

Baltimore Marriott Waterfront Hotel
Baltimore, MD

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CALL TO ORDER

ASTM D02.B0.08, the Test Monitoring Board, met on Monday, June 20, 2011 at 5:00 p.m. in the Baltimore Marriott Waterfront Hotel in Baltimore, Maryland. There were six voting members, six non-voting members, and nine visitors present in person. Two voting members, Greg Shank and Ron Romano participated via conference call. The attendance list is shown as Attachment A. The minutes from the December 6, 2010 meeting were approved. The agenda is shown as Attachment B.

MEMBERSHIP

The TMB voting membership was reviewed (see Attachment C).

ADMINISTRATIVE GUIDANCE COMMITTEE

Chris Castanien presented the Administrative Guidance Committee report (see Attachment D). Under membership for the AGC, Dewey Szemenyei (Afton) has replaced Mary Graham who has resigned. FY 2010 closed with a surplus of \$415,200. The FY 2011 surplus is projected to be <\$100,000. Chris noted the 2011 expenses are projected lower because the new hire to replace the two retiring staff members in 2011 is being put off until 2012. TMC reserves are now projected at 22.0 months of operating expense by the end of FY 2011. The 2010 TMC audit was completed successfully. Pallet racking will be purchased to store new shipping containers at a cost of ~\$6000 in 2011. The AGC report was then accepted.

TECHNICAL GUIDANCE COMMITTEE

Bill Buscher presented the Technical Guidance Committee (TGC) report (Attachment E). The TGC did not have any face to face meetings but conducted teleconference calls this period. TGC assignments are as follows:

Best Practices in Lubricant Development Document

Test Fuel Task Force

- Task Force chairman to send a letter to all Surveillance Panel chairmen requesting their panels develop guidelines for a uniform system of entering batch codes on test reports
- Task Force chairman to update membership list to include current names and contacts for all TGC members.
- Task Force chairman to create a summary report of work being done in the TGC Test Fuel Task Force to be presented at the next ILSAC meeting.

LTMS V2 failed to be approved in the Sequence IIIG and VID surveillance panels. Other B01 surveillance panels are not pursuing LTMS V2 due to lack of surveillance panel interest. The TGC report was accepted by the board.

Jim Moritz updated everyone on the progress of the 'Best Practices' document (Attachment F). Jim has uncovered some older documents that will be worked into the new document and is planning future teleconferences. Surveillance panel chairs have been solicited to provide input by 8/1/11.

TEST MONITORING CENTER

Frank Farber presented the TMC report (see Attachment G). The 2010 TMC audit was completed successfully in March. The TMC staff count is now at 13. The TMC will be releasing a new oil assignment request web application in July.

- Nine Information Letters passed Sub B ballot.
- One Information Letter returned three negatives and one abstention w/comment via Sub B ballot.
- The Rules & Regulation revision ballot passed Sub B ballot with one comment.
- One new board member was elected to a 2-year term.
- Three board members were re-elected to 2-year terms.
- One board member was re-elected to a one year term.

The work associated with the ACC Monitoring Agency and ATC European Registration Centre has been progressing successfully. 2011 is the last year of the 4-year contract. A bid has been submitted to ACC/ATC to renew the contract.

DATA COMMUNICATIONS COMMITTEE

Frank Farber reported that the Data Communications Committee did not meet during the past six months. The only current activity of the DCC is beta testing of report packet revisions.

OLD BUSINESS

Jerry Gropp presented a revision to section 6.3.4 of the Rules & Regulation of the ASTM Test Monitoring Center (Attachment H). This revision is a follow-up to the past ballot revision to this section that did not pass B ballot last period. Jerry's revision was discussed and eventually a motion was made for acceptance by Chris Castenian and seconded by Norbert Nann. The motion passed unanimously 8-0-0.

NEW BUSINESS

The chairman addressed a situation where some industry statisticians were not included on an ad hoc group in the Sequence VG surveillance panel. A request was made to have the TMC oversee assignments for the industry statisticians. Frank Farber commented that this task was not appropriate for the TMC. The board felt that surveillance panels should oversee this. Frank agreed to post a list of available industry statisticians on the TMC website for surveillance panels to reference.

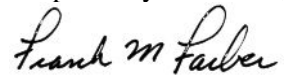
NEXT MEETING

The next meeting is scheduled for December 5, 2011 New Orleans, LA.

ADJOURNMENT

The meeting was adjourned at approximately 5:41 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Frank M. Farber". The signature is written in a cursive style with a large, stylized initial 'F'.

Frank M. Farber, Secretary
ASTM Test Monitoring Board



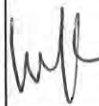

FMF/fmf
Attachments

ASTM TEST MONITORING BOARD MEETING

June 20, 2011
 Baltimore Marriott Waterfront
 Baltimore, MD

Attachment A
 1 of 4

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 AGC Chairman	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092	Phone: (440) 347-2973 e-mail: cca@lubrizol.com FAX: (440) 944-8112	
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	
Steve Kennedy	ExxonMobil Paulsboro Technology Center 600 Billingsport Road Paulsboro, NJ 08066-0480	Phone: (856) 224-2432 e-mail: mailto:steven.kennedy@exxonmobil.com FAX: (856) 224-3613	
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	
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	
Andrew Ritchie	Infineum USA, L.P. 1900 East Linden Avenue Linden, NJ 07036-0536	Phone: (908) 474-2097 e-mail: andrew.ritchie@infineum.com FAX: (908) 474-3637	
Ron Romano	FCSD, Service Product Dev, SEO Diagnostic Service Center II Room 410 1800 Fairlane Drive Allen Park, MI 48101	Phone: (313) 845-4068 e-mail: romano@ford.com FAX:	
Greg Shank	Volvo Powertrain 13302 Pennsylvania Avenue Hagerstown, MD 21742	Phone: (301) 790-5817 e-mail: greg.shank@volvo.com FAX: (301) 790-5815	

ASTM TEST MONITORING BOARD MEETING

June 20, 2011
 Baltimore Marriott Waterfront
 Baltimore, MD

Attachment A
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Non-Voting Members

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Galen Greene L-37	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092-2298	Phone: (440) 347-2394 e-mail: galen.greene@lubrizol.com FAX: (440) 347-4096	
Don Bell OSCT	Afton Chemical Corporation 500 Spring Street PO Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6332 e-mail: don.bell@aftonchemical.com FAX: (804) 788-6243	
William Buscher, III Sequence IVA TGC Chairman	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-6802 e-mail: wbuscher@swri.org FAX: (210) 684-7523	WAB
G. E. Callis Two-Stoke Cycle	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 Cooper T-8/T-8E, T-11, T-12	Chevron Oronite Company, LLC 4502 Centerview Drive, Suite 210 San Antonio, TX 78228	Phone: (210) 731-5606 e-mail: mawc@chevrontexaco.com FAX: (210) 731-5699	
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Frank Farber TMC	ASTM Test Monitoring Center 6555 Penn Avenue Pittsburgh, PA 15206-4489	Phone: (412) 365-1030 e-mail: fmf@astmtmc.cmu.edu FAX: (412) 365-1030	Frank
Joe Franklin Subcommittee B	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4671 e-mail: joe.franklin@intertek.com FAX: (210) 681-8300	JF
Fred Gerhart Sequence VIII	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3842 e-mail: fgerhart@swri.org FAX: (210) 684-7523	
Dave Glaenzer Sequence IIIF/IIIG	Afton Chemical Corporation 500 Spring Street, P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-5214 e-mail: dave.glaenzer@aftonchemical.com FAX: (804) 788-6358	
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Rick Graziano L-60-1	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 347-2058 e-mail: ricki.graziano@lubrizol.com FAX: (440) 347-4096	
Rebecca Grinfield EOFT, EOWT HD Elastomers	Southwest Research Institute 6620 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3652 e-mail: bgrinfield@swri.edu FAX: (210) 684-5907	
Jerry Gropp B03 Chairman	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092	Phone: (440) 347-1223 e-mail: jlg@lubrizol.com FAX: (440) 347-1555	JLG
Jim Gutzwiller C13	Infineum USA, L.P. 4335 West Piedras Drive, Suite101 San Antonio, TX 78228	Phone: (210) 732-8132 x13 e-mail: andrew.ritchie@infineum.com FAX: (210) 732-8480	

ASTM TEST MONITORING BOARD MEETING

June 20, 2011
 Baltimore Marriott Waterfront
 Baltimore, MD

Attachment A
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NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
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Jim McCord 1K, 1N, 1P, 1R, 1M-PC	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3439 e-mail: jmccord@swri.edu FAX: (210) 523-6919	
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Dale Smith L-33-1	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 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	
Ben Weber B01 Chairman	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-5911 e-mail: bweber@swri.edu FAX: (210) 648-7523	

ASTM TEST MONITORING BOARD MEETING

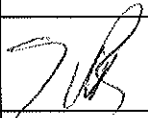
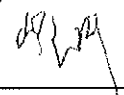




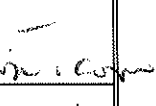
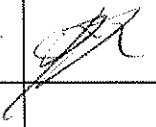
June 20, 2011

Baltimore Marriott Waterfront
Baltimore, MD

Attachment A

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Visitors

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Terry Bates	Manats Consulting Ltd	bates.terryw@aol.com	
MIKE McWILLAN	MLM CONSULTING	MMcMILLAN123@COMCAST.NET	
Martin Thompson	SWRI	Martin.Thompson@SWRI.ORG	
DAVID GLAENZER	Afton Chemical	dave.glaezer@aftonchemical.com	
Dewey Szemenyei	"	dewey.szemenyei@aftonchemical.com	
IRWIN GOLDBLATT	BP Lubricants	irwin.goldblatt@bp.com	
for Ed Calis DAVID WAGSTER	Spectrum Corporation	david.wagster@spectrumcorporation.com	
PATRICK LANG	Southwest Research	patrick.lang@swri.org	P.L.
Jim Linden	LINDEN CONSULTING, LLC	lindenjim@hotmail.com	

ASTM TEST MONITORING BOARD MEETING
Monday – June 20, 2011
5:00 - 6:30 PM
Baltimore Marriott Waterfront
Baltimore, MD

AGENDA

- 1. Call to Order**
- 2. Approval of December 6, 2010 Minutes**
- 3. Membership**
- 4. Receive, Accept and Take Action on Reports**
 - Administrative Guidance Committee – Chris Castanien**
 - Technical Guidance Committee – Bill Buscher III**
 - Best Practices – Jim Moritz**
 - Test Monitoring Center – Frank Farber**
 - Data Communications Committee – Frank Farber**
- 5. Ballots – Frank Farber**
- 6. Old Business**
 - Test Monitoring System Rules Revision – Jerry Gropp**
- 7. New Business**
- 8. Next Meeting**
 - Monday December 5, 2011 New Orleans, LA**
- 9. Adjournment**

TMB Voting Members

Users

Hind Abi-Akar
Heather DeBaun
Ron Romano
Greg Shank

Current Term Ends

December 2011
December 2011
December 2012
December 2012

Producers

Chris Castanien
Bill Lam
Andy Ritchie
Steve Kennedy

December 2011
December 2012
December 2011
December 2012

General Interest

Norbert Nann

December 2011

Officers

Chairman	Andy Ritchie
Vice Chairman	Chris Castanien
Secretary	Frank Farber (TMC Administrator)
Treasurer	Chris Castanien (AGC Chairman)

AGC Semi-Annual Report to the Test Monitoring Board

December 2010
To
June 2011

June 20, 2011

AGC Membership

- Chris Castanien Lubrizol (Chair)
- John Glaser Intertek Automotive Research
- Dewey Szemenyei Afton Chemical
- Dave Bradley ASTM
- Ben Weber Southwest Research Institute
- Frank Farber TMC (Non-Voting)

Membership Changes?

- Mary Graham has resigned, Dewey Szemenyei is the new member

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 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
■ Fiscal Year 2009	\$469,773
■ Fiscal Year 2010	\$415,224
■ Fiscal Year 2011	<\$100,000 *

* Projected

FY 2011 TMC Projected Performance

- Projected expenses are below budget
- Projected income is above budget
- Projecting a surplus of < \$100,000

FY 2011 TMC Projected Performance

<u>Line Item</u>	<u>2010 EOY¹</u>	<u>2011 Budget</u>	<u>2011 Projected</u>
Total Expenses	\$2,104,756	\$2,317,730	\$2,200,000
Revenues	\$2,519,980	\$1,992,581	\$2,255,000
Revenue - Expense	\$380,149	-\$325,149	\$55,000
Interest	\$35,075	\$36,000	\$36,500
Net	\$415,224	-\$289,149	\$91,500
Reserves	\$3,896,749	\$3,607,600	\$3,988,249
Months Reserve	22	19	22
Fee Adjustments	None	None	None
New Tests	None	None	None
Reg. FT Headcount	15	14	13

¹ Values from audit report

TMC Forecast – FY 2011 Assumptions

Salary increases, 3.0% (2011, 2012, 2013)

- Benefits (fringe)
 - 29.0% (2011)
 - 29.4% (2012)
 - 29.8% (2013)
- The absence of a new diesel oil specification within the next 4 years is a concern
- Continued participation in new tests

TMC – Budget Items

- Pallet racking will be purchased to store new shipping containers ~\$6000

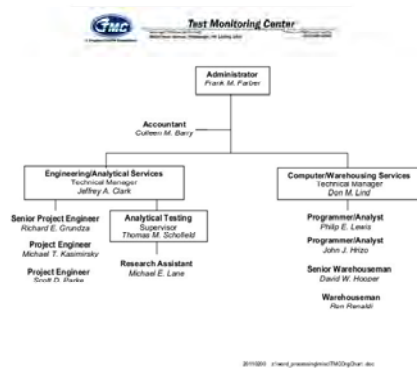


- The new hire to replace the two retirements in 2011 will be delayed until 2012

TMC 2011-2013 Budget

Income and Expenses	2011 Budget	2012 Budget	2013 Budget
Salaries	1,025,880	1,057,000	1,089,000
Temporary Help	5,400	5,600	5,900
Benefits (29.0%)	299,500	312,000	326,000
Total Salaries & Benefits	1,330,780	1,374,600	1,420,900
Overhead	678,000	697,000	720,000
Capital	41,500	16,000	17,000
Travel	47,000	52,000	57,000
Telephone	16,400	16,600	16,800
Office Supplies	14,200	14,400	14,600
Contract Services	30,000	31,000	32,000
Lab Supplies	28,000	29,000	30,000
Training & Education	5,500	5,700	5,900
Procedure Rewrites	15,000	15,000	15,000
Rating Workshops	20,000	21,000	22,000
Audit	17,500	18,000	18,500
Reference Oils	30,000	30,000	25,000
Other Operating Expenses	223,600	232,700	236,800
Depreciation	5,850	5,000	4,500
Cost of Oil Sold	80,000	80,000	80,000
Total Operating	\$2,317,730	\$2,389,300	\$2,462,100
Total Revenue	1,992,581	2,352,300	2,424,100
Interest	36,000	37,000	38,000
Total Operating Revenue	\$2,028,581	\$2,389,300	\$2,462,100
Net Income (Loss) from Operat	(\$289,149)	\$0	\$0
Total Fund - Liquid Assets	\$3,366,347	\$3,366,347	\$3,366,347
Months Operating Assets	17.4	16.9	16.4
Fee Adjustments (+/-)	As Needed	As Needed	As Needed
New Tests	Not Expected	Not Expected	Not Expected
Reg. FT Headcount	14	14	14
* Capital for 2011 includes purchase of new titrator			

TMC Organizational Chart



Action Items


Approval of this report

ASTM
TECHNICAL GUIDANCE COMMITTEE

Semi-Annual Report

Presented by
William A. Buscher III

Updated July 12, 2011



SwRI - W Buscher

TGC Semi-Annual Report

- No face-to-face TGC meetings were conducted in the past 6 months.
- TGC task forces have met or conducted conference calls in the past 6 months.
- Assignments:
 - Develop “best practices in lubricant test development” document.
 - Activity and progress has occurred in the past 6 months.
 - Task force conference calls held on 5/19/11 and 6/7/11.
 - Jim Moritz to provide today’s task force update.

SwRI - W Buscher

TGC Semi-Annual Report

- Assignments Cont'd:
 - Create a test fuel task force to include TMC, fuel suppliers, and SP chairmen.
 - Activity and progress has occurred in the past 6 months.
 - Task force met on 1/20/11.
 - Scope and Objectives were updated (see slide 5).
 - Work on best practices document was started (see slides 6 and 7).
 - Action Items:
 - Task Force chairman to send a letter to all Surveillance Panel chairmen requesting their panels develop guidelines for a uniform system of entering batch codes on test reports.

SwRI - W Buscher

TGC Semi-Annual Report

- Assignments Cont'd:
 - Action Items Cont'd:
 - Task Force chairman to update membership list to include current names and contacts for all TGC members.
 - Task Force chairman to create a summary report of work being done in the TGC Test Fuel Task Force to be presented at the next ILSAC meeting.

Test Fuel Task Force

Best Practices Document

- Minimize the number of test fuels for both gasoline and diesel lubricant tests.
 - Goal for one common test fuel for all test types in a lubricants specification, when possible.
- Create a public data depository for all test fuel data, located in the TMC website.
 - Generate .csv files in similar format to the ltms.csv files.
 - Develop data dictionaries and .csv files for each fuel type.
 - Include fuel batch information, CofA data, monitoring analysis data, special circumstance data.
 - Develop and use a common fuel batch identification protocol.
 -
 - Generate control charts for test fuel critical parameters, on request.
- TMC to become depository for test fuel formulation details, in similar fashion to reference oil formulation details, and create a procedure for indicating when significant changes occur in test fuel formulations.
 - Requirement for supplier to conduct periodic review on changes, current and future, to test fuel constituents.
 -
- 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.
 - Evaluate what are the best methods for fuel analysis.

- Determine if there are better methods than the ASTM methods or the methods historically being used.
- Test developer, test fuel supplier and test surveillance panel to determine what properties of their test fuel are critical to their test, and how to best analyze and monitor those properties.
- Determine test specific procedures for where, when and how test fuel samples are obtained.
 - Include details for special circumstances, such as during fuel batch certification testing.
-
- Establish best practices for test fuel transporting and for test fuel handling and storage at the suppliers and at the test laboratories.
 - Bio-fuels:
 - Develop special procedures for ethanol blends of gasoline test fuels and biodiesel blends of diesel test fuels.
 -
- Develop emergency plans for test fuel supply, during special circumstances, such as natural disasters, raw material shortages, etc.
 - Reserve to be kept at fuel supplier.
 - Minimum amount to be determined by test surveillance panel.
 -
- Include test fuel as a critical parameter and test fuel supplier as a partner in the test development plan.
 - Require test fuel supplier commitment as a surveillance panel member and for ongoing representation over the life of the test.
 -

TGC Semi-Annual Report

■ LTMS 2 Update:

- As per TMB request, TGC continues to monitor LTMS 2 progress.
- LTMS 2 open forum was conducted on 5/11/10.
- LTMS 2 statisticians group continues to meet.
- Weekly HD LTMS 2 conference calls occurred for 16+ calls.
 - Interest in adopting LTMS 2 in some HD tests still exists.
- Seq. VI Surveillance Panel met on 1/18/11 to discuss an LTMS 2 recommendation.
- Seq. III Surveillance Panel met on 1/19/11 to discuss an LTMS 2 recommendation.

TGC Semi-Annual Report

■ LTMS 2 Update Cont'd :

- Seq. VI Surveillance Panel voted on a motion to accept the original VID LTMS 2 task force proposal for adoption of LTMS 2 into the VID test, with a modification to the industry Zi limits.
 - The motion passed, but had 4 negatives.
 - At a follow up conference call on 2/10/11, the negative votes were determined persuasive and the motion died.
- Seq. III Surveillance Panel voted on a motion to accept the original IIIG LTMS 2 task force proposal for adoption of LTMS 2 into the IIIG test, with several revisions.

TGC Semi-Annual Report

■ LTMS 2 Update Cont'd :

- The motion passed, but had 5 negatives.
- At a follow up conference call on 2/10/11, the negative votes were determined persuasive and the motion died.
- LTMS 2 task forces for Seq. IVA, VG and VIII do not plan to convene since LTMS 2 failed for IIIG and VID and due to lack of surveillance panel interest to pursue.
 - Seq. IVA Surveillance Panel discussed on 6/1/11 and could not generate enough interest/support to pursue.

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.

Updated: January 27, 2009

Added June 2011:

- Action Item – Surveillance panel members to provide input for the TGC Best Practices in Lubricant Test Development document by 8/1/11 to the panel chairman and the TMC. The chairman will distribute material as it comes in to the panel members for review. A face-to-face meeting for all interested will be scheduled prior to the next panel meeting and input for the document will be compiled for review at the next panel meeting.
- Complete checklist and submit by December TMB meeting

Items to consider:

1. Define Need
 - a. Define parameters to measure (must have sufficient range)
 - b. Define platform
 - c. Define funding
 - d. Define participants (minimum of 2 independent labs)
2. Use best practices to develop test. Considerations such as:
 - a. Fixed Fresh Oil Addition Rate with fresh oil make up rather than fill to full.
 - b. Control load cell temperatures (where relevant).
3. Demonstrate test's ability to discriminate
4. Reference oil selection
 - a. Target calculation
5. Calibration period
6. LTMS version <ftp://ftp.astmtmc.cmu.edu/docs/LTMS%20v2%20Task%20Force%20Documents/>
 - a. Decide whether to chart final original units or final transformed units
7. Hardware control – ensure consistency (2 references below)
 - a. Define critical parts and handling (CPD)
 - b. Sufficient supply of quality parts in beginning and through out
 - c. Supplier system to prevent running hardware and sub-suppliers changes
8. Fuel supply – notes from fuel task force:
 - a. Incorporate fuel as a parameter and fuel suppliers as a partner in early test development.
 - b. Include in the development discussions the use of modern, relevant fuel.
 - c. Define recipe for fuel rather than finished specs.
 - d. Develop a test that is insensitive to fuel if possible.
 - e. Define ways to report identifying factors, such as fuel batch id parts batches, etc...
 - f. Define standard batch id reporting
9. Instrumentation (DACA II below)
10. Rating and measurement methods
 - a. Range of measurement large enough to correct for shifts
 - b. If merit systems used, factor in range for corrections and shifts
 - c. Determine appropriate significant digits for results
 - d. Clearly state calculation methods for calculated results
11. Research Report ftp://ftp.astmtmc.cmu.edu/docs/Research_Report_Template.pdf

ACC Code of Practice Appendix K is a good place to start.

ftp://ftp.astmtmc.cmu.edu/docs/Technical_Guidance_Committee/Meeting_Minutes/BestPractices/ACCAAppendixK.pdf

Another valuable reference is the previous TGC document: Guide for Test Development from 1993:

ftp://ftp.astmtmc.cmu.edu/docs/Technical_Guidance_Committee/Meeting_Minutes/BestPractices/GuideForTestDevelopment.pdf

Other relevant documents and guidelines that have already been developed:

TMB Rules and Regulations

ftp://ftp.astmtmc.cmu.edu/docs/test_monitoring_board/TMB%20Rules%20and%20Regulations.pdf

Information Letter Task Force Report

ftp://ftp.astmtmc.cmu.edu/docs/test_monitoring_board/minutes/information_letter_task_force_report.pdf

DACA II

ftp://ftp.astmtmc.cmu.edu/docs/quality_index_and_data_acquisition/daca_II_report_and_system_time_response.pdf

Test Hardware Control

ftp://ftp.astmtmc.cmu.edu/docs/Technical_Guidance_Committee/Meeting_Minutes/TestHardwareControl/Test%20Hardware%20Control.pdf

Sequence IID and IIIE Information Letter 60

ftp://ftp.astmtmc.cmu.edu/docs/Technical_Guidance_Committee/Meeting_Minutes/TestHardwareControl/IL60.pdf

PC-10 Lessons Learned

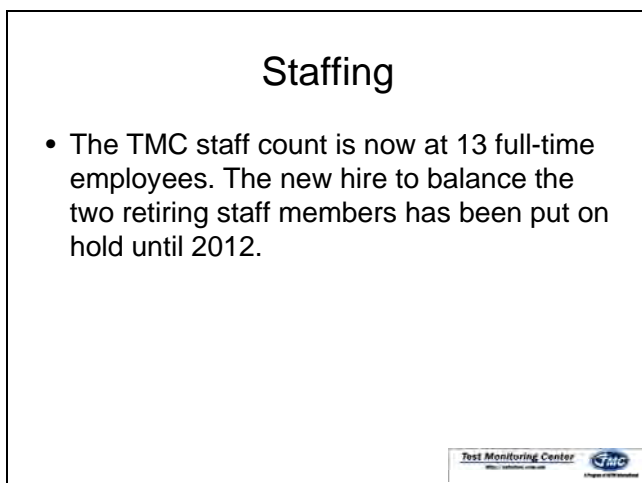
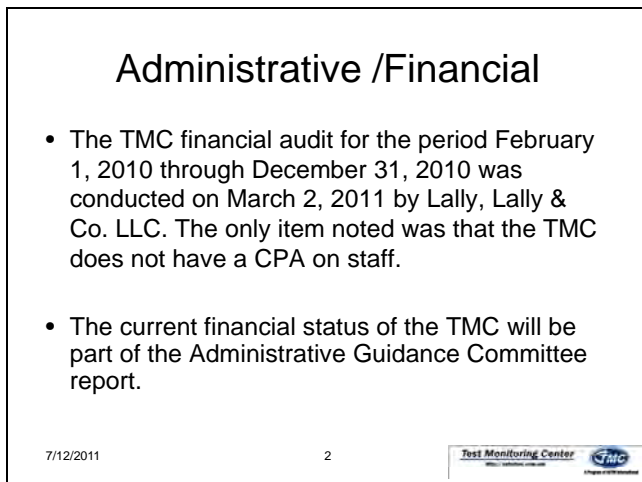
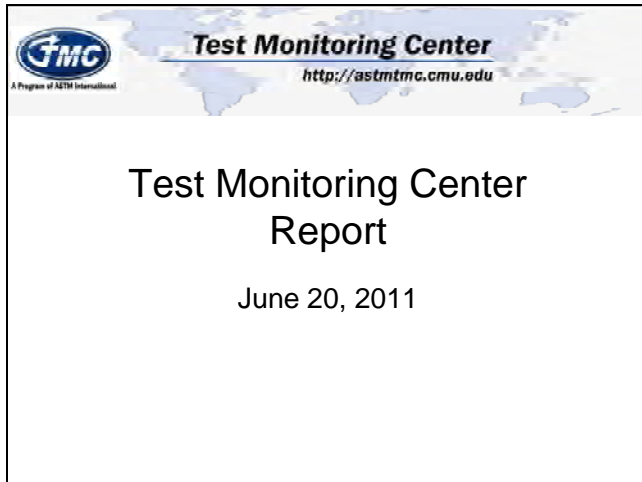
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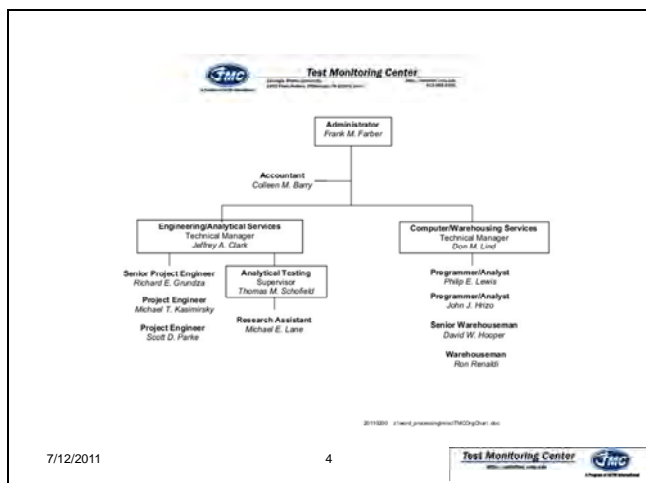
Form and Style for ASTM Standards http://www.astm.org/COMMIT/Blue_Book.pdf

Other ASTM Committee work (relevance varies)

<http://www.astm.org/COMMIT/SUBCOMMIT/D0294.htm>

<http://www.astm.org/COMMIT/SUBCOMMIT/E1120.htm>





Website Related

- The TMC will be releasing a new reference oil request web application in July to the industry.



Sub B Ballots

- Nine Information Letters passed Sub B ballot.
- One Information Letter returned three negatives and one abstention w/comment via Sub B ballot.
- The Rules & Regulation revision ballot passed Sub B ballot with one comment.



TMB Elections

- One new board member was elected to a 2-year term. Three board members were re-elected to 2-year terms. One board member was re-elected to a one year term.



Reference Oil Shipping

- The TMC shipped 76 different reference oils to fill 223 shipment requests for a total of 1,870 individual oil samples.



Reference Oil Procurement

Test Type	Oil Code	Quantity (gallons)
VID	541-1	550
EOWT	77-2	275
	78-2	275



Calibration Test Reporting

- During the period from January 1, 2011 to June 1, 2011, 2195 calibration tests were reported to the TMC.



Other Items

- ACC-MA/ATC-ERC these projects are now in their fourth year of the four-year contract period. The TMC has submitted a bid to re-new this contract.



Amendment to Section 6.3.4 in the
“Regulations Governing the ASTM Test Monitoring System” Document

Existing Verbiage:

Ensure that test stands and testing laboratories participating in the system are calibrated in accordance with prescribed procedures.

Test Monitoring Board Approved Wording:

Ensure that test stands and testing laboratories participating in the system are calibrated in accordance with prescribed procedures.

Calibration will remain in effect until the next required calibration period or the date when information is made available to the Administrator to deem the calibration status terminated. If it is determined that a procedural deviation occurred during the calibration of a test stand, it will be the responsibility of the testing facility to provide information to the Administrator of the Test Monitoring Center which clearly demonstrates that this procedural deviation had no measurable impact on test results. If the testing facility is unable to provide such information to the Administrator, the calibration of any effected test stand(s) may be revoked.

The Administrator adjudicates any procedural deviations directly with the testing laboratory involved after consultation with appropriate Test Monitoring Center staff and any other knowledgeable sources the Administrator believes appropriate to help understand the specific issue at hand. These can include the test developer, other Original Equipment Manufacturers, the pertinent Surveillance Panel, other testing laboratories, and the Test Monitoring Board.

The final decision on calibration status shall be made by the Administrator.