

ASTM TEST MONITORING BOARD MEETING

June 22, 2009

Norfolk Waterside Marriott
Norfolk, Virginia

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CALL TO ORDER

ASTM D02.B0.08, the Test Monitoring Board, met on Monday, June 22, 2009 at 5:00 p.m. in the Marriott Ballroom II of the Norfolk Waterside Marriott in Norfolk, Virginia. There were seven voting members (Dan Arcy represented Matt Urbanak), three non-voting members, and nine visitors present in person or via conference phone. The attendance roster is shown in Attachment A. Minutes from the December 8, 2008 meeting were approved.

MEMBERSHIP

The TMB voting membership was reviewed and is shown in Attachment B.

ADMINISTRATIVE GUIDANCE COMMITTEE

Chris Castanien presented the Administrative Guidance Committee report (see Attachment C). The TMC ended FY 2008 with revenue minus expense of \$+71,000. FY 2009 financial performance is projected to yield a surplus of \$246,000. This projected surplus is due to an anticipated increase testing associated with the introduction of the GF-5 specification and the additional revenue generated from the Sequence VID industry matrix. TMC reserves are now projected to grow to 17.4 months of operating expense by the end of FY 2009.

TECHNICAL GUIDANCE COMMITTEE

The Technical Guidance Committee report is shown in Attachment D.

DATA COMMUNICATIONS COMMITTEE

Frank Farber presented the Data Communications Committee report (see Attachment E). The DCC did not meet 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 F). The annual TMC financial audit was completed and the results were favorable. One deficiency noted by the auditors was remedied.

Nine information letters were issued by the TMC and were balloted within Subcommittee B. There were no negative votes. One editorial comment was addressed.

The work associated with the ACC Monitoring Agency and ATC European Registration Centre has been progressing successfully.

Reference oil handling has been very active as a result of the Sequence VID industry matrix. Twenty-one Sequence VID test oils plus the baseline and flush oils were received by the TMC during the previous six-month period.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Lee Grant presented concerns regarding gear oil reference testing (see Attachment G). Lee requested that the TMB re-examine the stand-based semiannual fee for gear oil referencing and consider the possibility of changing to a per-test fee. The TMC Administrator will work with the AGC and develop a recommendation for consideration by the TMB. Lee further requested that the gear oil surveillance panels re-visit their reference oil testing requirements. This part of Lee's request was referred to Section B3.

John Zalar advised the TMB of a new request for TMC services. Committee D02 received a request from Committee D15 for TMC monitoring of the John Deere Cavitation Test. Discussions are underway to determine the suitability of this project for TMC.

Chairman Andy Ritchie and the TMB acknowledged John Zalar for his 22 years of service as TMC Administrator and expressed their best wishes to John in his retirement.

NEXT MEETING

The next meeting is scheduled for December 7, 2009 in Anaheim, California.

ADJOURNMENT

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

Respectfully submitted,



John L. Zalar, Secretary
ASTM Test Monitoring Board

JLZ/jlz

Attachments

ASTM TEST MONITORING BOARD MEETING

June 22, 2009


Norfolk Marriott Waterside



Norfolk, VA

Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Hind Abi-Akar	Caterpillar, Inc. Old Galeana Road Building H3000 Mossville, IL 61552-3000	Phone: (309) 578-9553 e-mail: abi-akar_hind@cat.com FAX: (309) 578-1485	
Chris Castanien AGC Chairman	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092	Phone: (440) 347-2973 e-mail: cca@lubrizol.com FAX: (440) 944-8112	<i>CC</i>
Heather DeBaun	International Truck & Engine Corp 10400 W. North Avenue Melrose Park, IL 60160	Phone: (708) 865-3788 e-mail: heather.debaun@navistar.com FAX: (708) 216-0680	<i>CALLED IN</i>
William Lam	Afton Chemical Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-5236 e-mail: bill.lam@aftonchemical.com FAX: (804) 788-6388	<i>WJL</i>
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Matthew Urbanak <i>Don Arcey</i>	Shell Global Solutions US Westhollow Technology Center 3333 Highway 6 South Houston, TX 77082	Phone: (281) 544-9277 e-mail: matthew.urbanak@shell.com FAX: (281) 544-8150 <i>Don Arcey @ Shell.com</i>	<i>MA</i>

Non-Voting Members

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Visitors

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
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Lee Grant	SW RE	210-522-5004 LGRANT@SWRE.ORG	—
DON SMOLENSKI	GM Road	248-255-7892 donald.j.smolenski@gm.com	—
IRWIN GOLDBLATT	BP Lubricants USA	irwin.goldblatt@bp.com	—
Jim Rutheford	Chem Route	510 242 3410 JARM@CHEURON.COM	✓
Jerry Gropp			
Jerry Gropp	Lubrizol Corp	440-347-1223 jerry.gropp@Lubrizol.com	✓
FRANK FARISER	TMC	412-365-1030 frf@astutmc.com.edu	✓

TMB Voting Members

Users

Hind Abi-Akar
Heather DeBaun
Ron Romano
Greg Shank

Current Term Ends

December 2009
December 2009
December 2010
December 2010

Producers

Chris Castanien
Bill Lam
Andy Ritchie
Matt Urbanak

December 2009
December 2010
December 2009
December 2010

General Interest

Norbert Nann

December 2010

Officers

Chairman

Andy Ritchie

Vice Chairman


Chris Castanien

Secretary

John Zalar (TMC Administrator)

Treasurer

Chris Castanien (AGC Chairman)



AGC Semi-Annual Report to the Test Monitoring Board

December 2008

To

June 2009

June 22, 2009

[AGC Membership]

- Chris Castanien Lubrizol (Chair)
- John Glaser Intertek Automotive Research
- Mary Graham ConocoPhillips
- Dave Bradley ASTM
- Ben Weber Southwest Research Institute
- John Zalar TMC (Non-Voting)

Membership Changes?

- Tom Cousineau Afton Chemical (Withdrawn)

[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 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
■ Fiscal Year 2007	\$177,815
■ Fiscal Year 2008	\$ 70,864

FY 2009 TMC Projected Performance

- FY 2009 started February 1, 2009
- Projected expenses close to budget
- Projected income higher than budget
 - Net increase of 33 reference engine tests based on January survey of labs
 - Test fees for 44 VID matrix tests will all be collected in FY 2009
- Projecting a surplus of \$246,000

FY 2009 TMC Projected Performance

Line Item	2008 EOY	2009 Budget	2009 Projected
Total Expenses	\$2,133,925	\$2,202,000	\$2,186,000
Revenues	\$2,139,914	\$2,127,000	\$2,392,000
Revenue - Expense	\$5,989	(\$75,000)	\$206,000
Interest	\$64,875	\$75,000	\$40,000
Net	\$70,864	\$0	\$246,000
Reserves	\$2,923,637	\$3,111,000	\$3,170,000
Months Reserve	16.4	17.0	17.4
Fee Adjustments	None	None	None
New Tests		GF-5	GF-5
Reg. FT Headcount	14	15	15

TMC Forecast – FY 2009

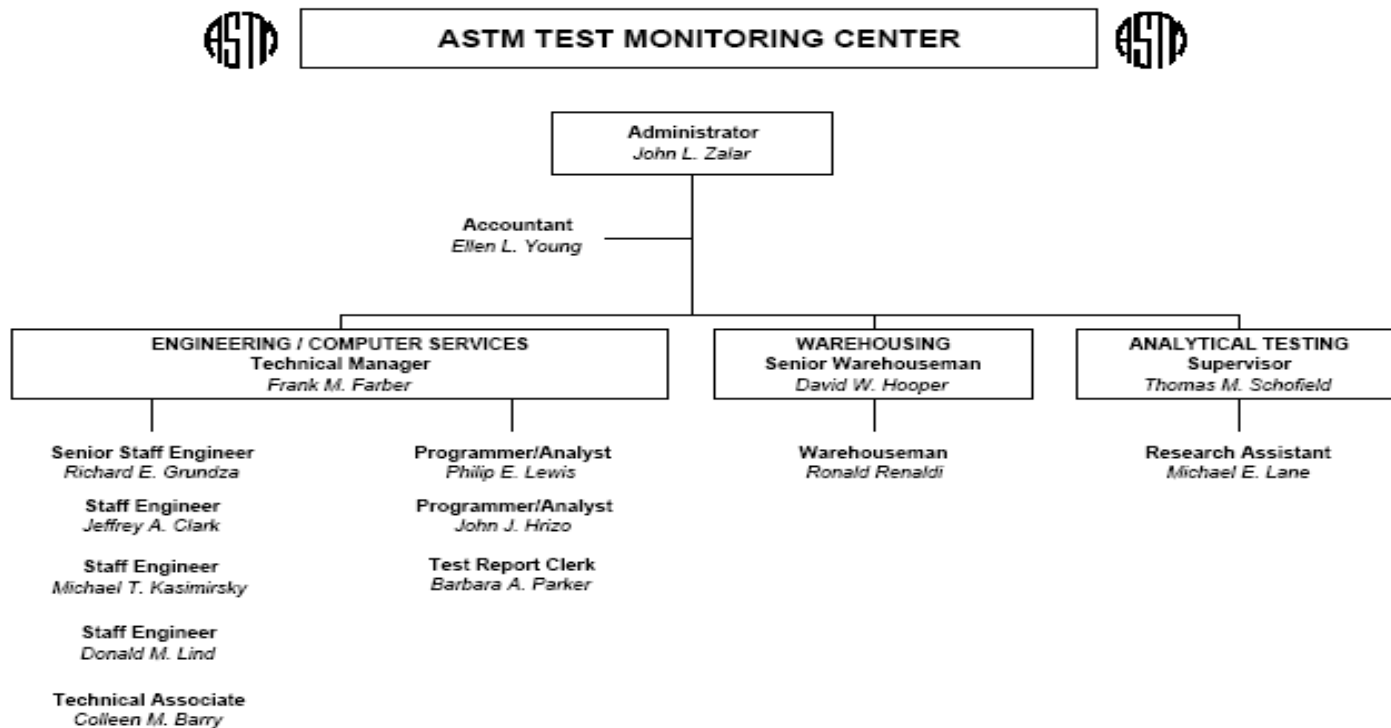
Assumptions

- Inflation, 4.0%
- Salary increases, 3.0% (2009, 2010, 2011)
- Benefits (fringe)
 - 27.2% (2009)
 - 27.7% (2010)
 - 28.2% (2011)
- Continued participation in new tests
- Minimum six-months reserve at all times
- ILSAC GF-5 Testing to begin, 2009

2009-2011 TMC Budget Plan

Line Item	2009	2010	2011
Salaries	\$1,017,000	\$1,048,000	\$1,079,000
Temporary Help	\$5,000	\$5,200	\$5,400
Benefits (27.2%)	\$278,000	\$292,000	\$306,000
Overhead	\$660,000	\$676,000	\$699,000
Travel	\$45,000	\$47,000	\$49,000
Telephone	\$16,000	\$16,600	\$17,200
Office Supplies	\$10,000	\$10,400	\$10,800
Reference Oils	\$25,000	\$25,000	\$25,000
Capital	\$35,000	\$15,000	\$15,000
Contract Services	\$26,000	\$28,000	\$29,000
Lab Supplies	\$25,000	\$26,000	\$27,000
Training & Education	\$5,000	\$5,200	\$5,400
Procedure Rewrites	\$20,000	\$15,000	\$15,000
Rating Workshops	\$19,000	\$20,000	\$21,000
Audit	\$16,000	\$16,500	\$17,000
Total Expenses	\$2,202,000	\$2,245,900	\$2,320,800
Revenues	\$2,127,000	\$2,250,000	\$2,330,000
Revenue-Expense	(\$75,000)	\$4,100	\$9,200
Interest	\$75,000	\$80,000	\$85,000
Reserves	\$3,111,000	\$3,195,000	\$3,289,000
Months Reserve	17.0	17.1	17.0
Fee Adjustments (+/-)	As Needed	As Needed	As Needed
New Tests	GF-5		
Reg. FT Headcount	15	15	15

TMC Organizational Chart



[Action Items]

- Approval of this report

ASTM

TECHNICAL GUIDANCE COMMITTEE

Semi-Annual Report

**Presented by
William A. Buscher III**

Last Updated June 25, 2009



TGC Semi-Annual Report

- Conducted a face-to-face meeting coinciding with the LTMS task force meeting on January 27, 2009.
- Assignments:
 - Develop “best practices in lubricant test development” document.
 - Task force formed with Jim Moritz as chair.
 - Participants from PCMO, HD and Driveline/Gear Oils.
 - Created task force Scope and Objectives.
 - Document might be in the form of a checklist.
 - To follow up with Jim on status.
 - Goal to complete prior to PC-11 test development.

Best Practices in Lubricant Test Development Task Force

Scope and Objectives

Scope

The scope of this task force is to create a template/checklist for best practices in lubricant test development, to be utilized for effective future test development. The goal is to build this template/checklist from a compilation of existing documents available within the industry and knowledge and data from previous test development.

Objectives

This document will assist future test development groups answer the following questions: What are we trying to measure (what are our objectives), how can the measured parameters be correlated to field service and/or back to previous test(s) being replaced, what impacts the parameters being measured.

TGC Semi-Annual Report

- Assignments Cont'd:
 - Create a test fuel task force to include TMC, fuel suppliers, and SP chairmen.
 - Task force formed with Bill Buscher as chair.
 - Participants from PCMO and HD.
 - Created task force Scope and Objectives.
 - Planning a face-to-face meeting this summer.
 - Haltermann offered to host meeting at their facility in Houston.

Test Fuel Task Force

Scope and Objectives

Scope

The scope of this task force is to create a document including best practices for test fuel monitoring, test fuel handling and storage and emergency plans for test fuel supply.

Objectives

1. Create a data depository for all test fuel data, located in the TMC website.
2. Develop test fuel monitoring plans, including what to analyze and how to determine what properties of the test fuel affect the parameters the lubricant test is evaluating.
3. Establish best practices for test fuel handling and storage at the suppliers and at the test laboratories.
4. Develop emergency plans for test fuel supply, during special circumstances, such as natural disasters, raw material shortages, etc.

TGC Semi-Annual Report

- Assignments Cont'd:
 - Examine the need for establishing rules regarding redistribution of critical test parts and fuel to non-participants in the ASTM Test Monitoring System.
 - ASTM legal to be contacted by TMC on this issue.
 - TGC chair requested hardware and fuel suppliers to provide monthly inventory reports.
 - TGC chair requested SP chairs to request SP members to provide voluntary reports on hardware and fuel redistribution.
 - Ask each SP to review critical parts identification and methods/practices for introducing new batches of critical parts.
 - Done.



Test Monitoring Center

Carnegie Mellon University
6555 Penn Avenue, Pittsburgh, PA 15206, USA

<http://astmtmc.cmu.edu>
412-365-1000

MEMORANDUM: 09-035
DATE: June 18, 2009
TO: ASTM Test Monitoring Board
FROM: Frank Farber *Frank M Farber*
SUBJECT: Data Communication Committee Report- April 2009

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_200904.pdf



Test Monitoring Center

Carnegie Mellon University
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<http://astmtmc.cmu.edu>
412-365-1000

MEMORANDUM: 09-032
DATE: June 8, 2009
TO: ASTM Test Monitoring Board
FROM: John L. Zalar
SUBJECT: ASTM TMC Semiannual Report

ADMINISTRATIVE/FINANCIAL

The TMC financial audit for the period February 1, 2008 through January 31, 2009 was completed in March by Lally, Lally & Co. LLC. The outcome of the audit was favorable. One deficiency was noted by the auditors. Recently developed computer generated shipping documents, sent from the warehouse to accounting, did not include the date of shipment and initials of the sender. Both items have since been added to the computer generated shipping documents. A copy of the audit report has been electronically distributed to the Test Monitoring Board. The current financial status of the TMC will be part of the Administrative Guidance Committee report.

John Hrizo was hired on February 1, 2008 to fill the vacancy created by Scott Parke's departure. John is a Programmer/Analyst who will provide much needed support in applications development and serve as primary backup for Philip Lewis. The TMC staff count remains at 15 full-time employees. The updated TMC organizational chart is shown in Attachment A.

The contract between ASTM and Carnegie Mellon University (CMU) was renewed for one year on February 1, 2009.

INFORMATION LETTERS

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

<u>Information Letter</u>	<u>Date Issued</u>
Sequence IIIG No. 08-3	11/24/08
Sequence IIIG No. 09-1	3/9/09
Sequence IVA No. 08-1	11/20/08
Sequence VIB No. 08-2	12/22/08
T-12 No. 09-1	1/5/09
L-33-1 No. 09-1	2/19/09
L-37 No. 09-1	2/26/09
L-42 No. 09-1	2/23/09
HTCT No. 09-1	2/24/09

All nine letters are on the regular Spring Subcommittee B information letter ballot (09-06). The results of this ballot will be reported at the TMB meeting on June 22, 2009.

ACC MA / ATC ERC PROJECTS

These projects are now in their second year of the four-year contract period. The work continues to progress successfully.

NEW REFERENCE OILS/FLUIDS

The following reference oils were received and processed by the TMC during the period from November 1, 2008 to April 30, 2009.

<u>Test Type</u>	<u>Oil Code</u>	<u>Quantity (gallons)</u>
Sequence VID	GF5A	1100
Sequence VID	GF5B	1100
Sequence VID	GF5C	1100
Sequence VID	GF5D	550
Sequence VID	GF5E	55
Sequence VID	GF5F	55
Sequence VID	GF5G	45
Sequence VID	GF5H	55
Sequence VID	GF5I	45
Sequence VID	GF5J	55
Sequence VID	GF5K	55
Sequence VID	GF5L	55
Sequence VID	GF5M	55
Sequence VID	GF5N	55
Sequence VID	GF5O	55
Sequence VID	GF5P	55
Sequence VID	GF5Q	30
Sequence VID	GF5R	30
Sequence VID	GF5S	55
Sequence VID	GF5T	55
Sequence VID	GF5X	1100
Sequence VID	VIDBL1	1540
Sequence VID	VIDFO1	605
L-37	152-2	275
T-12	821-2	450
D6078, D6079	DFB9*	55

*Lubricity test fluid

During this same time period, the TMC made 279 shipments of reference oils containing a total of 2,013 individual oil samples.

Memo 09-032

Page 3

CALIBRATION TEST REPORTING

During the period from November 1, 2008 to April 30, 2009, 1628 calibration tests were reported to the TMC. Virtually 100% of all tests reported to the TMC are transmitted electronically.

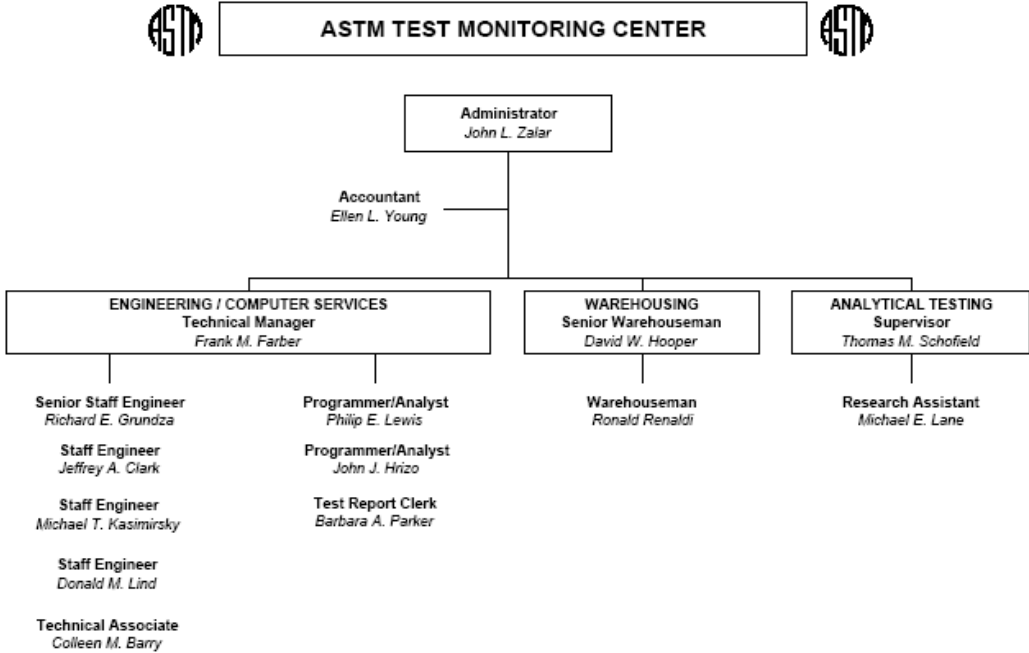
JLZ/jlz

Attachment

c: ftp://ftp.astmtmc.cmu.edu/docs/test_monitoring_board/TMC-6-2009.pdf

Distribution: Email

Attachment A



Gear Oil Testing Requirements

ASTM Test Monitoring Board Meeting

June 22, 2009



Gear Oil Testing Requirements

- Hampers Test Lab Responsiveness to Client
- Requirements Very Expensive for Test Lab



Lab Responsiveness Example

- Because of high TMC stand fees on Mack HTCD tests, SwRI has two of three stands idled. If client requests a test stand today, it would not be available until September. Definitely not acceptable to client or lab.
- Stand Fees of \$6750 prohibit having additional stands referenced just in case client has need.
- Stands out of reference for six months are treated as new stands.
- Seven reference tests required to bring a stand back into reference.



References and Free Tests Required for Axle Batches

- Approximately every two years, test lab is required to donate tests for axle batch evaluation, either to reference a new batch or to try to fix problems with new batch.
- Upcoming referencing on L-37 will require THIRTY tests per lab to approve new axle batch. PCMO required an industry matrix of only 44 tests to accept the VID, a new test in a new category.



Requests for Test Monitoring Board

- Review the complete GO referencing requirements.
- Adopt GO referencing requirements more similar to PCMO and HD.
- Allow additional candidate runs and time period between references.
- Allow donated tests to run outside of reference periods.
- Restrict use of discrimination oil to times of problems and test development.
- New statistical techniques for bringing in new stands with fewer runs.

