

ASTM TEST MONITORING BOARD MEETING
December 5, 2011

New Orleans Sheraton
New Orleans, LA

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CALL TO ORDER

ASTM D02.B0.08, the Test Monitoring Board, met on Monday, December 5, 2011 at 5:00 p.m. in the New Orleans Sheraton in New Orleans, Louisiana. There were nine voting members, six non-voting members, and ten visitors present in person. Two voting members, Heather DeBaun (based on received email) and Hind Abi-Akar participated via conference call. The attendance list is shown as Attachment A. The minutes from the June 20, 2011 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). FY 2011 is projected to close with a surplus of \$400,000. TMC reserves are now projected at 22.0 months of operating expense by the end of FY 2011. Chris requested that the TMC prepare a long term financial plan to reduce the reserve by the 1st quarter of 2012. ASTM headquarters has recommended that the reserve be maintained at 12 months to match ASTM's internal guidelines. The TMB agreed with all recommendations and accepted the AGC report.

TECHNICAL GUIDANCE COMMITTEE

Bill Buscher presented the Technical Guidance Committee (TGC) report (Attachment E). No TGC meetings were held this period. The development of a 'Best Practices' document has slowed because of no feedback from PCMO and HDEO surveillance panels. It is hoped that in 2012 some face-to-face meetings by the surveillance panels will stimulate activity. LTMS 2 was presented to a few B01 surveillance panels this period and not accepted. No presentations have been made to B02 surveillance panels at this time. The LTMS 2 Task Group is planning to meet in mid-December 2011. It is thought that LTMS 2 methodology is best targeted on new tests and not existing tests. The TGC Fuel Task Force has not met this period but is planning to have a face-to-face meeting in 2012. The report was accepted as shown.

TEST MONITORING CENTER

Frank Farber presented the TMC report (see Attachment F). The 2012 TMC budget was submitted to ASTM in August. The TMC staff count is now at 13.

The nominating committee has approved a new general interest board member. A Sub B ballot will be submitted to re-elect four current board members and the new general interest nominee. The ballot should close sometime in January 2012.

Norbert Nann is ending his long distinguished tenure on the board at the end of the year. The TMB wished Norbert many thanks for his dedicated service.

Light duty reference test activity is starting to curtail now that GF-5 is in place.

Thirteen information letters were balloted this period. All passed without comment.

The work associated with the ACC Monitoring Agency and ATC European Registration Centre has been progressing successfully. The current contract ends December 31, 2011. The ACC/ATC has awarded the TMC with a new six-year contract running 2012-2017.

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

There was no old business.

NEW BUSINESS

There was no new business.

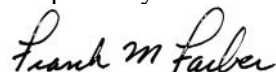
NEXT MEETING

The next meeting is scheduled for June 25, 2012 San Francisco, CA.

ADJOURNMENT

The meeting was adjourned at approximately 5:50 p.m.

Respectfully submitted,



Frank M. Farber, Secretary
ASTM Test Monitoring Board

FMF/fmf
Attachments

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 New Orleans, LA

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	CALL-IN
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	CALL-IN PARTIAL
Steve Kennedy	ExxonMobil Paulsboro Technology Center 600 Billingsport Road Paulsboro, NJ 08066-0480	Phone: (856) 224-2432 e-mail: steven.kennedy@exxonmobil.com FAX: (856) 224-3613	SK
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	WML
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	AR
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:	RR
Greg Shank	Volvo Powertrain 13302 Pennsylvania Avenue Hagerstown, MD 21742	Phone: (301) 790-5817 e-mail: greg.shank@volvo.com FAX: (301) 790-5815	GS

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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	WATB
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	
Mark Devlin Gelation Index	Afton Chemical Corporation 500 Spring Street, P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-6322 e-mail: mark.devlin@aftonchemical.com FAX: (804) 788-6388	
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	fmf
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	DG
John Glaser Intertek	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 647-9459 e-mail: john.glaser@intertek.com FAX: (210) 684-6074	
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	JG
Jim Gutzwiller Scote/C13	Infineum USA, L.P. 4335 West Piedras Drive, Suite 101 San Antonio, TX 78228	Phone: (210) 732-8132 x13 e-mail: james.gutzwiller@infineum.com FAX: (210) 732-8480	

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Larry Hamilton L-60-1	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092-2298	Phone: (440) 347-2326 e-mail: larry.hamilton@lubrizol.com FAX: (440) 347-4096	
Ryan Johnson EOAT	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-2892 e-mail: ryan.johnson@swri.org FAX: (210) 684-7530	
Brian Koehler HTCT	Southwest Research Institute 6220 Culebra Road San Antonio, TX 78228-0510	Phone: (210) 522-3588 e-mail: bkoehler@swri.edu FAX: (210) 680-1777	

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NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Cory Koglin L-42	Afton Chemical Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788-5305 e-mail: cory.koglin@aftonchemical.com FAX: (804) 788-6358	
Charlie Leverett Sequence VIB/VID	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 647-9422 e-mail: charlie.leverett@intertek.com FAX: (210) 523-4607	
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	
Susan Milczewski TEOST, TEOST-MHT	The Lubrizol Corporation 29400 Lakeland Boulevard Wickliffe, OH 44092-2298	Phone: (440) 347-8174 e-mail: smm@lubrizol.com FAX: (440) 347-8061	
Jim Moritz M11, M11EGR, ISB, ISM	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4601 e-mail: jim.moritz@intertek.com FAX: (210) 523-4607	
Leonard Orzech BRT	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4680 e-mail: leonard.orzech@intertek.com FAX: (210) 523-4694	
Ken Pearson ASTM International	ASTM 100 Barr Harbor Drive West Conshohocken, PA 19428	Phone: (610) 832-9672 e-mail: kpearson@astm.org FAX: (610) 832-9666	
Gil Reinhard CBT, HTCBT	Intertek Automotive Research 5404 Bandera Road San Antonio, TX 78238-1933	Phone: (210) 523-4674 e-mail: gil.reinhard@intertek.com FAX: (210) 681-8300	
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	
Dewey Szemenyei AGC	Afton Chemical Corporation 500 Spring Street P.O. Box 2158 Richmond, VA 23218-2158	Phone: (804) 788- e-mail: dewey.szemenyei@aftonchemical.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	<i>BW</i>

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Visitors

NAME	COMPANY AND ADDRESS	PHONE NUMBER E-MAIL ADDRESS FAX NUMBER	PRESENT
Terry Bates		Bates Terry W@aol.com	✓
MIKE MILLAN		MMILLAN@3.COMCAST.NET	✓
Jim Linden	TOTAL LUBRICANTS - USA	LINDENJIM@HOTMAIL.COM 248-321-5343	✓
Mark Adams	Tribology Testing Labs 7030 East Rd. Saginaw, MI 48601	989-777-0839 mark@tribologytesting.com	✓
IRWIN GOLDBLATT	BP Lubricants USA	973-686-3306 irwin.goldblatt@bp.com	✓
Allison Athey	Volvo Powertrain	allison.athey@volvo.com	✓
David Bradley	Asm International 100 Burr Harbor Drive West Conshohocken, PA	810-832-4681 dbradley@asm.org	✓
Bob Salgueiro	Infinium USA L.P. 1900 E. Linden Ave Linden NJ 07036	Bob.Salgueiro@Infinium.com	✓
Doyle Boese	Infinium 1900 E. Linden Ave. Linden, NJ 07036	Doyle.Boese@Infinium.com	✓
Charles Passat	AFTON	charlie.passat@aftonchemical.com	✓

ASTM TEST MONITORING BOARD MEETING
Monday – December 5, 2011
5:00 - 6:30 PM
New Orleans Sheraton
New Orleans, LA

AGENDA

- 1. Call to Order**
- 2. Approval of June 20, 2011 Minutes**
- 3. Membership**
- 4. Receive, Accept and Take Action on Reports**
 - Administrative Guidance Committee – Chris Castanien**
 - Technical Guidance Committee – Bill Buscher III**
 - Test Monitoring Center – Frank Farber**
 - Data Communications Committee – Frank Farber**
- 5. Ballots – Frank Farber**
- 6. Old Business**
- 7. New Business**
- 8. Next Meeting**
 - Monday June 25, 2012 San Francisco, CA**
- 9. Adjournment**

TMB Voting Members

Users

Current Term Ends

Hind Abi-Akar
Heather DeBaun
Ron Romano
Greg Shank

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

June 2011
To
December 2011

December 5, 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?

- None

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	\$400,000 *

* Projected

FY 2011 TMC Projected Performance

- Projected expenses are below budget
- Projected income is above budget
- Projecting a surplus of \$400,000

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	\$2,100,000
Revenues	\$2,519,980	\$1,992,581	\$2,465,000
Revenue - Expense	\$380,149	-\$325,149	\$365,000
Interest	\$35,075	\$36,000	\$35,000
Net	\$415,224	-\$289,149	\$400,000
Reserves	\$3,896,749	\$3,607,600	\$4,296,749
Months Reserve	20	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)
 - 30.2% (2012)
 - 30.1% (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

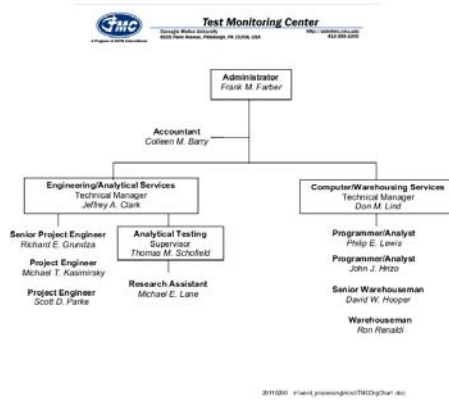
- The new hire to replace the two retirements in 2011 will be delayed until 2012
- ASTM recommends that the acceptable reserve be changed from a 6-month to a 12-month reserve to match ASTM's financial protocol
- A 6-year ACC/ATC contract was signed

TMC 2011-2013 Budget

In come and Expen ses	2011 Budget	20 12 Budget	20 13 Budget
Salaries	1,025,880	1,052,000	1,137,000
Temporary Help	5,400	5,400	5,600
Benefits (29.0%)	298,000	303,000	339,000
Total Salaries & Benefits	1,330,280	1,377,400	1,472,600
Overhead	678,000	6,99,000	746,000
Capital	41,500	19,000	19,500
Travel	47,000	52,500	57,500
Telephone	16,400	16,200	16,400
Office Supplies	14,200	17,600	17,800
Contract Services	30,000	15,000	16,000
Lab Supplies/Shipping Costs	25,000	40,000	41,000
Training & Education	5,500	5,000	5,200
Procedure Rewrites	15,000	7,000	8,000
Printing/Video	20,000	23,000	24,000
Audit	17,500	17,000	17,500
Other Operating Expenses	30,000	40,000	40,000
Other Operating Expenses	223,600	233,300	243,300
Depreciation	5,850	5,000	5,000
Cost of Oil Sold	80,000	110,000	90,000
Total Operating Expenses	\$2,317,730	\$2,424,700	\$2,557,000
Total Revenue	1,992,581	1,992,656	2,519,000
Interest	36,000	37,000	38,000
Total Operating Revenue	\$2,028,581	\$2,029,656	\$2,557,000
Net Income (Loss) from Operation	(828,149)	(84,044)	\$0
Total Fund - Liquid Assets	\$3,366,347	\$3,789,739	\$3,798,739
Monthly Operating Assets	17.4	15.8	17.8
Fee Adjustments (+/-)	As Needed	As Needed	As Needed
New Tests	Not Expected	Not Expected	Not Expected
Res. FT. Headcount	14	14	15

* 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 December 15, 2011



SwRI - W Buscher

TGC Semi-Annual Report

- No face-to-face TGC meetings were conducted in the past 6 months.
- No TGC task force meetings or conference calls in the past 6 months.
- Assignments:
 - Develop “best practices in lubricant test development” document.
 - No feedback received in any of the PCMO or HDEO surveillance panels.
 - But no face-to-face surveillance panel meetings have occurred in the past 6 months.
 - Progress more likely to occur with face-to-face meetings.

SwRI - W Buscher

TGC Semi-Annual Report

- Assignments Cont'd:
 - All surveillance panels plan to meet in 2012 and feedback can be pursued then.
 - Plan to present the 8/25/1993 **Guide For Test Development** document to work off of for this assignment.
 - See attached:

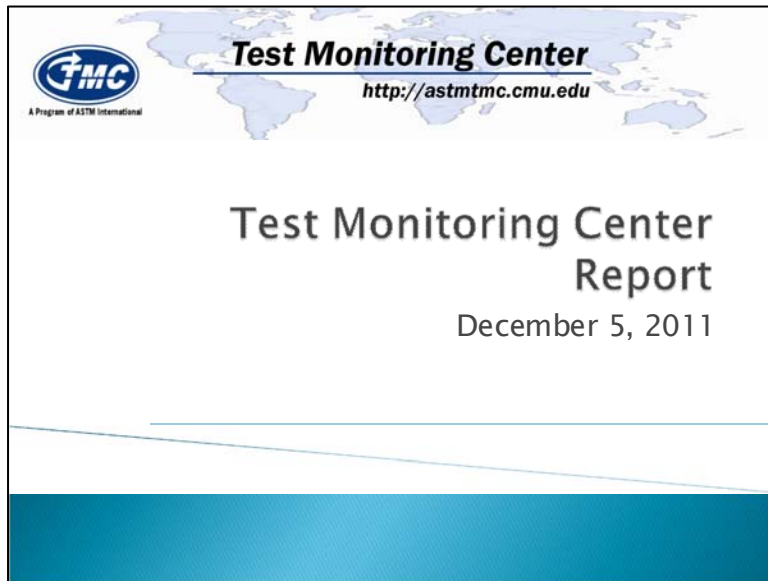
Guide For Test Development
 - Create a test fuel task force to include TMC, fuel suppliers, and SP chairmen.
 - No activity has occurred in the past 6 months.
 - Task Force chairman to follow up on action items reported in June 2011.

SwRI - W Buscher

TGC Semi-Annual Report

■ LTMS 2 Update:

- Some of the LTMS 2 principles were used when creating the T8E industry correction factors earlier this year.
- LTMS 2 statisticians group attempted to coordinate a face-to-face meeting during December ASTM week, but could not get a quorum.
- LTMS 2 statisticians group is planning a conference call for mid December 2011.



Administrative /Financial

- ▶ The TMC 3-year budget was submitted to ASTM on August 18, 2011.
- ▶ The current financial status of the TMC will be part of the Administrative Guidance Committee report.

Staffing

- ▶ The TMC staff count is now at 13 full-time employees. The new hire to balance the two retiring staff members has been put on hold until 2012.

Sub B Ballots

- ▶ 13 Information Letters passed Sub B ballot.

TMB Elections

- ▶ Five board members have terms ending in December 2011. Four of these board members are eligible for re-election and have expressed a desire to be re-elected. One board member has served 9-consecutive years and is not eligible for re-election.
- ▶ Sub B ballot for the elections will be posted this week.

Thank You!

- ▶ This is the last board meeting for Norbert Nann
- ▶ Dedicated Support
- ▶ Historical Perspective

Reference Oil Procurement

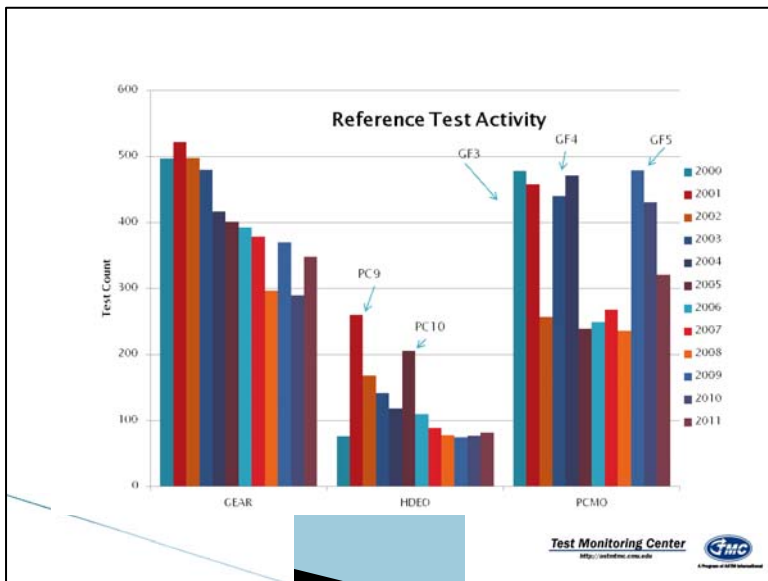
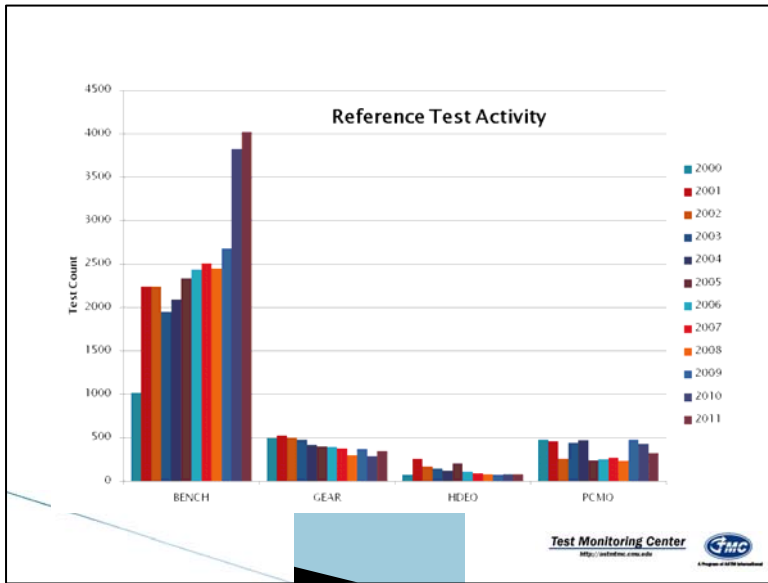
Test Type	Oil Code	Quantity (gallons)
L-37	152-3	55
Diesel Fuel Lubricity	A & B	110
C13/ISB	831	825

Reference Oil Shipping

- ▶ The TMC shipped 77 different reference oils to fill 239 shipment requests for a total of 2,842 individual oil samples.

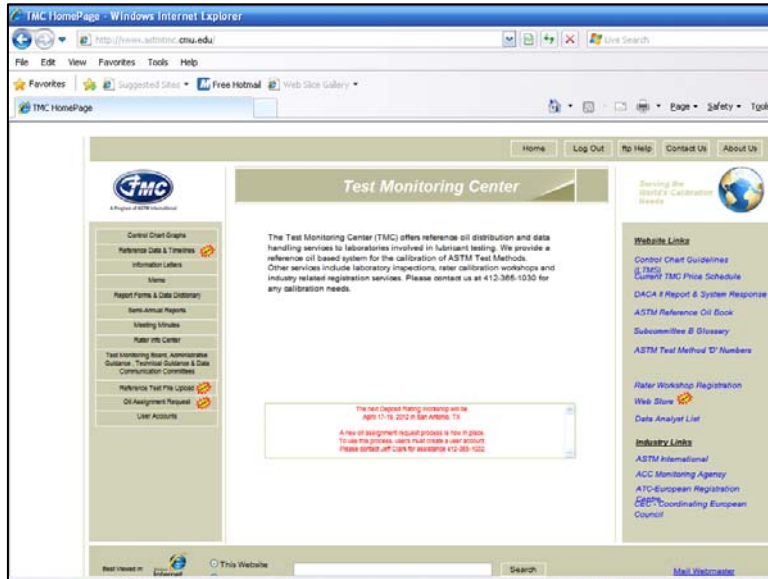
Calibration Test Reporting

- ▶ During the period from June 1, 2011 to December 1, 2011, 2309 calibration tests were reported to the TMC.



Website Updates

- ▶ New web based oil assignment request procedure
- ▶ New upload for reference test results
- ▶ Increased reference test data accessibility
- ▶ Reference oil store



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.



- ▶ ACC/ATC has awarded the TMC with a six-year contract (2012- 2017).