

ASTM TEST MONITORING BOARD MEETING
December 8, 2003

Cowboy Artist Room – Hyatt Regency
Phoenix, AZ

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Call to Order

ASTM D02.B0.08, the Test Monitoring Board, met on December 8, 2003 at 5:15 p.m. in the Cowboy Artist Room of the Hyatt Regency in Phoenix, Arizona. There were seven voting members (Robert Olree represented Robert Stockwell), four non-voting members, and seven visitors present. The attendance roster is shown in Attachment A. John Zalar reported that he had clarified the wording in one section of the June 16, 2003 meeting minutes in response to a comment received from Tom Cousineau. The June 16, 2003 meeting minutes were approved as amended.

Membership

John Zalar reported the results of the recent TMB election ballot. Gordon Farnsworth, Lew Williams, Greg Shank, and Abdul Cassim were elected to two-year terms beginning January 1, 2004.

Administrative Guidance Committee

Walter Groff presented the AGC report (see Attachment B). The TMC fiscal 2003 net income through October was \$42,514. It is projected that the TMC will end its fiscal year with a deficit of -\$57,000. The TMC three-year budget plan was developed by the AGC and approved by the ASTM Board of Directors in October 2003. This plan includes the 2004 TMC budget as well as projected budgets for 2005 and 2006. The 2004 TMC budget projects a small deficit of -\$39,000. TMC reserve funds are currently equal to 16 months of operating expenses. **Action: A motion to approve the 2004 TMC budget was passed (Nann, Cousineau, 7-0-0).**

The TMC continues to investigate opportunities to boost revenues by expanding services to other areas within its scope.

Technical Guidance Committee

The TGC had not met since the last TMB meeting.

Data Communications Committee

Frank Farber filed a written DCC report (see Attachment C). The DCC has implemented the TGC recommendation to add the ACC conformance statement to the appropriate test area report packets. The DCC continues its objective to beta test all report packet revisions.

Test Monitoring Center

The TMC report is shown in Attachment D. John Zalar reported that there have been no changes in TMC personnel during the past six months and staffing remains at 17 full-time employees. No changes to this headcount are forecast through 2006.

The latest version of the *ASTM Reference Oils* booklet is available on the TMC web site.

The TMC is now monitoring the Sequence IIIG and T-11 tests, which have been incorporated into the LTMS. The IIIGA, the MRV portion of the IIIG, will also be monitored for severity adjustments.

There have been several recent enhancements made to the TMC computer system including migrating from Windows NT to Windows 2000 and moving applications from older, slower servers to newer, faster ones. An off-site backup server has been installed to prevent the loss of critical systems in the event of computer problems at the TMC office building.

Ballots

John Zalar reported the results of Subcommittee D02.B0 ballot 03-07, which closed on November 17, 2003. The ballot included 21 information letters and the TMB elections. The ballot was successful with no disapprove votes and no comments received on any of the balloted items. The ballot summary is shown in Attachment E.

Old Business

There was no old business.

New Business

John Zalar advised the TMB of his plan to charge a \$400 fee for each valid Sequence IIIGA test reported to the TMC. The \$400 bench test fee is necessary since each IIIGA test is reported separately from its corresponding IIIG and requires separate processing. This is consistent with past TMC billing practice. The TMB expressed support for this plan.

Next Meeting

The next meeting is scheduled for June 22, 2004 in Salt Lake City, Utah.

Adjournment

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

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

Attachments



ASTM TEST MONITORING BOARD MEETING



December 8, 2003
Hyatt Regency Phoenix
Phoenix, AZ

Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Frank Bondarowicz	Navistar International 10400 West North Avenue Department 555 Melrose Park, IL 60160	Phone: (708) 865-4030 e-mail: frank.bondarowicz@nav-international.com FAX: (708) 865-4229	
Thomas Cousineau	Ethyl Corporation 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 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	
Hannah Murray	Toyota Technical Center USA 1588 Woodridge Avenue Ann Arbor, MI 48105-9773	Phone: (734) 995-3762 e-mail: hmurray@ttc-usa.com FAX: (734) 995-5971	<i>Hannah Murray</i>
Norbert Nann	Nann Consultants, Inc. 59 Edgehill Drive Wappingers Falls, NY 12590	Phone: (845) 297-4333 e-mail: norbnann1@aol.com FAX: (845) 297-4334	<i>N. Nann</i>
Greg Shank	Mack Trucks 13302 Pennsylvania Avenue Hagerstown, MD 21742	Phone: (301) 790-5817 e-mail: gregshank@macktrucks.com FAX: (301) 790-5815	<i>Greg Shank</i>
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	<i>Bob Stockwell</i>
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	R/S
Lew Williams	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092	Phone: (440) 347-1111 e-mail: lawm@lubrizol.com FAX: (440) 347-9244	<i>Lew Williams</i>

Non-Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Don Bartlett	The Lubrizol Corporation 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	
G. E. Callis	Spectrum Corporation 1523 SE Prestwick Lane Port St. Lucie, FL 34952-6038	Phone: (561) 337-5060 e-mail: ecallis@spectrumcorporation.com FAX: (561) 337-5061	
Mark Devlin	Ethyl Corporation 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	
Tom Franklin	PerkinElmer Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 647-9446 e-mail: tom.franklin@perkinelmer.com FAX: (210) 523-4607	
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 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 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	
Brian Koehler	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3588 e-mail: bkoehler@swri.edu FAX: (210) 680-1777	
Patrick 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 23218-2158	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	
Jim McCord	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3439 e-mail: jmccord@swri.edu FAX: (210) 523-6919	
William 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 Pearson	ASTM 100 Barr Harbor Drive West Conshohocken, PA 19428	Phone: (610) 832-9672 e-mail: kpearson@astm.org FAX: (610) 832-9666	
Mark Sarlo	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3754 e-mail: msarlo@swri.edu FAX: (210) 523-6919	
Chris Schenkenberger	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 347-2927 e-mail: csc@lubrizol.com FAX: (440) 347-2878	
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	
Warren Totten	Cummins Engine Company Mail Code 50183 P.O. Box 3005 Columbus, IN 47201	Phone: (812) 377-3429 e-mail: warren.a.totten@cummins.com FAX: (812) 377-7808	
Wim van Dam	Chevron Oronite 100 Chevron Way Richmond, CA 94802	Phone: (510) 242-1404 e-mail: wvda@chevron.com FAX: (510) 242-3173	
Clifford 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	
Claire Whitton	Ethyl Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-5052 e-mail: claire_whitton@ethyl.com FAX: (804) 788-6243	
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 Zalar	ASTM Test Monitoring Center 6555 Penn Avenue Pittsburgh, PA 15206-4489	Phone: (412) 365-1005 e-mail: jz@astmtmc.cmu.edu FAX: (412) 365-1047	

Visitors

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Dan Ludwig	Registration Systems Inc 4139 Gardendale Ste 205 San Antonio TX	810.341.2680 210.341.4038 78229 dan.ludwig@ registration-systems.com	✓
Rick Oliver	KSI 2805 BEVERLY DR. FLOWER MOUND, TX 75022	972-724-2136 crickoliver@Comcast.net 210-544-4038	ellu
Jim Walla	SOUTHWEST RESEARCH 6220 CULEBRA RD SAN ANTONIO, TX 78238	210-522-5718 210-523-6719 JWALL@SWRC.ORG	JW
Steve Marty	SWRI <see above>	210-522-5929 smarty@Swrc.org 210 680-7523	Sm
IRWIN GOLDBLATT	BP/CASTROL 240 Centennial Ave Piscataway NJ 08854	732-980-3606 FAX 973-686-4224 IRWIN@GOLDBLATT@CNACM.COM	JF4
Lyle Bowman	Retired	jbfoodie@comcast.net	✓
ABDUL CASSIM	CATERPILLAR INC.	cassim_abdul_h@CAT.COM	✓

AGC REPORT TO THE TEST MONITORING BOARD

June, 2003

To

December, 2003

December 8, 2003

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 |

No changes in membership since our last meeting.

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 recommendations of the administration for presentation to the board.**

AGC Semi-Annual Report

TMC Fiscal Performance - FY 2003

- Fiscal 2002 actual performance -\$281,647
- Forecast for FY 2003 -195,000
- Fiscal 2003 performance to date
 - Through October, 2003 +\$ 42,514

AGC Semi-Annual Report

TMC Fiscal Performance - FY 2003

Line Item	2003 Budget	2003 Projected
Salaries	\$862,000	\$860,000
Temporary Help	\$20,000	\$9,000
Benefits	\$231,000	\$237,000
Overhead	\$580,000	\$578,000
Travel	\$75,000	\$83,000
Telephone	\$22,000	\$22,000
Office Supplies	\$22,000	\$22,000
Reference Oils	\$50,000	\$50,000
Capital	\$22,000	\$22,000
Contract Services	\$43,000	\$43,000
Lab Supplies	\$25,000	\$25,000
Training & Education	\$15,000	\$15,000
Procedure Rewrites	\$15,000	\$15,000
Audit	\$19,000	\$19,000
Total Expenses	\$2,001,000	\$2,000,000
Revenues	\$1,806,000	\$1,943,000
Revenue-Expense	(\$195,000)	(\$57,000)
Interest	\$45,000	\$20,000
Reserves	\$2,766,000	\$2,722,000
Months Reserve	16.6	16.3

AGC Semi-Annual Report

TMC Financial - History

	1998	1999	2000	2001	2002
Revenues					
Test fees	\$1,400,077	\$1,868,069	\$1,785,950	\$1,861,653	\$1,297,297
Reference oil sales	\$606,592	\$418,274	\$504,629	\$498,542	\$309,600
Interest income	\$66,580	\$71,428	\$115,943	\$96,333	\$36,685
Donated oils	\$23,360	\$43,943	\$82,073	\$10,620	\$31,403
Total	\$2,096,609	\$2,401,714	\$2,488,595	\$2,467,148	\$1,674,985
Expenses					
Salaries	\$830,798	\$787,220	\$805,000	\$802,572	\$832,970
Fringe benefits	\$198,911	\$193,813	\$215,836	\$215,389	\$216,060
Rental and overhead charges	\$553,676	\$511,918	\$548,816	\$555,894	\$584,240
Operating expenses	\$318,210	\$322,615	\$271,138	\$224,866	\$231,118
Depreciation	\$64,910	\$62,494	\$59,945	\$24,870	\$23,376
Professional and outside services	\$35,145	\$32,010	\$27,022	\$32,933	\$18,700
Cost of oil sold	\$94,456	\$85,912	\$70,317	\$80,861	\$50,168
Obsolete oil inventory expense	\$1,443	\$0	\$0	\$19,700	\$0
Total	\$2,097,549	\$1,995,982	\$1,998,074	\$1,957,085	\$1,956,632
Revenues - Expenses	(\$940)	\$405,732	\$490,521	\$510,063	(\$281,647)
Reserves	\$1,617,562	\$2,130,499	\$2,612,126	\$3,169,290	\$2,759,186
Months Reserve	9.3	12.8	15.7	19.4	16.9

AGC Semi-Annual Report

TMC Forecast - FY 2004 - 2006

Line Item	2004	2005	2006
Salaries	\$888,000	\$915,000	\$942,000
Temporary Help	\$10,000	\$10,000	\$10,000
Benefits (28.28%)	\$254,000	\$262,000	\$269,000
Overhead	\$599,000	\$616,000	\$633,000
Travel	\$75,000	\$75,000	\$75,000
Telephone	\$22,000	\$22,000	\$23,000
Office Supplies	\$22,000	\$22,000	\$23,000
Reference Oils	\$50,000	\$50,000	\$50,000
Capital	\$20,000	\$20,000	\$20,000
Contract Services	\$42,000	\$43,000	\$43,000
Lab Supplies	\$25,000	\$26,000	\$26,000
Training & Education	\$15,000	\$15,000	\$15,000
Procedure Rewrites	\$15,000	\$15,000	\$15,000
Audit	\$19,000	\$20,000	\$20,000
Total Expenses	\$2,056,000	\$2,111,000	\$2,164,000
Revenues	\$2,017,000	\$2,115,000	\$2,170,000
Revenue-Expense	(\$39,000)	\$4,000	\$6,000
Interest	\$20,000	\$20,000	\$20,000
Reserves	\$2,703,000	\$2,727,000	\$2,753,000
Months Reserve	15.8	15.5	15.3
Fee Increases	None	None	None
New Tests	CI-4+	PC-10	PC-10
Reg. FT Headcount	17	17	17

AGC Semi-Annual Report

TMC Forecast - FY 2004 - Assumptions

- **Inflation 2.0%**
- **Salary increases - 3.0%**
- **Benefits (fringe) - 28.28%**
 - **Note this is up from 26.2 %**
- **Continued participation in new tests**
- **Minimum 6 months reserve at all times**
- **GF-4 2003/2004**
- **CI-4+ 2003/2004**
- **PC-10 2005/2006**

AGC Semi-Annual Report

TMC Forecast - FY 2004 - Income

Test Area	No.	Test Fees	Oil Sales	Totals
Sequence III F/III G	48	\$118,080	\$11,136	\$129,216
Sequence IV A	26	\$63,960	\$6,032	\$69,992
Sequence V G	35	\$86,100	\$6,090	\$92,190
Sequence VI B	170	\$418,200	\$49,300	\$467,500
Sequence VIII	15	\$36,900	\$1,740	\$38,640
1M-PC	18	\$44,280	\$15,660	\$59,940
1K/1N	11	\$27,060	\$9,570	\$36,630
1P	8	\$19,680	\$6,960	\$26,640
1R	7	\$17,220	\$6,090	\$23,310
C-12	16	\$39,360	\$27,840	\$67,200
6V92TA	2	\$4,920	\$4,872	\$9,792
T-8/T-8E	11	\$27,060	\$22,330	\$49,390
RFWT	1	\$2,460	\$406	\$2,866
T-9	1	\$2,460	\$2,320	\$4,780
T-10	11	\$27,060	\$25,520	\$52,580
T-11	48	\$118,080	\$77,952	\$196,032
M11	3	\$7,380	\$3,480	\$10,860
M11 EGR	9	\$22,140	\$10,440	\$32,580
ISM	13	\$31,980	\$18,850	\$50,830
EOAT	1	\$2,460	\$696	\$3,156
Two-Stroke	12	\$29,520	\$2,784	\$32,304
Bench Tests	1850	\$190,000	\$46,000	\$236,000
Gears	460	\$280,000	\$20,000	\$300,000
ELAS/DFLUB	0	\$0	\$20,000	\$20,000
L-37 Rater Cal.	0	\$5,000	\$0	\$5,000
Totals	2776	\$1,621,360	\$396,068	\$2,017,428

AGC Semi-Annual Report

Additional Revenue Streams

■ ACC/CEC registration

- Contract with RSI is up for renewal - end of 2004**
- If competitive bid is released TMC positioned to bid on this work.**
- If tender includes only North American test registration, then ASTM has preliminarily responded (not officially) that it probably fits within the charter.**
- If tender includes both North American and European test registration then much more review is needed.**

AGC Semi-Annual Report

Additional Revenue Streams

■ ACC/CEC registration

- Contract with RSI is up for renewal - end of 2004**
- If competitive bid is released TMC positioned to bid on this work.**
- ASTM preliminary position (not official)**
 - » If bid package involves only North American ASTM Test registration, then they see no problems in the TMC bidding.**
 - » If the bid package involves both North American ASTM and European CEC test registration, then there still may not be any problem as long as there is no perception of ASTM promoting European standards to the detriment of ASTM standards.**

AGC Semi-Annual Report

Action Items

- **Approval of this report**
- **Approval of the TMC Budget for FY 2004**



Test Monitoring Center

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

MEMORANDUM: 03-122
DATE: December 2, 2003
TO: Mr. Gordon Farnsworth, ASTM Test Monitoring Board Chairman
FROM: Frank M. Farber
SUBJECT: Data Communications Committee Report

The Data Communications Committee (DCC) has not met since the June 2003 ASTM meetings. One teleconference was conducted on June 18, 2003. The following is a brief summary of items addressed during the call along with other DCC related events, objectives and action items:

- The Committee approved the Secure Socket Layer (SSL) protocol developed by the SSL Standardization Subcommittee.
- The Committee addressed implementing the Technical Guidance Committee recommendation of adding the ACC conformance statement to appropriate test area report packets.
- This period, 94% of the tests reported to the TMC were received via the DCC Electronic Test Report Transmission Model.
- The TMC has completed its transition to supplying the industry with pdf fillable report forms.
- At the present time, the only DCC objective is to beta test all report packet revisions.
- Action Items: None at this time.

Future meeting schedule: None planned (Chairman will determine need to meet)

FMF/fmf

c: J. L. Zalar

ftp://ftp.astmtmc.cmu.edu/docs/Data_Communications_Committee/tmb_reports/astm_200310.pdf

**Test Monitoring Center**6555 Penn Avenue
Pittsburgh, PA 15206-4489
(412) 365-1000

MEMORANDUM: 03-116

DATE: November 7, 2003

TO: Gordon Farnsworth, Chairman, ASTM Test Monitoring Board

FROM: John L. Zalar

SUBJECT: ASTM TMC Semiannual Report

ADMINISTRATIVE/FINANCIAL

The ASTM Board of Directors approved the 2004 Test Monitoring Center budget and three-year financial plan on October 28, 2003. 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.

INFORMATION LETTERS

The following 21 information letters have been issued by the TMC since my last report.

<u>Information Letter</u>	<u>Date Issued</u>
Sequence IIIF No. 03-1	07/18/03
Sequence IIIF No. 03-2	08/12/03
Sequence IIIG No. 03-1	08/19/03
Sequence IIIG No. 03-2	09/09/03
Sequence IIIG No. 03-3	09/23/03
Sequence VG No. 03-3	09/05/03
Sequence VIB No. 03-3	08/15/03
M11 No. 03-1	08/26/03
M11EGR No. 03-1	10/03/03
T-10 No. 03-2	09/08/03
L-33-1 No. 03-1	05/07/03
L-33-1 No. 03-2	09/16/03
L-37 No. 03-4	10/09/03
L-42 No. 03-3	09/15/03
L-60-1 No. 03-3	05/06/03
L-60-1 No. 03-4	08/01/03
L-60-1 No. 03-5	09/29/03
HTCT No. 03-1	09/16/03
BRT No. 03-2	07/22/03

<u>Information Letter</u>	<u>Date Issued</u>
CBT No. 03-1	09/22/03
HTCBT No. 03-1	09/22/03

All of these letters are on the regular Fall Subcommittee B information letter ballot. There were no pre-balloted information letters during the past six months.

REFERENCE OILS RECEIVED

The following reference oils were received and processed by the TMC during the period from May 1, 2003 to October 31, 2003.

<u>Test Type</u>	<u>Oil Code</u>	<u>Quantity (gallons)</u>
L-37	L37LT1*	10
L-37	L37LT2*	10
1P, 1R, M11, T-9, RFWT, EOAT	1005-2	1500

* Oils being evaluated for use as reference oils for the L-37

During this same time period, the TMC made 247 shipments of reference oils containing a total of 1,690 individual oil samples.

REFERENCE OIL BOOKLET

An updated version of the booklet entitled *ASTM Reference Oils* is now available on the TMC web site at ftp://astmtmc.cmu.edu/docs/ASTM_Reference_Oils_2003.pdf.

CALIBRATION TEST REPORTING

During the period from May 1, 2003 to October 31, 2003, 1451 calibration tests were reported to the TMC. Also, during this same period, 94% of all tests reported to the TMC were transmitted electronically.

NEW TMC MONITORED TESTS

During the past six months, the TMC started monitoring the Sequence IIIG and T-11 tests. These tests have been added to the LTMS. The recently defined IIIGA, which provides for reporting of MRV results associated with each IIIG test, is now being incorporated into the LTMS. Other new tests anticipated include the Caterpillar C-12 and the Cummins ISM.

TMC COMPUTER SYSTEM ENHANCEMENTS

Several significant changes have been made to the Test Monitor Center computer system over the last few months. As of October 2003, the migration from Windows NT Server to Windows 2000 Server was completed. This migration has resulted in a more secure mail system and improved backup capability through data file replication. In connection with this work, the TMC web page was moved from our oldest Windows server to a faster, more reliable server. At the same time, the Windows file storage capacity has been increased by a factor of 10. In addition to the Windows server changes, all production telecom processing was moved from our oldest UNIX server to a newer, faster UNIX server. Additional memory and drive capacity will be added to the newest UNIX server before the end of the year to improve data base transaction speed and allow for increased data storage. Current active onsite servers consist of two Windows 2000 and two UNIX servers.

From a software standpoint, the transition to creating report forms and data entry screens via pdf format is completed. All that remains is to improve form access time and reliability. These improvements should be finished by the end of the year.

By the end of this year, the TMC will have offsite backup of its main database and distributed file system. A Windows server will be housed in a pass code secure room located in Carnegie Mellon's Cyert Hall and maintained with the assistance of the university computer services group. This system will prevent loss of critical systems in the event of a catastrophe at the TMC office building.

To provide industry with increased flexibility and to augment the current TMC oil assignment process, the TMC will develop an on-line oil assignment request form that can be accessed via a web browser. This should be available by the end of the 1st quarter of 2004. Other plans for next year include the study of migrating the UNIX based database to a Windows platform for improved speed, user friendliness and cost savings.

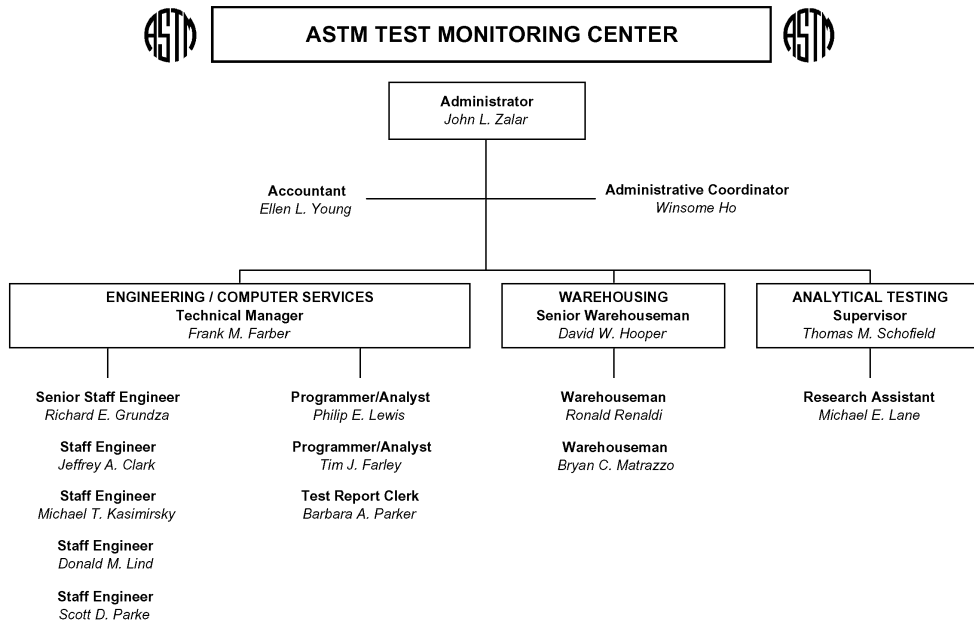
JLZ/jlz/mem03-116.jlz.doc

Attachment

c: ASTM Test Monitoring Board

ftp://astmtmc.cmu.edu/docs/test_monitoring_board/TMC-12-2003.pdf

Attachment A



**D02.B BALLOT RESULTS
(Ballot 03-07)**

<p>TMC Information Letters TMB Elections Closing Date: November 17, 2003</p>

Ballot Responses

Return (Voting Members Only) = 33/49 (67%)

	Approve	Disapprove	Abstain
<u>TMC Information Letters</u>			
1. Sequence IIIF Letter No. 03-1	45	0	23
2. Sequence IIIF Letter No. 03-2	44	0	24
3. Sequence IIIG Letter No. 03-1	44	0	24
4. Sequence IIIG Letter No. 03-2	45	0	23
5. Sequence IIIG Letter No. 03-3	46	0	22
6. Sequence VG Letter No. 03-3	41	0	27
7. Sequence VIB Letter No. 03-3	44	0	24
8. M11 Letter No. 03-1	42	0	26
9. M11EGR Letter No. 03-1	41	0	27
10. T-10 Letter No. 03-2	42	0	26
11. L-33-1 Letter No. 03-1	41	0	27
12. L-33-1 Letter No. 03-2	42	0	26
13. L-37 Letter No. 03-4	41	0	27
14. L-42 Letter No. 03-3	42	0	26
15. L-60-1 Letter No. 03-3	41	0	27
16. L-60-1 Letter No. 03-4	41	0	27
17. L-60-1 Letter No. 03-5	42	0	26
18. HTCT Letter No. 03-1	45	0	23
19. BRT Letter No. 03-2	41	0	27
20. CBT Letter No. 03-1	45	0	23
21. HTCBT Letter No. 03-1	45	0	23
<u>TMB Elections</u>			
22. Gordon Farnsworth, Producer	51	0	17
23. Lew Williams, Producer	51	0	17
24. Greg Shank, User	51	0	17
25. Abdul Cassim, User	50	0	18

Comments

None