

ASTM TEST MONITORING BOARD MEETING

June 17, 2002

The Queen Elizabeth Hotel
Montreal, Quebec
Canada

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CALL TO ORDER

ASTM D02.B0.08, the Test Monitoring Board, met on Monday, June 17, 2002 at 5:15 p.m. in Galerie 3 of The Queen Elizabeth Hotel in Montreal, Quebec Canada. There were eight voting members, three non-voting members and seven visitors present. The attendance roster is shown in Attachment A. Minutes from the December 3, 2001 meeting were approved.

MEMBERSHIP

A review of membership revealed a need to elect (re-elect) five voting members by the end of 2002. Current members John Shipinski, Tom Cousineau, and Robert Sutherland are eligible for re-election to two-year terms beginning January 1, 2003. A new general interest candidate and one new user candidate will need to be identified. The election will be conducted in the fall via a Subcommittee D02.B0 ballot.

ADMINISTRATIVE GUIDANCE COMMITTEE

John Zalar presented the AGC report for Walter Groff (see Attachment B). Final accounting for TMC FY 2001 showed a net gain of \$540,810 against a forecast of \$550,000.

TMC FY 2002 started in February 2002 with a forecast deficit of <\$80,000>. Current deficit through April 2002 is <\$40,044>. The testing community is currently between categories, the reason for the deficit. Income is tracking about as expected. GF-4 is expected to have a positive impact on revenue as early as the fourth quarter of 2002.

TECHNICAL GUIDANCE COMMITTEE

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

DATA COMMUNICATIONS COMMITTEE

John Zalar presented the DCC report for Frank Farber (see Attachment C). The DCC is now developing process details to permit test result transmission via the Secure Socket Layer (SSL) protocol.

TEST MONITORING CENTER

The TMC report is shown in Attachment D. John Zalar reported that the TMC has received and processed over 16,000 gallons of reference oil during the past six months. Blends of the Sequence VIB baseline calibration oil and high detergent flush oil were also completed.

The TMC will provide support to the development of the GF-4 passenger car engine oil category. This support includes participation in any required laboratory visits, matrix oil handling, development of data dictionaries and report forms, review and verification of matrix tests, web site posting of matrix data, and overall matrix project management and reporting.

The TMC is now electronically distributing essentially all memos, information letters, and other technical documents using PDF format.

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

BALLOTS

John Zalar reported that two Section 8 ballots were conducted during the past six months. The first ballot included one proposed Sequence IIIF information letter. This letter received three disapprove votes and the Sequence IIIF Surveillance Panel has recommended that this ballot item be withdrawn. The second ballot included 24 information letters issued by the TMC over the past six months. No disapprove votes were received. Only one comment was received and was forwarded to the T-10 Surveillance Panel for consideration. Ballot summaries are shown in Attachment E.

REVIEW OF SCOPE AND OBJECTIVES

As directed by the chairman of Subcommittee D02.B0, the TMB reviewed its scope and objectives document, *Regulations Governing the ASTM Test Monitoring System*. The scope and objectives of the Test Monitoring System were determined to be up to date. John Zalar will investigate the need for editorial updates to sections of the document referencing ASTM and SAE.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

NEXT MEETING

The next meeting is scheduled for December 9, 2002 in Anaheim, California.

ADJOURNMENT

The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "John L. Zalar". The signature is written in a cursive style with a large initial "J" and "Z".

John L. Zalar, Secretary
ASTM Test Monitoring Board

JLZ/jlz

Attachments

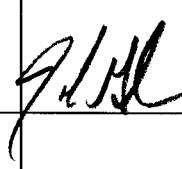
ASTM TEST MONITORING BOARD MEETING

June 17, 2002
 Fairmont – The Queen Elizabeth Hotel
 Montreal, Quebec
 Canada

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- 0244 6388	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	GRF
Barry Jecewski	21500 Oakwood Boulevard POEE Building Mail Drop #44 Dearborn, MI 48124-4091	Phone: (313) 594-6943 e-mail: bjecewsk@ford.com FAX: (313) 845-3169	
Greg Shank	Mack Trucks 13302 Pennsylvania Avenue Hagerstown, MD 21742	Phone: (301) 790-5817 e-mail: gregshank@macktrucks.com FAX: (301) 790-5815	GS
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	JS
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	DS
Lew Williams	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092	Phone: (440) 347-1111 e-mail: lawm@lubrizol.com FAX: (440) 347-9244 944-8112	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) 347-2388 e-mail: dtb@lubrizol.com FAX: (440) 347-2878	
William Buscher, III	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-6802 e-mail: wbuscher@swri.org FAX: (210) 684-7523	
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	
Fred Gerhart	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3842 e-mail: fgerhart@swri.org FAX: (210) 684-7523	
John W. Glaser	PerkinElmer Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 647-9459 e-mail: john.glaser@perkinelmer.com FAX: (210) 684-6074	
Frank Gotto	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 347-8087 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) 347-1223 e-mail: jlg@lubrizol.com FAX: (440) 347-1555	
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	
Charlie Leverett	PerkinElmer Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 647-9422 e-mail: charlie.leverett@perkinelmer.com FAX: (210) 523-4607	
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	

William M. Nahumck	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 347-2596 e-mail: wmn@lubrizol.com FAX: (440) 347-4096	
Kenneth C. Pearson	ASTM 100 Barr Harbor Drive West Conshohocken, PA 19428-2959	Phone: (610) 832-9672 e-mail: kpearson@astm.org FAX: (610) 832-9666	
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	
Dwayne E. Tharpe	Caterpillar, Inc. Building LC2172 501 S.W. Jefferson Avenue Peoria, IL 61630-2172	Phone: (309) 675-6122 e-mail: tharpde@cat.com FAX: (309) 675-1598	
Clifford G. Venier	Pennzoil Products Company 1520 Lake Front Circle The Woodlands, TX 77380	Phone: (281) 363-8060 e-mail: cliffordvenier@pzlqs.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@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	JMW
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	
Michael Zaiontz	PerkinElmer Automotive Research 5404 Bandera Road San Antonio, TX 78238-1993	Phone: (210) 647-9483 e-mail: mike.zaiontz@perkinelmer.com FAX: (210) 523-4607	
John L. Zalar	ASTM Test Monitoring Center 6555 Penn Avenue Pittsburgh, PA 15206-4489	Phone: (412) 365-1005 e-mail: jlz@astmtmc.cmu.edu FAX: (412) 365-1047	JLZ

Visitors

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
William Sullivan	Exxon Mobil Chemical Co 2195 RT27, Edison, NJ 08818	+ 732-321-3354 F 732-321-6064 E: william.t.sullivan@exxonmobil.com	WTF
David Drogant	Petro-Canada Lubricants 2057 North Starview Way Mississauga, Ont. L5K-1A8	(905)-804-4692 (905)-804-4738 drogant@petro-canada.com	JD
NORBERT NANN	NANN CONSULTANTS INC 59 CROFTHILL DRIVE WAPPINGERS FALLS, NY 12990	845-297-4333 845-297-4334 NORBNANN1@AOL.COM	NAN
M. SAMIULLAH	SENTINEL CANADA 7300 ST JACQUES MONTREAL, P.Q., Canada H4B1W1	Tel: 514-483-6500 Ex 236 Fax 514-483-3284	L
T:			
Rick OLIVER	2805 BEVAZLU DR FLOWER MOUND, TX 75022	Tel. 972-774-2136 Fax 210-341-4038	CWO
William A. Buscher, Jr.	Buscher Consulting Services PO Box 112 Hopewell Jct, NY 12533	845-897-8069 buschwa@aol.com 845-897-8069	WAB
Irwin Goldblatt	Control NA 240 Centennial Ave. Piscataway NJ 08854	Tel 732-980-3606 FAX 973-686-4224 Irwin.Goldblatt@PENACOL.COM	ITG

ADMINISTRATIVE GUIDANCE COMMITTEE

Report to the

TEST MONITORING BOARD

June 17, 2002

The Administrative Guidance Committee (AGC) has not formally met since the June 2001 ASTM meeting. The AGC continues to address issues via telcon and e-mail. The AGC has reviewed this report to the TMB, provided guidance, and is currently in agreement with the content.

Current Membership of the AGC

Walter Groff	Southwest Research Institute	(Chairman)
Tom Boschert	Ethyl Corporation	
John Glaser	Perkin/Elmer Automotive Research	
Ken Pearson	ASTM	
Cliff Venier	Penzoil	
Lew Williams	Lubrizol	
John Zalar	TMC	

Review of the Responsibilities of the AGC

To Advise the Administrator in the area of general business policies

To advise the Administrator on finalizing the annual budget and manpower request and contract recommendations

To prepare an annual evaluation and salary adjustment recommendation of the Administrator for presentation to the Board.

TMC Financial Performance Data Update

The TMC accounting period for Fiscal 2001 ended in January, 2002. The final accounting for Fiscal 2000 showed a net gain of \$540,810 for the year against a forecasted \$550,000.

Fiscal 2001 started in February, 2002 with a forecasted net **deficit** of <\$80,000>. Current **deficit** through April of 2002 is <\$40,044>. The testing community is currently between categories which is the reason for the deficit. Income is tracking about as expected. Next month will see invoicing for some bench tests which is done yearly and GF-4 will impact the revenue positively in the 3rd or 4th quarter of this year. There are no alarms at this point. However the TMC will continue to monitor the revenue and costs closely.

Action items

1. Approval of Report

Respectfully Submitted

Walter Groff
Chairman, Administrative Guidance Committee

**Test Monitoring Center**

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

MEMORANDUM: 02-056
DATE: June 11, 2002
TO: Mr. John Shipinski, ASTM Test Monitoring Board Chairman
FROM: Frank M. Farber
SUBJECT: Data Communications Committee Report

The Data Communications Committee (DCC) has met one time since the December 2001 ASTM meetings: April 25, 2002. The following is a brief summary of the events, action items and recommendations brought forth at this meeting:

- The Committee, through the Secure Socket Layer (SSL) Task Group, is developing process details to permit test result transmission via SSL .
- This period, 92% of the tests reported to the TMC were received via the DCC Electronic Test Report Transmission Model.
- The TMC will be providing pdf fillable forms to the industry over the next period.
- Attachment 1 shows the current scope and objectives of the DCC.
- Action Item: Develop SSL protocol details.

Future meeting schedule:

October 10, 2002: Richmond, CA

FMF/fmf

c: J. L. Zalar

ftp://ftp.astmtmc.cmu.edu/docs/Data_Communications_Committee/tmb_reports/astm_200206.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		
	Current Test Area Revisions			Ongoing	
Medium – Low Priority					Address Date
Beta SSL testing					12-2002
Digitized Photographs					4-2003
Adobe replacement for Jetforms					10-2002
Electronic Test Scheduling					12-2002
Digitized Signatures					12-2004



MEMORANDUM: 02-048

DATE: May 20, 2002

TO: John Shipinski, Chairman, ASTM Test Monitoring Board

FROM: John L. Zalar

SUBJECT: ASTM TMC Semiannual Report

ADMINISTRATIVE/FINANCIAL

The Test Monitoring Center audit for the period February 1, 2001 through January 31, 2002 was completed in April by Ernst and Young. The outcome of the audit was favorable. A copy of the audit report has been electronically distributed to the Test Monitoring Board mailing list.

There have been no personnel changes during the past six months. The TMC staff count remains at 17 full-time employees. The current organizational chart is shown as Attachment A.

INFORMATION LETTERS

Information letter activity has been unusually high. The following 24 information letters have been issued by the TMC since my last report.

<u>Information Letter</u>	<u>Date Issued</u>
Sequence IIIF No. 02-1	3/1/02
Sequence IIIF No. 02-2	3/15/02
Sequence IIIF No. 02-3	4/23/02
Sequence IVA No. 02-1	2/12/02
Sequence IVA No. 02-2	4/5/02
Sequence VG No. 02-1	1/8/02
Sequence VG No. 02-2	2/7/02
Sequence VG No. 02-3	4/8/02
Sequence VIA No. 01-2	11/19/01
Sequence VIB No. 01-5	12/7/01
Sequence VIB No. 02-1	4/5/02
1K/1N No. 02-1	3/19/02
M11 No. 02-1	2/25/02
M11 EGR No. 02-1	3/22/02
T-10 No. 02-1	4/19/02
RFWT No. 01-1	10/12/01
Two-Stroke Cycle No. 01-2	11/28/01
Two-Stroke Cycle No. 01-3	11/28/01

<u>Information Letter</u>	<u>Date Issued</u>
Two-Stroke Cycle No. 01-4	11/28/01
Two-Stroke Cycle No. 02-1	2/28/02
L-33 No. 02-1	3/5/02
L-37 No. 02-1	2/6/02
L-37 No. 02-2	2/19/02
L-42 No. 02-1	3/5/02

All of these letters are on the Fall Subcommittee B information letter ballot. In addition, one proposed Sequence IIIF information letter, deemed controversial and likely to receive at least one disapprove vote, was pre-balloted within Subcommittee B. After reviewing three negatives received, the Sequence IIIF Surveillance Panel decided not to issue the proposed information letter and will recommend that Subcommittee B withdraw the ballot.

REFERENCE OILS

The following reference oils were received and processed by the TMC during the period from November 1, 2001 to April 30, 2002.

<u>Test Type</u>	<u>Oil Code</u>	<u>Quantity (gallons)</u>
T-10/1R	820-2	6030
M11 EGR	830-1	200
M11 EGR	830-2	3786
1M-PC	873-2	1650
VIB/IIIF	1008-1	2675
GF-3	1009	1178
VIB	539	990
HT Foam	66	108

During this same time period, the TMC made 221 shipments of reference oils containing a total of 1,568 individual oil samples.

CALIBRATION TEST REPORTING

During the period from November 1, 2001 to April 30, 2002, 1335 calibration tests were reported to the TMC. Also, during this same period, 93% of all tests reported to the TMC were transmitted electronically.

TMC SUPPORT FOR GF-4

The TMC is prepared to provide support to the development of the GF-4 passenger car engine oil category. TMC involvement is anticipated to include participation in any required laboratory visitations, matrix oil handling (verification, storage, and distribution), assistance in the development of data dictionaries and report forms, review and verification of matrix tests, web site posting of matrix data, and overall matrix project management and reporting.

BC-5/BCFHD-5 BLEND STATUS

The new blends (batch 5) of BC and BCFHD, calibration oils used in the Sequence VIB test, were completed in April. Analytical data show the oils to be close re-blends of the baseline blends BC-2 and BCFHD-3. The oils have been shipped to the test labs and sixteen engine test verification runs are being scheduled.

ELECTRONIC DISTRIBUTION OF TMC DOCUMENTS

Essentially all TMC documents are now being distributed to industry mailing lists electronically. We have standardized on the PDF format for email distribution as well as for web site posting. While the US Mail remains an option, its use for mass distributions of TMC letters and memos has been virtually eliminated.

TMC ANALYTICAL LAB RECOGNIZED BY CMU

The Carnegie Mellon University Department of Environmental, Health and Safety (EH&S) recently recognized the TMC for maintaining one of the top performing University laboratories in the areas of personnel safety and environmental compliance. The TMC laboratory was one of four, out of 126 audited laboratories, to score 100% on the assessment. This finding resulted from an exhaustive two-year, campus-wide audit by EH&S and affirms the ongoing TMC commitment to safety and environmental compliance. The TMC warehouses are maintained in similar compliance, though no corresponding category was designated in the audit. The TMC analytical laboratory is staffed by Michael Lane and supervised by Tom Schofield. The warehouse is staffed by Ron Renaldi and Bryan Matrazzo and supervised by David Hooper.

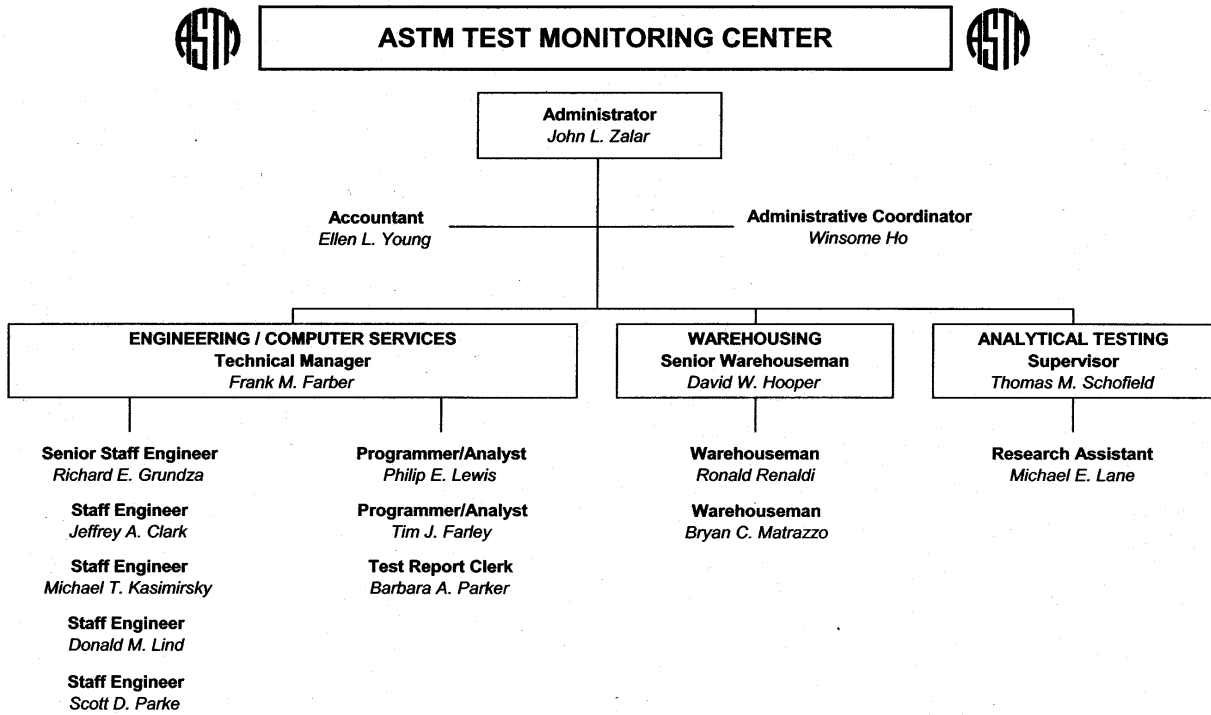
JLZ/jlz

Attachment

c: ASTM Test Monitoring Board

ftp://ftp.astmtmc.cmu.edu/docs/test_monitoring_board/TMC-6-2002.pdf

Attachment A



**D02.B BALLOT RESULTS
(Ballot 02-03)**

**Proposed Information Letter
Closing Date: May 8, 2002**

Ballot Responses from Voting Members

Return = 40/59 (68%)

	Approve	Disapprove	Abstain
Proposed Sequence IIF Letter No. 02-X	24	2	14

Disapprove Comments

Michael McMillan

Michael Riley

Robert Olree (non-voting)

Other Comments

None

**D02.B BALLOT RESULTS
(Ballot 02-04)**

TMC Information Letters Closing Date: June 3, 2002

Ballot Responses from Voting Members

Return = 40/59 (68%)

	Approve	Disapprove	Abstain
<u>TMC Information Letters</u>			
1. Sequence IIIF Letter No. 02-1	27	0	13
2. Sequence IIIF Letter No. 02-2	27	0	13
3. Sequence IIIF Letter No. 02-3	26	0	14
4. Sequence IVA Letter No. 02-1	25	0	15
5. Sequence IVA Letter No. 02-2	26	0	14
6. Sequence VG Letter No. 02-1	27	0	13
7. Sequence VG Letter No. 02-2	27	0	13
8. Sequence VG Letter No. 02-3	27	0	13
9. Sequence VIA Letter No. 01-2	25	0	15
10. Sequence VIB Letter No. 01-5	26	0	14
11. Sequence VIB Letter No. 02-1	27	0	13
12. 1K/1N Letter No. 02-1	26	0	14
13. M11 Letter No. 02-1	26	0	14
14. M11EGR Letter No. 02-1	26	0	14
15. T-10 Letter No. 02-1	25	0	15
16. RFWT Letter No. 01-1	25	0	15
17. Two-Stroke Cycle Letter No. 01-2	19	0	21
18. Two-Stroke Cycle Letter No. 01-3	19	0	21
19. Two-Stroke Cycle Letter No. 01-4	19	0	21
20. Two-Stroke Cycle Letter No. 02-1	19	0	21
21. L-33 Letter No. 02-1	22	0	18
22. L-37 Letter No. 02-1	24	0	16
23. L-37 Letter No. 02-2	23	0	17
24. L-42 Letter No. 02-1	24	0	16

Disapprove Comments

None

Other Comments

Item #15 – Paul Hobson – suggested wording changes for Section 8.4.1 referred to Mack S. P.