



**CHAIRMAN** – Andrew Stevens, Lubrizol, [andrew.stevens@lubrizol.com](mailto:andrew.stevens@lubrizol.com) , Yong-Li McFarland, SwRI, [yongli.mcfarland@swri.org](mailto:yongli.mcfarland@swri.org)

**SECRETARY** – Maddie Dellinger, BG Products, [mdellinger@bgprod.com](mailto:mdellinger@bgprod.com)

## Handbook Surveillance Panel

Date – 06 March 2023

### ATTENDANCE

<b>AFTON</b>	Amanda Stone, Bob Campbell
<b>ASTM TMC</b>	Dylan Beck, Rich Grundza, John Loop
<b>BG PRODUCTS</b>	Maddie Dellinger
<b>CHEVRON</b>	Shawn Whitacre
<b>FORD</b>	Mike Deegan
<b>GM</b>	Timothy Cushing
<b>INERTEK</b>	Al Lopez, Mike Lopez, Joe Franklin
<b>INFINIUM</b>	David Brass
<b>LUBRIZOL</b>	Andrew Stevens, Robert Slocum
<b>OHT</b>	Jason Bowden
<b>SWRI</b>	Khaled Rais, Travis Kostan, Yong-Li McFarland, Mike Birkie, Pat Lang
<b>VALVOLINE</b>	Amy Ross, Amol Savant

**1. Attendance. See table above.****2. Agenda**

- Review of subgroups and assign a member of each group to lead
- Meeting consistency

**3. Attachments**

- Current Handbook Outline and Section Responsibilities:



ASTM D02 SP  
Handbook 3-6-23.xl:

**4. Minutes:*****Introduction***

- Andrew Stevens and Yong-Li McFarland went over the handbook template and created subgroups based on the difference sections. Then they assigned task force members to those subgroups based on who they thought was the best fit. The idea being that the subgroups do work throughout the month then the entire task force meets on a monthly basis.
- Maddie Dellinger asked if prior meeting minutes will be approved during this meeting. It was decided by Andrew S. that the last meeting and this meeting's minutes will be reviewed at the next meeting.

***Review of Subgroups and Assignments***

- Andrew S. gave an overview of Section 1: History & Organization. Shawn Whitacre and Jason Bowden requested to be a part of this subgroup. Joe Franklin offered to Lead Section 1. *See attached excel document for complete list of subgroup members.*
- Andrew S. gave an overview of Section 2: Semi-Annual Reports. John Loop requested to be added to the group. Maddie Dellinger offered to lead this group.
- Andrew S. gave an overview of Section 3: Panel Housekeeping. Khaled Rais and Pat Lang have requested to be added to the group. No one offered to lead this group.
- Andrew S. says he will circle back to the groups with no leaders, he will send out an email to that group if need be.
- Andrew S. gave an overview of Section 4: Running Meetings. Joe Franklin, Pat Lang, Khaled Rais, and Jason Bowden requested to be a part of the group. Andrew Stevens offers to run the group.
- Andrew S. gave an overview of Section 5: Information Letter Process. No one volunteered to lead the group. Andrew S. said he would send out an email.
- Andrew S. gave an overview of Section 6: Statistics. Amanda Stone requested to be added to the group. Andrew S. added Ricardo Affinito and Todd Dovorak to the group.
- Travis Kostan asks what the requirements are for leading a subgroup.
- Andrew S. and Yong-Li M. explain that the main requirements are meeting scheduling and reporting to the Handbook Surveillance Panel what was accomplished at the meetings.
- Travis Kostan offers to lead Section 6.
- Andrew S. gives overview of Section 7: Developing New Procedures.
- Amy Ross asks to be added to Section 6: Statistics.
- Andrew S. asks for volunteers to lead Section 7. No one volunteers.
- Andrew S. gave an overview of Section 8: Becoming a Chair. Maddie Dellinger and David Brass request to be added to the Subgroup. Joe Franklin offers to lead Section 8.

- Andrew S. says that someone requested a Legal section be added. Joe Franklin explains that the only important legal factor is the ASTM Anti-trust Statement. Joe states that he does not see any need for development. He believes the Anti-Trust statement should be included in the final product and we can “call it a day.”
- No one objects to the lack of development from a legal standpoint.
- Andrew S. asks if anyone has any comments or questions.
- Yong-Li McFarland suggests sending out the excel document that Andrew is going over so that everyone has a chance to update their member information, including name and email. Additionally, this would give people the opportunity to sign up for subgroups if they weren’t present at the meeting today.
- Andrew S. says that is the end of his agenda for the day. The last thing he wanted to do before adjournment is pick a consistent time.

### ***Meeting Consistency***

- Mike Lopez suggests any day but Mondays.
- Andrew S. suggests the second or third Thursday of the month and recommends 2-3:30 PM EST. He asks if a month is too frequent.
- Travis Koston states that since most of the work will be done in the subgroups, once a month is too frequent. He asks if this group falls under the Technical Guidance Committee (TCG).
- Andrew S. says Yes.
- Joe Franklin suggests the 3<sup>rd</sup> Thursday every other month starting in April.
- Someone suggested possibly meeting at ASTM D02 in Denver in late June.
- Joe Franklin says that there might be time to add a meeting on Monday.
- Travis suggests meeting at the end of April so that the subgroups have time to meet and states that having another meeting prior to the next TCG meeting is a good idea. This mean there would be a meeting June 15 prior to ASTM D02, allowing for an update at the TCG Section.
- Yong-Li McFarland states that she has 2 additional topics.
- The first topic being that she has had discussions with ASTM, specifically Alyson Fick, about starting a collaboration group within ASTM that would include the entire Handbook Taskforce. This would be a collaborative area where files can be shared and stored. Currently, Yong-Li is waiting for Alyson to set that area up for us.
- No questions or comments on that
- Yong-Li asked if the Panel needed an additional definition on what the final product is going to look like. She asked how much guidance the sections need.
- Andrew S. commented that we still want to do some kind of word document or pdf.
- Maddie D. suggests that each subgroup should come up with a final word document so that all of the information can be easily compiled in the end and handed off to another group in the end to put together the final product.
- No other questions or comments
- Andrew S. states that he will send out the excel document for members to update their contact information and subgroup participation.
- Meeting adjourned.

### **4. Next meeting**

April 20<sup>th</sup> 2-3:30 PM EST