NTPEP GTX Quarterly Conference Call Minutes - 11/07/2013

Participants: Katheryn Malusky - AASHTO; GMA; Joel Sprague - TRI; Sam Allen – TRI; Peter Kemp – WI; Ed Hughes – IL; Steven Thomas – AR; John Schuler – VA; Mark McDaniel-TX;

Agenda:
1. Final Update of GTX Workplan for Ballot
2. Review of GTX Audits Update Memo to Participants
3. Open Discussion

**Agenda Item #1: Final Update of GTX Workplan for Ballot**

Katheryn Malusky (KM) / Sam Allen (SA) / Joel Sprague (JS):
- Several changes – primarily related to converters – have been previously approved by the TC for ballot;
- TRI proposed a few additional changes to reflect audit practices that have evolved during year 1, including:
  a. Clarifying that sampling is most commonly done from inventory;
  b. Clarification that raw material certifications (COAs) are commonly the basis for manufacturer raw material QA;
  c. Clarification that labels are to be on both ends – 1 each inside the core and on the outer plastic wrap on each end – for a total of 4 labels unless all required label information is printed on the fabric. In this case, labels can be eliminated from one end;
  d. While rolling samples on to a core and wrapping with protective wrap is preferred, if this is not possible, loose packing in a box is permitted.
- TC approved additional changes for ballot.

**Agenda Item #2: Memo to be sent to participating prime manufacturers/private labelers**

Katheryn Malusky (KM) / Sam Allen (SA) / Joel Sprague (JS):
- Memo will address the focus of the 2nd year of the Audit Program. The following clarifications were requested by the TC to be added:
  1. Printing must be on any geotextile produced on or after December 1, 2013 or 6 weeks after receiving the manufacturer’s unique codes, whichever is later;
  2. Add “NTPEP” to “certificate of compliance” to clarify;
  3. Add link to webpage showing status of certification for each participating manufacturer.
- TC approved memo for distribution.

**Agenda Item #3: Open Discussion**

No items brought up. Meeting adjourned