

## ASTM TEST MONITORING BOARD MEETING

December 3, 2007  
Hyatt Regency Phoenix  
Phoenix, Arizona

### **CALL TO ORDER**

ASTM D02.B0.08, the Test Monitoring Board, met on Monday, December 3, 2007 at 5:00 p.m. in the Cassidy room of the Hyatt Regency Phoenix in Phoenix, Arizona. There were eight voting members (Greg Shank held the proxy of Hannah Murray), four non-voting members, and three visitors present. The attendance roster is shown in Attachment A. Minutes from the June 18, 2007 meeting were approved.

### **MEMBERSHIP**

In the recent TMB elections, Chris Castanien, Andy Ritchie, Hind Abi-Akar, and Heather DeBaun were re-elected to two-year terms beginning January 1, 2008

### **ADMINISTRATIVE GUIDANCE COMMITTEE**

Chris Castanien presented the Administrative Guidance Committee report (see Attachment B). It is now projected that the TMC will end its 2007 fiscal year with positive performance for revenue minus expense. Reference testing activity has been higher than originally projected for 2007.

The TMC 2008-2010 budget plan was developed by the Administrative Guidance Committee and approved by the ASTM Board of Directors.

The TMC has been awarded a four-year contract to serve as the ACC Monitoring Agency and the ATC European Registration Centre. Since these new projects require a significant commitment of human resources, the TMC administrator requested approval to add two people to the TMC staff, one computer professional and one engineer. Acting on a recommendation from the Administrative Guidance Committee, the TMB unanimously approved the addition of the two new staff members.

The Administrative Guidance Committee will re-evaluate the 2008-2010 TMC budget plan, based on the changes in revenue and expenses resulting from the ACC/ATC projects and additions to the TMC staff. Revised budget plans are expected to be presented at the June 2008 TMB meeting.

### **TECHNICAL GUIDANCE COMMITTEE**

It was reported that the Technical Guidance Committee 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 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**

John Zalar presented the TMC report (see Attachment D). The TMC has received a contract, through 2008, with SAE to serve as the coordinator for SAE deposit/distress rating workshops. This is a continuation of the services that the TMC was previously providing to the CRC.

The monitoring of D 874 has commenced with three participating labs achieving calibration.

Carnegie Mellon University has verbally expressed a desire to renew the contract with ASTM through January 31, 2009.

## **BALLOTS**

John Zalar reported that eleven TMC information letters had been balloted within Subcommittee B. No negative votes were received. Two comments received were addressed.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

John Zalar informed the TMB that the TMC had responded to an invitation from the CEC to submit a bid to operate the CEC Test Monitoring System for European reference oil testing.

The TMC was contacted by a reference oil supplier about handling the storage and distribution of RL 233, a reference fluid used in D 7109.

The TMB had no objection to the TMC pursuing these projects.

## **NEXT MEETING**

The next meeting is scheduled for June 16, 2008 in Vancouver, British Columbia.

## **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 3, 2007  
Hyatt Regency Phoenix  
Phoenix, AZ

## Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
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Chris Castanien AGC Chairman	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092	Phone: (440) 347-2973 e-mail: <a href="mailto:cca@lubrizol.com">cca@lubrizol.com</a> FAX: (440) 944-8112	C
Heather DeBaun	International Truck & Engine Corp 10400 W. North Avenue Melrose Park, IL 60160	Phone: (708) 865-3788 e-mail: <a href="mailto:heather.debaun@nav-international.com">heather.debaun@nav-international.com</a> FAX: (708) <del>865-4160</del> 216-0680	HD
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Visitors

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BRAD CARTER	CHEVROLET ORONITE	BCGW@CHEVRON.COM 210-731-5603	X



# AGC Semi-Annual Report to the Test Monitoring Board

June 2007

To

December 2007

December 3, 2007

# [ AGC Membership ]

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



# [ 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 ]

■ 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
■ Fiscal Year 2006	\$124,141

# FY 2007 TMC Performance

## Projected

- FY 2007 ends January 31, 2008
- Estimated positive performance (including interest)
- November forecast, compared to August forecast, projects slightly higher expenses and significantly higher revenues

# FY 2007 TMC Performance

## Projected

	<b>August 2007 <u>Projection</u></b>	<b>November 2007 <u>Projection</u></b>
Total Expenses	\$1,753,000	\$1,784,000
Revenues	\$1,675,000	\$1,860,000
Revenue-Expense	(\$78,000)	\$76,000
Interest	\$135,000	\$135,000
Reserves	\$2,748,000	\$2,902,000
Months Reserve	18.0	19.0

# TMC Forecast – FY 2008

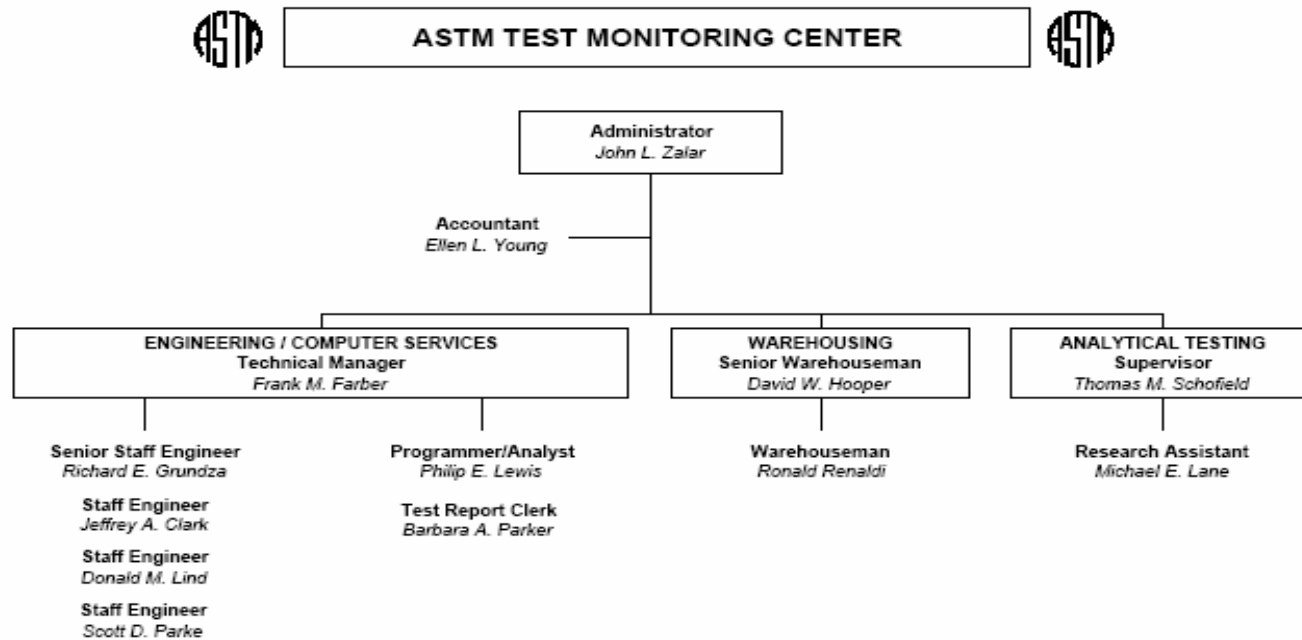
## Assumptions

- Inflation, 2.7%
- Salary increases, 3.0% (2008, 2009, 2010)
- Benefits (fringe)
  - 27.2% (2008)
  - 27.7% (2009)
  - 28.2% (2010)
- 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

# 2008-2010 TMC Budget Plan

Line Item	2008	2009	2010
<b>Salaries</b>	<b>\$848,000</b>	<b>\$873,000</b>	<b>\$899,000</b>
<b>Temporary Help</b>	<b>\$5,000</b>	<b>\$5,100</b>	<b>\$5,200</b>
<b>Benefits (27.2%)</b>	<b>\$232,000</b>	<b>\$243,000</b>	<b>\$255,000</b>
<b>Overhead</b>	<b>\$550,000</b>	<b>\$568,000</b>	<b>\$587,000</b>
<b>Travel</b>	<b>\$50,000</b>	<b>\$51,500</b>	<b>\$53,000</b>
<b>Telephone</b>	<b>\$15,000</b>	<b>\$15,400</b>	<b>\$15,800</b>
<b>Office Supplies</b>	<b>\$12,000</b>	<b>\$12,400</b>	<b>\$12,800</b>
<b>Reference Oils</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>Capital</b>	<b>\$13,000</b>	<b>\$13,400</b>	<b>\$13,800</b>
<b>Contract Services</b>	<b>\$25,000</b>	<b>\$25,500</b>	<b>\$26,000</b>
<b>Lab Supplies</b>	<b>\$25,000</b>	<b>\$25,800</b>	<b>\$26,600</b>
<b>Training &amp; Education</b>	<b>\$4,000</b>	<b>\$4,100</b>	<b>\$4,200</b>
<b>Procedure Rewrites</b>	<b>\$10,000</b>	<b>\$10,300</b>	<b>\$10,600</b>
<b>CRC Workshops</b>	<b>\$6,000</b>	<b>\$6,200</b>	<b>\$6,400</b>
<b>Audit</b>	<b>\$15,000</b>	<b>\$15,500</b>	<b>\$16,000</b>
<b>Total Expenses</b>	<b>\$1,835,000</b>	<b>\$1,894,200</b>	<b>\$1,956,400</b>
<b>Revenues</b>	<b>\$1,640,000</b>	<b>\$1,900,000</b>	<b>\$1,900,000</b>
<b>Revenue-Expense</b>	<b>(\$195,000)</b>	<b>\$5,800</b>	<b>(\$56,400)</b>
<b>Interest</b>	<b>\$135,000</b>	<b>\$135,000</b>	<b>\$135,000</b>
<b>Reserves</b>	<b>\$2,688,000</b>	<b>\$2,829,000</b>	<b>\$2,908,000</b>
<b>Months Reserve</b>	<b>17.6</b>	<b>17.9</b>	<b>17.8</b>
<b>Fee Adjustments (+/-)</b>	<b>As Needed</b>	<b>As Needed</b>	<b>As Needed</b>
<b>New Tests</b>	<b>VID</b>	<b>GF-5</b>	
<b>Reg. FT Headcount</b>	<b>13</b>	<b>13</b>	<b>13</b>

# TMC Organizational Chart



# Proposal to Increase Staffing

- TMC awarded 4 year contract to serve as ACC/ATC monitoring agency
  - Significant new revenue source
- Requires engineering & computer professional support
  - Request to hire 2 entry/near entry level personnel
    - Resources will support/improve existing TMC activities while TMC initiates Monitoring Agency
    - Cost of new hires expected to be less than new revenues
    - Will present new cost/revenue structure for Jun08 ASTM



# [ Action Items ]

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- Approval of this report
- Approval of the AGC recommendation for additional TMC staff
  - One engineer
  - One computer professional



Test Monitoring Center

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

MEMORANDUM: 07-088  
DATE: November 30, 2007  
TO: ASTM Test Monitoring Board  
FROM: Frank M. Farber  
SUBJECT: Data Communications Committee Report

The Data Communications Committee (DCC) has not met during the past six months. 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\\_200710.pdf](ftp://ftp.astmtmc.cmu.edu/docs/Data_Communications_Committee/tmb_reports/astm_200710.pdf)



## Test Monitoring Center

6555 Penn Avenue  
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(412) 365-1000

MEMORANDUM: 07-071  
DATE: November 9, 2007  
TO: ASTM Test Monitoring Board  
FROM: John L. Zalar  
SUBJECT: ASTM TMC Semiannual Report

### **ADMINISTRATIVE/FINANCIAL**

The 2008 Test Monitoring Center budget and three-year financial plan was submitted to the ASTM Board of Directors and was approved in late October. Details of the 2008 budget, the three-year plan, and 2007 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 11 information letters have been issued by the TMC during the past six months.

<u>Information Letter</u>	<u>Date Issued</u>
Sequence IIIF No. 07-2	05/21/07
Sequence IIIG No. 07-2	06/05/07
Sequence VIB No. 07-1	08/06/07
ISM No. 07-3	08/08/07
T-8 No. 07-2	06/27/07
T-12 No. 07-2	05/03/07
L-33-1 No. 07-3	05/25/07
L-37 No. 07-1	07/16/07
L-42 No. 07-1	05/09/07
OSCT No. 07-1	09/01/07
EOEC No. 07-1	08/27/07

All of these letters are on the regular fall Subcommittee B information letter ballot (Ballot 07-7). The results of this ballot will be reported at the December ASTM meetings.

## **TMB ELECTIONS**

The TMB elections were also included on Subcommittee B Ballot 07-7. The nominees included Andy Ritchie, Chris Castanien, Hind Abi-Akar, and Heather DeBaun. All are current voting members of the TMB eligible for re-election to new two-year terms. The results of the election will be reported at the December ASTM meetings.

## **RATER WORKSHOP CONTRACT**

Earlier this year, the CRC decided that they no longer wished to be involved in organizing and conducting industry rater workshops. SAE has now assumed this responsibility. On September 18, 2007, the TMC was awarded a contract by SAE to organize and conduct the SAE Deposit/Distress Workshops in a manner similar to the CRC workshops. Scott Parke continues to serve as the workshop coordinator. The scope of work includes organizing two rating workshops per year, 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 November.

## **D 874 SULFATED ASH MONITORING STATUS**

On June 18, 2007, Section D02.B0.07 gave the approval for TMC monitoring of D874 to commence per the request of the Heavy Duty Classification Panel. The current TMC reference oils are 90, 91 and 830-2. Three labs requested TMC reference oils to participate. The first calibration test was completed on 7/27/2007. Three laboratories are participating and have successfully calibrated.

## **ASTM/CMU CONTRACT**

The current one-year contract between ASTM and Carnegie Mellon University is scheduled to expire on January 31, 2008. Carnegie Mellon University has verbally expressed a desire to renew the contract for another year. This renewal is likely to only require a contract addendum that changes the expiration date to January 31, 2009.

## **ACC/ATC CONTRACT AWARDED TO TMC**

On September 27, 2007, the TMC was informed by the American Chemistry Council that our proposal to serve as the ACC Monitoring Agency and ATC European Registration Centre was accepted and that the TMC would be awarded a four-year contract. An agreement between ACC and ASTM International (on behalf of the TMC) covering the three-month transitional period of October, November, and December 2007 was signed on November 2, 2007. This agreement defines the work tasks that must be performed in transferring this project from the current contractor to the TMC, such that the ACC MA and ATC ERC can be up and running at the TMC on January 1, 2008. This work has been underway since the beginning of October and is progressing smoothly and on schedule. Now that the transitional contract has been signed and the TMC is bound by the appropriate confidentiality requirements, the very important steps of transferring existing data and other records from the current contractor to the TMC can begin.

The main contract covering the period beginning January 1, 2008 through December 31, 2011 is in the final stages of preparation, with both ACC and ASTM International in agreement on the contract language. It is expected that this contract will be signed within the next couple of weeks.

This project adds a significant new source of revenue for the TMC and represents an industry-related diversification of the center's activities, both long-standing goals of the TMB. The significant commitment of existing staff made to this new project will impact future staffing requirements of the center. A description of these impacts along with future TMC staffing recommendations will be presented to the TMB at the December 3, 2007 meeting as part of the Administrative Guidance Committee report.

### REFERENCE OILS RECEIVED / SHIPPED

The following reference oils were received and processed by the TMC during the period from May 1, 2007 to October 31, 2007.

<u>Test Type</u>	<u>Oil Code</u>	<u>Quantity (gallons)</u>
D6078, D6079	DFA7*	55
D6078, D6079	DFB7*	55
ISB	831-1	1300
L-37	134	165
VID	VID-L	100
Multi-cylinder Diesel	PC10C-1**	495
Gears	SSCT1***	40
Gears	SSCT2***	40
Gears	SSCT3***	40
Gears	SSCT4***	40
Gears	SSCT5***	40
Gears	SSCT6***	40

\* Lubricity reference fluid

\*\* Re-blend of PC10C per special request of BOI/VGRA Task Force

\*\*\* Storage Solubility and Compatibility Oils transferred from SAE

During this same time period, the TMC made 219 shipments of reference oils containing a total of 1858 individual oil samples.

### CALIBRATION TEST REPORTING

During the period from May 1, 2007 to October 31, 2007, 1448 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/mem07-071.jlz.doc

Attachment

c: ftp://astmtmc.cmu.edu/docs/test\_monitoring\_board/TMC-12-2007.pdf

Attachment A

