity represents a new source of income for the TMC.

Technical Guidance Committee

Gordon Farnsworth reported that the TGC had not met since the last TMB meeting.

Data Communications Committee

Frank Farber filed a written DCC report (see Attachment C). During the past six months, the DCC has refined the data dictionaries and report form packets for the three PC-9 engine tests. The DCC has approved Secure Socket Layer (SSL) as a replacement for the aging X.400 data transmission protocol.

Test Monitoring Center

The TMC report is shown in Attachment D. John Zalar reported that the contract between ASTM and Carnegie Mellon University was renewed in September 2001. This agreement covers the period February 1, 2002 through January 31, 2007. The financial terms of the agreement remain unchanged from the previous two contract periods.

Work continues on several major reference oil re-blends, including the two PC-9 reference oils. The TMC is currently coordinating a re-blend of the Sequence VIB calibration oils (BC and BCFHD).

Significant progress has been made in the TMC's migration to electronic publishing of memos, information letters, and other technical documents.

TMC staffing remains at 17 regular full-time employees. No changes to this headcount are forecast through 2004.

B allots

John Zalar reported the results of two ballots conducted during the past six months. The first ballot included two proposed information letters creating the Sequence IIIF-HD and Sequence VIBSJ testing options. Both letters passed with no disapproves and several addressable editorial comments. The second ballot included 10 information letters and the election of six TMB members. One disapprove vote was received on Sequence IIIF Information Letter 01-2. This disapprove vote will be handled during the Subcommittee B meeting on December 5 as part of the Section 1 report. Ballot summaries are shown in Attachment E.

Old Business

There was no old business.

New Business

There was no new business.

Next Meeting

The next meeting is scheduled for June 17, 2002 in Montreal, Quebec.

Adjournment

The meeting was adjourned at 5:45 p.m. for an Executive Session.

Respectfully submitted,

John L. Zalar

John L. Zalar, Secretary
ASTM Test Monitoring Board

Attachments

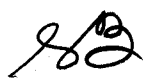
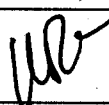
ASTM TEST MONITORING BOARD MEETING

December 3, 2001
 Voltaire – Fontainebleau Hilton Resort & Towers
 Miami Beach, FL

Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Thomas J. Cousineau	Ethyl Petroleum Additives, Inc. 500 Spring Street, P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6282 e-mail: tom_cousineau@ethyl.com FAX: (804) 788-6244	TJC
Gordon R. Farnsworth	INFINEUM USA L.P. 1900 East Linden Avenue Linden, NJ 07036-0536	Phone: (908) 474-3351 e-mail: Gordon.Farnsworth@infineum.com FAX: (908) 474-3637	GDF
Bruce F. McGlone	MERITOR Automotive 2135 West Maple Road Troy, MI 48084	Phone: (248) 435-9929 e-mail: mcglonbf@meritorauto.com FAX: (248) 435-1411	
Greg Shank	Mack Trucks 13302 Pennsylvania Avenue Hagerstown, MD 21742	Phone: (301) 790-5817 e-mail: gregshank@macktrucks.com FAX: (301) 790-5815	G.S.
John Shipinski	Toyota Technical Center USA 1588 Woodridge Avenue Ann Arbor, MI 48105-9773	Phone: (734) 995-3754 e-mail: shipinski@ttc-usa.com FAX: (734) 995-5971	J.S.
Paul Strigner	31 Seguin Street Ottawa, Ontario CANADA K1J 6P2	Phone: (613) 746-0647 e-mail: kaltech@magi.com FAX: (613) 746-9292	PS
Robert Sutherland	Pennzoil Products Company 1520 Lakefront Circle The Woodlands, TX 77380	Phone: (281) 363-8029 e-mail: RobertSutherland@pzlqs.com FAX: (281) 363-8002	RS
David M. Stehouwer	Cummins Engine Company, Inc. 1900 McKinley Avenue Mail Code 50183 Columbus, IN 47201-6414	Phone: (812) 377-9842 e-mail: david.m.stehouwer@cummins.com FAX: (812) 377- 7808 7226	DMS
Lew Williams	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092	Phone: (440) 943-1200 x 1111 e-mail: lawm@lubrizol.com FAX: (440) 943-9244	LAWM

Non Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Don Bartlett	Lubrizol 29400 Lakeland Boulevard Wickliffe, OH 44092-2298	Phone: (440) 943-1200 x 2388 e-mail: dtb@lubrizol.com FAX: (440) 943-9011	
Larry Bendele	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-2824 e-mail: lbendele@swri.org FAX: (210) 684-7523	
Zack Bishop	Chevron Chemical Company Oronite Global Technology 4502 Centerview Drive, Suite 210 San Antonio, TX 78228	Phone: (210) 731-5605 e-mail: zrbi@chevron.com FAX: (210) 731-5699	
Stacy Bond	PerkinElmer Automotive Research 5404 Bandera Road San Antonio, TX 78238-1993	Phone: (210) 523-4604 e-mail: Stacy_Bond@perkinelmer.com FAX: (210) 523-4607	
Sid Clark	General Motors Fuels and Lubricants Department Mail Code 480-106-160 30500 Mound Road Warren, MI 48090-9055	Phone: (810) 986-1929 e-mail: sidney.l.clark@gm.com FAX: (810) 986-2094	
Mark T. Devlin	Ethyl Research Center 500 Spring Street, P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6322 e-mail: mark_devlin@ethyl.com FAX: (804) 788-6388	
Joe Franklin	PerkinElmer Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4671 e-mail: joe_franklin@perkinelmer.com FAX: (210) 681-8300	
John W. Glaser	PerkinElmer Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 647-9459 e-mail: FAX: (210) 684-6074	
Frank Gotto	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 347-1200 x 8087 e-mail: fig@lubrizol.com FAX: (440) 347-8101	
Walter P. Groff	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-2823 e-mail: wgroff@swri.edu FAX: (210) 684-7523	
Jerrold L. Gropp	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 943-1200 x 1223 e-mail: jlg@lubrizol.com FAX: (440) 943-8994	
Allen C. Hahn	Caterpillar, Inc. Technical Center, Building L P.O. Box 1875 Peoria, IL 61656-1875	Phone: (309) 578-3617 e-mail: hahn_al_c@cat.com FAX: (309) 578-4232	
Patrick S. Lai	Imperial Oil, Limited 453 Christina St. S Sarnia, Ontario CANADA N7T 8C8	Phone: (519) 339-5611 e-mail: patrick.s.lai@esso.com FAX: (519) 339-5866	
Kevin Layton	Ethyl Corporation 500 Spring Street, P.O. Box 2158 Richmond, CA 23218	Phone: (804) 788-5363 e-mail: kevin_layton@ethyl.com FAX: (804) 788-6358	

Steve Marty	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-5929 e-mail: smarty@swri.edu FAX: (210) 680-1777	
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Kenneth C. Pearson	ASTM 100 Barr Harbor Drive West Conshohocken, PA 19428-2959	Phone: (610) 832-9672 e-mail: FAX:	
Mike Riley	Ford Motor Company 21500 Oakwood Blvd., EEE Bldg. Mail Drop #44 Dearborn, MI 48121	Phone: (313) 390-3059 e-mail: FAX: (313) 845-3160	
Dean Schoppe	PerkinElmer Automotive Research 5404 Bandera Road San Antonio, TX 78238-1993	Phone: (210) 523-4605 e-mail: Dean_Schoppe@perkinelmer.com FAX: (210) 523-4607	
Ted Selby	Savant, Inc. 4800 James Savage Road Midland, MI 48042	Phone: (517) 496-2301 e-mail: tselby@savantgroup.com FAX: (517) 496-3438	
Dale Smith	PARC Technical Service, Inc. 100 William Pitt Way Pittsburgh, PA 15238	Phone: (412) 826-5051 e-mail: dbs@usaor.net FAX: (412) 826-5443	
Robert Stockwell	GM Power Train Engineering Ctr. GM Corporation Mail Code 480-734-801 30003 Van Dyke Warren, MI 48105-9773	Phone: (810) 492-2268 e-mail: robert.stockwell@gm.com FAX: (810) 575-2732	
Clifford G. Venier	Pennzoil Products Company 1520 Lake Front Circle The Woodlands, TX 77380	Phone: (281) 363-8060 e-mail: CliffordVenier@pennzoil.com FAX: (281) 363-8179	
Jerry Wang	Cummins Engine Company 1900 McKinley Avenue Columbus, IN 47201-3005	Phone: (812) 377-2267 e-mail: j.c.wang@ctc.cummins.com FAX: (812) 377-7808	
Jim M. Wells	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-5010	Phone: (210) 522-5918 e-mail: jwells@swri.edu FAX: (210) 523-6919	JW
Frank Windhorst	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3007 e-mail: fwindhorst@swri.edu FAX: (210) 522-5907	
John L. Zalar	ASTM Test Monitoring Center 6555 Penn Avenue Pittsburgh, PA 15206-4489	Phone: (412) 365-1005 e-mail: jlz@tmc.astm.cmri.cmu.edu FAX: (412) 365-1047	JLZ

Visitors

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Frank Fernandez	Chevron Oronite 4502 Center View Dr #210 San Antonio, TX 78228	(210) 731-5603 FFer@Chevron.com (210) 731-5699	✓
NORBERT NANN	NANN CONSULTANTS, INC 59 BOGHTHILL DRIVE WAPPINGERS FALLS NY 12590	845-297-4333 -4334 FAX NORBANN@aol.com	✓
William A. Buscher, Jr.	Buscher Consulting Services PO Box 112 Hopewell Jct, NY 12533	845-897-8069 (Fax + Phone) buschwa@aol.com	<i>[Signature]</i>
TRICK OLIVER	FSI 2805 BEVERLY DR FLOWER MOUND, TX 75022	972-724-2136 crickoliver@home.com 210-341-4038	ew
Ben Weber	SwRI 6220 Lybraz Rd San Antonio, TX 78228	210-522-5911 BWeber@SwRI.edu	BW
<i>[Signature]</i>	SwRI 6220 CUL-SRA RD SA - ANTONIO, TX 78228	210-522-2823	

AGC REPORT TO THE TEST MONITORING BOARD

June, 2001

To

December, 2001

December 3, 2001

AGC Semi-Annual Report

Membership

- Walter Groff SwRI (Chair)
- Tom Boschert Ethyl
- John Glaser Perkin Elmer
- Ken Pearson ASTM
- Cliff Venier Penzoil
- Lew Williams Lubrizol
- John Zalar TMC

AGC Semi-Annual Report

Membership

- No changes in membership since our last meeting in June.

AGC Semi-Annual Report

Responsibilities

- Advise the Administrator in general business activity
- Advise the Administrator in finalizing the annual budget, manpower request and contract recommendations
- Prepare an annual evaluation and salary recommendation of the administration for presentation to the board.

AGC Semi-Annual Report

Contract and Carnegie Mellon

- New contract has been approved and is in place through January 31, 2007.
- John Zalar to provide more details in the TMC report.

AGC Semi-Annual Report

TMC Current Financial Performance

- Fiscal 2001 (February 1, 2001 through January 31, 2002) forecast is \$555,000 with net income through September, 2001 of \$638,999
- Projected Net is \$694,000
- Rest of year will be slower as GF-3 has peaked.

AGC Semi-Annual Report TMC Budget for 2002, 2003, 2004

- Budget for these years have been developed and provided to ASTM
- ASTM has approved the budget
- Budget attached to this report

AGC Semi-Annual Report

ASTM Rater Workshop

- TMC now involved in conducting rater workshops
- Need developed with possible requirement for rater calibration and CRC becoming less involved
- New source of income for TMC
- Two workshops held - Gears in December

AGC Semi-Annual Report

Action Items

- Approval of this report

Business Plan Assumptions

- * Inflation is at 2.7%+; Salary increases at 4.0% in 2002, 2003 and 2004; Benefits at 27.4% of salary in 2002, 27.4% in 2003, and 27.4% in 2004.
- * Electronic data communications and larger databases will result in more requests by Subcommittee B panels for information from the TMC.
- * The TMC will continue to participate in the development of new and replacement test methods. These efforts will be funded through reference oil sales and test fees for matrix tests.
- * Dealings with the ACC Monitoring Agency will pose no effect.
- * Industry consolidation will result in fewer calibration tests.
- * RESERVE POLICY - A MINIMUM RESERVE OF SIX MONTHS OF ANNUAL OPERATING EXPENSES WILL BE MAINTAINED AT ALL TIMES.
- * Timing of New Oil Categories:

GF-3	2001 - High activity
PC-9	2001 - Matrix testing
PC-9	2001 - New tests introduced
PC-9	2001/2002 - High activity
GF-4	2002/2003 – New Test Development

**ASTM TEST MONITORING CENTER
2002-2004 Business Plan**

Line Item	2002	2003	2004
Salaries	\$833,000	\$866,000	\$901,000
Temporary Help	\$20,000	\$20,000	\$20,000
Benefits (27.4%)	\$234,000	\$243,000	\$252,000
Overhead	\$585,000	\$604,000	\$626,000
Travel	\$100,000	\$105,000	\$110,000
Telephone	\$24,000	\$25,000	\$26,000
Office Supplies	\$22,000	\$23,000	\$24,000
Reference Oils	\$110,000	\$110,000	\$110,000
Capital	\$45,000	\$25,000	\$25,000
Contract Services	\$43,000	\$44,000	\$45,000
Lab Supplies	\$25,000	\$26,000	\$27,000
Training & Education	\$15,000	\$15,000	\$15,000
Procedure Rewrites	\$20,000	\$20,000	\$20,000
Audit	\$19,000	\$19,000	\$20,000
Total Expenses	\$2,095,000	\$2,145,000	\$2,221,000
Revenues	\$2,015,000	\$2,200,000	\$2,250,000
Revenue-Expense	(\$80,000)	\$55,000	\$29,000
Interest	\$100,000	\$100,000	\$100,000
Reserves	\$3,420,000	\$3,575,000	\$3,704,000
Months Reserve	19.6	20.0	20.0
Fee Increases	None	None	None
New Tests	PC-9	GF-4	
Reg. FT Headcount	17	17	17

ASTM TEST MONITORING CENTER
2001 Budget and Projections

Line Item	2001 Budget	2001 Projected
Salaries	\$836,000	\$788,000
Temporary Help	\$20,000	\$8,000
Benefits	\$235,000	\$218,000
Overhead	\$587,000	\$547,000
Travel	\$120,000	\$90,000
Telephone	\$20,000	\$23,000
Office Supplies	\$22,000	\$22,000
Reference Oils	\$110,000	\$110,000
Capital	\$35,000	\$35,000
Contract Services	\$46,000	\$44,000
Lab Supplies	\$25,000	\$25,000
Training & Education	\$10,000	\$15,000
Procedure Rewrites	\$20,000	\$20,000
Audit	\$16,000	\$18,000
Other	\$0	\$0
Total Expenses	\$2,102,000	\$1,963,000
Revenues	\$2,657,000	\$2,657,000
Revenue-Expense	\$555,000	\$694,000
Interest	\$125,000	\$100,000
Reserves	\$3,290,000	\$3,400,000
Months Reserve	18.8	20.8
Fee Increases	None	None
Reg. FT Headcount	18	17

ASTM TEST MONITORING CENTER
1996-2000 Financial History

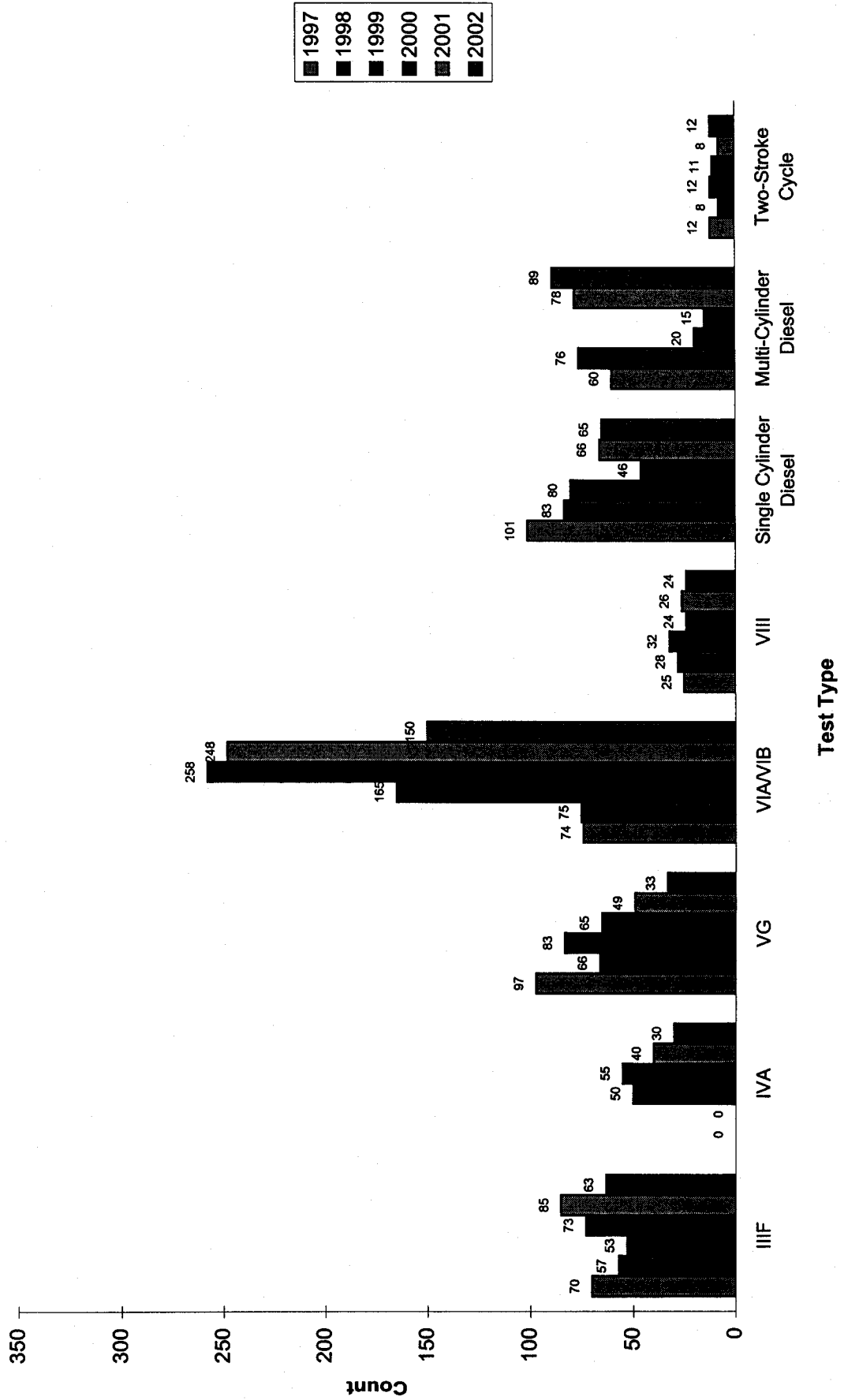
	1996	1997	1998	1999	2000
Revenues					
Test fees	\$1,231,881	\$1,196,703	\$1,400,077	\$1,868,069	\$1,785,950
Reference oil sales	\$649,379	\$415,043	\$606,592	\$418,274	\$504,629
Interest income	\$122,222	\$71,650	\$66,580	\$71,428	\$115,943
Donated oils	\$70,569	\$8,893	\$23,360	\$43,943	\$82,073
Total	\$2,074,051	\$1,692,289	\$2,096,609	\$2,401,714	\$2,488,595
Expenses					
Salaries	\$890,369	\$875,158	\$830,798	\$787,220	\$805,000
Fringe benefits	\$213,121	\$201,755	\$198,911	\$193,813	\$215,836
Rental and overhead charges	\$620,039	\$580,843	\$553,676	\$511,918	\$548,816
Operating expenses	\$278,892	\$298,253	\$318,210	\$322,615	\$271,138
Depreciation	\$87,009	\$71,876	\$64,910	\$62,494	\$59,945
Professional and outside services	\$31,712	\$26,532	\$35,145	\$32,010	\$27,022
Cost of oil sold	\$107,729	\$98,513	\$94,456	\$85,912	\$70,317
Obsolete oil inventory expense	\$0	\$47,853	\$1,443	\$0	\$0
Total	\$2,228,871	\$2,200,783	\$2,097,549	\$1,995,982	\$1,998,074
Revenues - Expenses	(\$154,820)	(\$508,494)	(\$940)	\$405,732	\$490,521
Reserves	\$2,022,050	\$1,580,891	\$1,617,562	\$2,130,499	\$2,612,126
Months Reserve	10.9	8.6	9.3	12.8	15.7

**ASTM TEST MONITORING CENTER
2002 Projected Income**

Test Area	No.	Test Fees	Oil Sales	Totals
Sequence IIIF	63	\$154,980	\$14,616	\$169,596
Sequence IVA	30	\$73,800	\$6,960	\$80,760
Sequence VG	33	\$81,180	\$5,742	\$86,922
Sequence VIB	150	\$369,000	\$43,500	\$412,500
Sequence VIII	24	\$59,040	\$2,784	\$61,824
1M-PC	20	\$49,200	\$17,400	\$66,600
1K/1N	19	\$46,740	\$16,530	\$63,270
1P	4	\$9,840	\$3,480	\$13,320
1R	22	\$54,120	\$19,140	\$73,260
6V92TA	1	\$2,460	\$2,436	\$4,896
T-8/T-8E	14	\$34,440	\$28,420	\$62,860
RFWT	2	\$4,920	\$812	\$5,732
T-9	2	\$4,920	\$4,640	\$9,560
T-10	32	\$78,720	\$74,240	\$152,960
M11	8	\$19,680	\$9,280	\$28,960
M11 EGR	29	\$71,340	\$33,640	\$104,980
EOAT	1	\$2,460	\$696	\$3,156
Two-Stroke	12	\$29,520	\$2,784	\$32,304
Bench Tests	2000	\$190,000	\$40,000	\$230,000
Gears	600	\$280,000	\$20,000	\$300,000
L10 IDT/ELAS	0	\$0	\$40,000	\$40,000
RR/Rater Wkshp	---	\$12,000	\$0	\$12,000
Totals	3066	\$1,628,360	\$387,100	\$2,015,460

Ref. Oil Cost/Gal. \$58
 Test Fees \$2,460

ASTM TMC Trends in Chargeable Tests



2000 values projected
 2001 values based on laboratory estimates

Trends Data

	IIIF	IVA	VG	VIA/VIB	VIII	Single Cylin	Multi-Cylind	Two-Stroke	Cycle
1997	70	0	97	74	25	101	60	12	439
1998	57	0	66	75	28	83	76	8	393
1999	53	50	83	165	32	80	20	12	495
2000	73	55	65	258	24	46	15	11	547
2001	85	40	49	248	26	66	78	8	600
2002	63	30	33	150	24	65	89	12	466



Test Monitoring Center

6555 Penn Avenue
Pittsburgh, PA 15206-4489
(412) 365-1000

MEMORANDUM: 01-161

DATE: November 21, 2001

TO: Mr. John Shipinski, ASTM Test Monitoring Board Chairman

FROM: Frank M. Farber

SUBJECT: Data Communication Committee Report

The Data Communications Committee (DCC) has met one time since the June 2001 ASTM meetings: October 18, 2001. The following is a brief summary of the events, action items and recommendations brought forth at this meeting:

- Over the last period the DCC has readdressed T10 and M11EGR data dictionaries based upon surveillance panel refinements. Several other test area report packets have been modified according to surveillance panel direction. Currently, the Caterpillar 1R and Two-cycle test areas are consuming most of the DCC data dictionary testing resources. These activities consume a significant portion of members time and resources. In addition, these activities have consumed a significant portion of the TMC's computer staff resources.
- The Committee through the Electronic Data Transmission Task Group, has approved Secure Socket Layer (SSL) transmission protocol of test data as a replacement for the aging X.400 transmission protocol. Additional work is required to define details of the use of SSL.
- This period marks a high point in the number of tests the TMC receives via the DCC Electronic Test Report Transmission Model. The gains have been made in the bench test area pushing the percentage of tests the TMC receives electronically to 86% (prior periods were ~69 %).
- The TMC presented an Adobe pdf solution to replace JetForms and provide internet data entry, viewing capability. The TMC will be doing further development internally.
- Attachment 1 shows the current scope and objectives of the DCC.
- Action Item: Develop SSL protocol details.

Future meeting schedule:
Call of the Chairman

FMF/fmf

c: J. L. Zalar

ftp://tmc.astm.cmri.cmu.edu/docs/Data_Communications_Committee/tmb_reports/astm_200112.pdf

Attachment 1

DATA COMMUNICATIONS COMMITTEE

Scope:

To address industry wide computer related issues and provide a forum for discussion and subsequent technical solutions to aid in standardization of computer related activities and communications systems.

To oversee, enhance and maintain the Electronic Test Report Transmission Model.

Data Communications Committee Objectives

Stabilization of Data Dictionaries – High Priority				
Test Area	Beta Team Leader		Status	Expected Completion Date
	SR	EG		
Two-Cycle Areas	1		Completed	11-2001
1R	2		Beta Testing	12-2001
Current Test Area Revisions			Ongoing	
Medium – Low Priority				Address Date
Electronic Data Transmission Methods (SSL)				5-2002
Digitized Photographs				4-2003
Adobe replacement for Jetforms				10-2002
Electronic Test Scheduling				10-2002
Digitized Signatures				10-2002



Test Monitoring Center

6555 Penn Avenue
Pittsburgh, PA 15206-4489
(412) 365-1000

MEMORANDUM: 01-149
DATE: November 12, 2001
TO: John Shipinski, Chairman, ASTM Test Monitoring Board
FROM: John L. Zalar
SUBJECT: ASTM TMC Semiannual Report

ADMINISTRATIVE/FINANCIAL

The 2001 Test Monitoring Center budget and three-year financial plan were approved by the ASTM Board of Directors in October 2001. Details of the budget and three-year plan will be included in the Administrative Guidance Committee Report. There have been no changes in TMC personnel during the past six months and staffing remains at 17 full-time employees. The current TMC organizational chart is shown in Attachment A.

The contract between ASTM and Carnegie Mellon University (CMU) was renewed in September. This agreement covers the period February 1, 2002 through January 31, 2007. The financial terms of the agreement remain unchanged from the two previous contract periods. The only change to the agreement was the removal of all references to Carnegie Mellon Research Institute (CMRI). As part of the reorganization of the groups comprising CMRI, the TMC has been designated as a separate CMU program reporting directly to the office of the university provost. Other than some changes to the CMU financial management process, this reorganization has had no discernable effect on the day-to-day operations of the TMC.

INFORMATION LETTERS

The following 10 information letters have been issued by the TMC since my last report.

<u>Information Letter</u>	<u>Date Issued</u>
Sequence IIIF No. 01-1	09/18/01
Sequence IIIF No. 01-2	09/18/01
Sequence IVA No. 01-1	05/22/01
Sequence IVA No. 01-2	07/25/01
Sequence VG No. 01-3	07/27/01
Sequence VIA No. 01-1	09/10/01
Sequence VIB No. 01-2	08/22/01
Sequence VIB No. 01-3	10/05/01
L-37 No. 01-2	09/24/01
L-38 No. 31	08/03/01

All of these letters are on the Fall Subcommittee B information letter ballot. In addition, two proposed information letters have been balloted within Subcommittee B. The first is a Sequence IIIF information letter creating a 60-hour version of the test as a replacement for the Sequence IIIE test in heavy-duty engine oil categories. The second is a Sequence VIB information letter creating a shortened version of the test for use in qualifying SJ category oils. These two information letters will be issued after the Subcommittee B ballot process has been successfully completed.

REFERENCE OILS RECEIVED

The following reference oils were received and processed by the TMC during the period from May 1, 2001 to October 31, 2001.

<u>Test Type</u>	<u>Oil Code</u>	<u>Quantity (gallons)</u>
PC-9	PC-9N	55
D6078, D6079	DFA Lot 2	55
D6078, D6079	DFB Lot 2	55
Sequence VIB	538	2750
L-33	123-2	275
L-37	128-2	275
L-60-1	148-1	53
T-10	820-1 (PC-9A)	98

During this same time period, the TMC made 298 shipments of reference oils containing a total of 2,146 individual oil samples.

REFERENCE OIL RE-BLENDS IN PROCESS

Efforts continue to obtain re-blends of the following reference oils:

<u>Test Type</u>	<u>Oil Code</u>	<u>Quantity (gallons)</u>
T-10, 1R	820 (PC-9A)	6050
M11 EGR	830 (PC-9E)	3850
Sequence VIB/IIIF	1008	2750
1M-PC	873	1650

SEQUENCE VIB CALIBRATION OIL RE-BLEND

The TMC is in the process of coordinating another re-blend of the Sequence VIB calibration oils, BC-5 and BCFHD-5. A survey of laboratory needs resulted in blend volumes of 14,850 gallons of BC-5 and 3,575 gallons of BCFHD-5. The cost per gallon has been established and invoices have been sent to all purchasers. Once the monies have been collected, the TMC will issue a purchase order for blending the two products. Once blended, both oils will be analytically verified prior to containerization and shipment to the labs. After the labs receive the oils, the engine test performance of BC-5 will be evaluated in a verification testing program designed by the Sequence VIB Surveillance Panel. This project will likely be completed sometime in the first quarter of 2002.

REFERENCE OIL BOOKLET

An updated version of the booklet entitled *ASTM Reference Oils* is now available on the TMC web site at ftp://tmc.astm.cmri.cmu.edu/docs/test_monitoring_board/ASTM_Reference_Oils_2001.pdf.

CALIBRATION TEST REPORTING

During the period from May 1, 2001 to October 31, 2001, 1664 calibration tests were reported to the TMC. Also, during this same period, 91% of all tests reported to the TMC were transmitted electronically (98% of engine and gear rig tests).

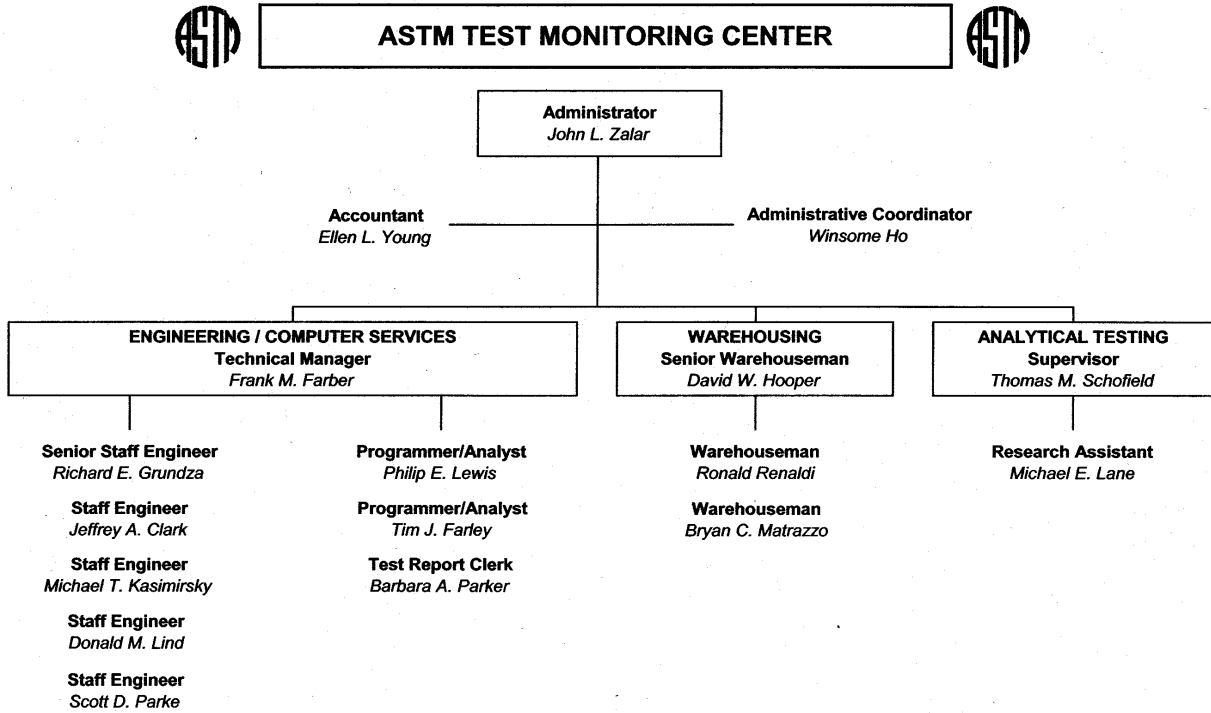
JLZ/jlz/memo01-149.jlz.doc

Attachment

c: ASTM Test Monitoring Board

ftp://tmc.astm.cmri.cmu.edu/docs/test_monitoring_board/TMC-12-2001.pdf

Attachment A



**D02.B BALLOT RESULTS
(Ballot 01-03)**

**Two Proposed Information Letters
Closing Date: November 5, 2001**

Ballot Responses from Voting Members

Return = 41/57 (72%)

	Approve	Disapprove	Abstain
1. Proposed Sequence VIB Letter No. 01-4	27	0	14
2. Proposed Sequence IIF Letter No. 01-3	29	0	12

Disapprove Comments

None

Other Comments

Item #1 – Lyle Bowman (Voting) – Editorial revisions

Item #2 – Lyle Bowman (Voting) – Editorial revisions

**D02.B BALLOT RESULTS
(Ballot 01-04)**

TMC Information Letters Test Monitoring Board Elections Closing Date: November 19, 2001
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Ballot Responses from Voting Members

Return = 37/57 (65%)

	Approve	Disapprove	Abstain
<u>TMC Information Letters</u>			
1. Sequence VIB Letter No. 01-3	25	0	12
2. Sequence IIIF Letter No. 01-1	25	0	12
3. Sequence IIIF Letter No. 01-2	25	1*	12
4. Sequence IVA Letter No. 01-1	25	0	12
5. Sequence IVA Letter No. 01-2	25	0	12
6. L-37 Letter No. 01-2	22	0	15
7. L-38 Letter No. 31	25	0	12
8. Sequence VG Letter No. 01-3	26	0	11
9. Sequence VIA Letter No. 01-1	25	0	12
10. Sequence VIB Letter No. 01-2	25	0	12

* Disapprove vote from non-voting member

Test Monitoring Board Elections

11. Gordon Farnsworth, Infineum	30	0	7
12. Lew Williams, Lubrizol	30	0	7
13. Barry Jecewski, Ford	30	0	7
14. Greg Shank, Mack	30	0	7
15. Dave Stehouwer, Cummins	30	0	7
16. Tom Cousineau, Ethyl	30	0	7

Disapprove Comments

Item #3 - Dwight Bowden (non-voting) – Sequence IIIF cam and lifter wear task force did not complete action items. New wear parameter (Screened Average Cam Plus Lifter Wear) has impacted pass/fail limits for both reference and non-reference oils.

Other Comments

None