

ASTM TEST MONITORING BOARD MEETING

December 4, 2006

Hilton Hotel

Lake Buena Vista, Florida

CALL TO ORDER

ASTM D02.B0.08, the Test Monitoring Board, met on Monday, December 4, 2006 at 5:00 p.m. in Salon I of the Hilton at Lake Buena Vista, Florida. There were six voting members, two non-voting members, and two visitors present. The attendance roster is shown in Attachment A. The meeting was chaired by Vice-Chairman Andy Ritchie. Minutes from the June 26, 2006 meeting were approved.

MEMBERSHIP

A special TMB election held to replace Robert Stockwell and Abdul Cassim resulted in the election of Mike Riley of Ford and Hind Abi-Akar of Caterpillar. The Subcommittee B ballot for the regular fall TMB elections is expected to be issued shortly.

The TMB held an election of officers. Andy Ritchie was elected Chairman and Chris Castanien was elected Vice-Chairman.

ADMINISTRATIVE GUIDANCE COMMITTEE

John Zalar presented the Administrative Guidance Committee report for Tom Cousineau (see Attachment B). Chris Castanien will replace Tom Cousineau as AGC chairman, effective January 1, 2007. Tom Cousineau will remain a member of the AGC.

It is projected that the TMC will end its 2006 fiscal year at break-even to slightly positive for revenue minus expense.

The TMC 2007-2009 budget plan was developed by the Administrative Guidance Committee and approved by the TMB and the ASTM Board of Directors. The budget plan projects a deficit of \$-234,000 in 2007. The AGC recommended an increase of 3.45% in reference test fees and an increase of 4.41% in reference oil fees to partially cover the projected deficit. It was proposed that the remainder of the deficit be covered by TMC reserve funds. Current reserve funds are three times (18 months) the minimum (6 months) that the TMB has committed to maintain. The TMB approved the proposed fee increases and draw-down of reserve funds for 2007.

TECHNICAL GUIDANCE COMMITTEE

It was reported that the Technical Guidance Committee had not met since the last TMB meeting. The TMB reaffirmed its request that the TGC develop a document describing "best practices for lubricant test development".

DATA COMMUNICATIONS COMMITTEE

John Zalar presented the DCC report for Frank Farber (see Attachment C). The DCC has not met during the past six months. The only current activity of the DCC is beta testing of report packet revisions.

TEST MONITORING CENTER

The TMC report is shown in Attachment D. TMC staffing remains at 13 full-time employees. Thirteen information letters were issued by the TMC and were balloted within Subcommittee B. There were no negative votes and no comments. The TMC has received a one-year renewal of the contract with CRC to serve as the coordinator for CRC deposit/distress rating workshops. Monitoring of D874, Sulfated Ash, is expected to be operational by January 2007. It appears that there will be only two or three labs participating in an ongoing TMC monitoring program for D874. With each lab calibrating twice each six-month period, the TMC will likely have only 4-6 test results per report period for monitoring precision and bias.

BALLOTS

John Zalar reported that thirteen TMC information letters had been balloted within Subcommittee B. No disapprove votes or comments were received.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Joe Franklin requested TMB approval for the assignment of D4485 maintenance to Section 10 on Standards Acceleration. This would mean that facilitators could be paid by the TMC for time spent processing revisions to D4485. After some discussion, the TMB approved the request.

NEXT MEETING

The next meeting is scheduled for June 18, 2007 in Miami Beach, Florida.

ADJOURNMENT

The meeting was adjourned at approximately 5:45 pm for an executive session.

Respectfully submitted,



John L. Zalar, Secretary
ASTM Test Monitoring Board

JLZ/jlz

Attachments

ASTM TEST MONITORING BOARD MEETING

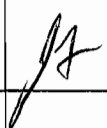
December 4, 2006

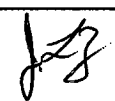
Hilton - Walt Disney World Resort
Lake Buena Vista, FL


Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Hind Abi-Akar	Caterpillar, Inc. Old Galeena Road Building H3000 Mossville, IL 61552-3000	Phone: (309) 578-9553 e-mail: abi-akar_hind@cat.com FAX: (309) 578-1485	
Chris Castanien	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092	Phone: (440) 347-2973 e-mail: cca@lubrizol.com FAX: (440) 944-8112	
Thomas Cousineau AGC Chairman	Afton Chemical Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6282 e-mail: tom.cousineau@aftonchemical.com FAX: (804) 788-6244	
Heather DeBaun	International Truck & Engine Corp 10400 W. North Avenue Melrose Park, IL 60160	Phone: (708) 865-3788 e-mail: heather.debaun@nav-international.com FAX: (708) 865-4169	HD
Hannah Murray	Toyota Technical Center USA 2350 Green Road Ann Arbor, MI 48105	Phone: (734) 995-3762 e-mail: hannah.murray@tema.toyota.com FAX: (734) 995-9049	
Norbert Nann	Nann Consultants, Inc. 59 Edgehill Drive Wappingers Falls, NY 12590	Phone: (845) 297-4333 e-mail: norbnann1@aol.com FAX: (845) 297-4333	NAN
Mike Riley	Ford Motor Company 21500 Oakwood Boulevard POEEE Building, Mail Drop #44 Dearborn, MI 48124-4091	Phone: (313) 390-3059 e-mail: mriley2@ford.com FAX: (313) 845-3169	
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Non-Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
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NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
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Robert Stockwell RFWT	ConocoPhillips Company RW 4573 P.O. Box 1267 1000 South Pine Street Ponca City, OK 74602-1267	Phone: (580) 767-6894 e-mail: robert.t.stockwell@conocophillips.com FAX: (580) 767-4534	
Stefan Von Lukawiecki D5800, D6417	Safety-Kleen Canada, Inc. 300 Woolwich Street South Breslau, Ontario N0B 1M0 CANADA	Phone: (519) 648-2291 e-mail: svonluka@safety-kleen.com FAX: (519) 648-2033	
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John Zalar TMC	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	



AGC Semi-Annual Report to the Test Monitoring Board

June 2006

To

December 2006

December 4, 2006

[AGC Membership]

- Tom Cousineau Afton Chemical (Chair)
- Chris Castanien Lubrizol
- John Glaser Intertek Automotive Research
- Ben Weber Southwest Research Institute
- Mary Graham ConocoPhillips
- Ken Pearson ASTM
- John Zalar TMC (Non-Voting)

[Chair and Membership Changes]

- Chris Castanien will replace Tom Cousineau as chair, effective January 1, 2007
- Tom Cousineau will remain on the AGC

[AGC Responsibilities]

- Advise the TMC Administrator on general business activity
- Advise the TMC Administrator in finalizing the annual budget, manpower requests and contract recommendations
- Prepare an annual evaluation and salary recommendations of the TMC Administrator and Staff for presentation to the Board

TMC Fiscal Performance

Seven-year History

■ Fiscal Year 1999	\$405,732
■ Fiscal Year 2000	\$490,521
■ Fiscal Year 2001	\$510,063
■ Fiscal Year 2002	-\$281,647
■ Fiscal Year 2003	-\$182,640
■ Fiscal Year 2004	-\$205,293
■ Fiscal Year 2005	\$125,648

FY 2006 TMC Performance

Projected

- FY 2006 ends January 31, 2007
- Estimated breakeven-to-slightly positive performance (including interest)
- November forecast, compared to August forecast, projects lower expenses and lower revenues

FY 2006 TMC Performance

Projected

	August 2006 <u>Projection</u>	November 2006 <u>Projection</u>
Total Expenses	\$1,766,000	\$1,720,000
Revenues	\$1,778,000	\$1,700,000
Revenue-Expense	\$12,000	(\$20,000)
Interest	\$110,000	\$110,000
Reserves	\$2,709,000	\$2,661,000
Months Reserve	18.4	18.6

TMC Forecast – FY 2007

Assumptions

- Inflation, 4.0%
- Salary increases, 3.0% (2007, 2008, 2009)
- Benefits (fringe)
 - 30.0% (2007)
 - 30.5% (2008)
 - 31.0% (2009)
- Continued participation in new tests
- Minimum six-months reserve at all times

- Sequence VID Testing to begin, 2008
- ILSAC GF-5 Testing to begin, 2009

2007-2009 TMC Budget Plan

Line Item	2007	2008	2009
Salaries	\$823,000	\$848,000	\$873,000
Temporary Help	\$5,000	\$5,100	\$5,200
Benefits (29.5%)	\$248,000	\$260,000	\$272,000
Overhead	\$547,000	\$565,000	\$584,000
Travel	\$50,000	\$51,500	\$53,000
Telephone	\$18,000	\$18,400	\$18,800
Office supplies	\$12,000	\$12,300	\$12,600
Reference Oils	\$25,000	\$25,000	\$25,000
Capital	\$13,000	\$14,000	\$15,000
Contract Services	\$27,000	\$27,500	\$28,000
Lab Supplies	\$25,000	\$25,500	\$26,000
Training & Education	\$4,000	\$4,100	\$4,200
Procedure Rewrites	\$10,000	\$10,200	\$10,400
CRC Workshops	\$6,000	\$6,200	\$6,400
Audit	\$17,000	\$17,500	\$18,000
Total Expenses	\$1,830,000	\$1,890,300	\$1,951,600
Revenues	\$1,486,000	\$1,900,000	\$1,900,000
Revenue-Expense	(\$344,000)	\$9,700	(\$51,600)
Interest	\$110,000	\$110,000	\$110,000
Reserves	\$2,475,000	\$2,595,000	\$2,653,000
Months Reserve	16.2	16.5	16.3
Fee Adjustments (+/-)	As Needed	As Needed	As Needed
New Tests		VID	GF-5
Regular FT Headcount	13	13	13

[Address the FY 2007 Shortfall]

- A shortfall of \$234,000 (including interest) is forecast for FY 2007
- The AGC recommends an increase in TMC fees to partially cover this shortfall
 - Increases will be effective January 1, 2007
- Note, TMC fees were last increased in August 2005

Proposed TMC Fee Increases

- Raise Test Fees from \$2,900 to \$3,000 per test
 - 3.45% increase
 - Total estimated increase, \$41,400
- Raise Oil Fees from \$68 to \$71 per gallon
 - 4.41% increase
 - Total estimated increase, \$12,100
- Total estimated fee increases, \$53,500 (3.63%)

[Action Items]

- Approval of this report
 - Change in chair
- Approval of the AGC recommendation for TMC fee increases



Test Monitoring Center

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

MEMORANDUM: 06-095
DATE: November 28, 2006
TO: ASTM Test Monitoring Board
FROM: Frank M. Farber
SUBJECT: Data Communications Committee Report

The Data Communications Committee (DCC) has not met since the December 2001 ASTM meetings. At the present time, the only DCC objective is to beta test all report packet revisions.

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_200610.pdf



Test Monitoring Center

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

MEMORANDUM: 06-083
DATE: November 7, 2006
TO: ASTM Test Monitoring Board
FROM: John L. Zalar
SUBJECT: ASTM TMC Semiannual Report

ADMINISTRATIVE/FINANCIAL

The 2007 Test Monitoring Center budget and three-year financial plan was submitted to the ASTM Board of Directors for approval. Details of the 2007 budget, the three-year plan, and 2006 TMC financial performance 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 13 full-time employees. The current TMC organizational chart is shown in Attachment A.

INFORMATION LETTERS

The following 13 information letters have been issued by the TMC during the past six months.

<u>Information Letter</u>	<u>Date Issued</u>
Sequence IIIF No. 06-2	08/18/06
Sequence IIIF No. 06-3	10/03/06
Sequence IIIG No. 06-2	08/18/06
Sequence IIIG No. 06-3	10/03/06
Sequence VG No. 06-1	06/16/06
RFWT No. 06-1	07/18/06
T-11 No. 06-3	07/03/06
L-33-1 No. 06-2	08/23/06
L-33-1 No. 06-3	10/09/06
L-42 No. 06-2	05/17/06
L-42 No. 06-3	07/13/06
L-60-1 No. 06-1	07/11/06
L-60-1 No. 06-2	10/11/06

All of these letters are on the regular fall Subcommittee B information letter ballot (Ballot 06-7). The results of this ballot will be reported at the December ASTM meetings.

OTHER BALLOT ITEMS

A special TMB election was the subject of Subcommittee B Ballot 06-6. Mike Riley and Hind Abi-Akar were the nominees to serve the remaining terms of Robert Stockwell and Abdul Cassim, respectively. The results of this ballot will be reported at the December ASTM meetings.

As of the date of this report, the nominees for the regular fall TMB election have not yet been finalized by the TMB Nominating Committee. Once the slate of nominees has been determined, a Subcommittee B ballot will be issued to confirm their two-year terms as voting members of the TMB (January 1, 2007 through December 31 2008).

CRC CONTRACT

On August 4, 2006, the TMC contract with CRC to organize and conduct the CRC Deposit/Distress Workshops was renewed for another year. Scott Parke continues to serve as the workshop coordinator. The scope of work includes organizing two rating workshops, one diesel and one gasoline, as well as the associated data handling and follow-up reporting. The latest workshop was the Diesel Rating Workshop held in San Antonio during the first week of October.

SULFATED ASH MONITORING STATUS

The D874 Surveillance Panel has been formed under the bench test section, D02.B0.07. The surveillance panel has been meeting every other week by teleconference to discuss ongoing issues. A monitoring model has been selected as a laboratory level system where participating labs will have to run a successful TMC blind reference oil to calibrate the lab for 90 days. Additionally, a daily check sample will be run internally by the labs. The TMC will distribute all reference oils, including the check sample oil. A data reporting package is under final review and is currently being beta tested by the Data Communications Committee.

A round robin for reference oil selection is well underway with nine laboratories participating. Six oils will each be run three times by each laboratory. The TMC will evaluate the data once it is all reported. The surveillance panel will then decide if the data is precise enough for selecting reference oils and calculating targets and acceptance bands.

It appears that there will be only two or three labs participating in an ongoing TMC monitoring program for D874. With each lab calibrating only twice each six-month report period, the TMC will likely have only 4-6 test results per report period for monitoring precision and bias.

ASTM/CMU CONTRACT RENEWAL STATUS

The contract between ASTM and Carnegie Mellon University is scheduled to expire on January 31, 2007. A draft renewal contract has been requested. The latest feedback from the Provost's Office is that Carnegie Mellon University will draft an amendment to the current CMU/ASTM contract that will extend the contract and all of its provisions for another five years, February 1, 2007 through January 31, 2012. As of the date of this report, the draft amendment has not yet been received.

REFERENCE OILS RECEIVED / SHIPPED

The following reference oils were received and processed by the TMC during the period from May 1, 2006 to October 31, 2006.

<u>Test Type</u>	<u>Oil Code</u>	<u>Quantity (gallons)</u>
D6078, D6079	DFA6*	55
Sequence VIII	705	110
D874	91	5
T-11	820-3	2750

* Lubricity reference fluid

Oil 820-3 was provided in multiple batches and was, therefore, homogenized into a single blend at the TMC.

During this same time period, the TMC made 219 shipments of reference oils containing a total of 1659 individual oil samples.

CALIBRATION TEST REPORTING

During the period from May 1, 2006 to October 31, 2006, 1608 calibration tests were reported to the TMC. Also, during this same period, 97% of all tests reported to the TMC were transmitted electronically.

JLZ/jlz/mem06-083.jlz.doc

Attachment

c: ftp://astmtmc.cmu.edu/docs/test_monitoring_board/TMC-12-2006.pdf

Attachment A

