1. Introduction
2. Jim Schluter, panel member
3. Sign-up sheet (re-establish product panel members)
4. Announcement of HDPE Program start-up
   a. In testing: ADS
   b. Pending: Lane, Hancor, Crumpler
5. HDPE sampling questions to resolve
   a. Detail resin sampling:
      1. Should resin come from the same pipe that is being extruded? Yes.
      2. Resin should be taken without carbon black from surge tank or tank car
   b. Pipe samples out of machine or off floor?
      1. Pipe samples should be out of the machine, matching the resin sample
   c. Size availability (at sample time)
      1. Mostly a coordination problem, between Dave, states and vendor
      2. Schedule for production should go by letter from vendor to Mujeeb with a cc: to Dave Meggars and Cliff Hobson
   d. Number of samples of each size
      1. Three (3) samples equal in length to the diameter of the pipe
   e. Joint sample – verify:
      1. Greater than 12 inches in length, either side of the joint, for a total of 2 pieces.
      2. Add clarification that “dimensions should be not less than those shown” for all sampling
   f. General review of sample outline
      1. Britteness (impact) sample must include the manufacturer’s pipe marking (so that the manufacturer’s info is included in the total sample set).
2. Change directions in Item #3, to state, “1000g (or about 2.5 pounds)” rather than just “about 2.5 pounds.”

3. Timeframe for shipping once sampling complete:
   1. Ship from plant within 3 days
   2. Note: Sam Allen noted that most testing takes place in a 1-1 ½ week cycle.

   g. Report form questions
   1. Add a column for “DOT Specifications.” Remove “DOT test” column.
   2. Fix report format to match Sam Allen’s example (Thanks, Sam!)
   3. Back up data from testing that is preliminary to final answers should ship with the final data (shipped to Mujeeb)
   4. Remove “selling length” from test report form (unnecessary information)

h. When sampling letter goes to DOT’s, need to cc: by e-mail sent to:
   1. Testing lab
   2. Vendor
   3. This ensures that all participants have a copy of the same sampling protocol

6. Start PVC Pipe
   a. Draft workplan: presented by Jim Schluter, Contech
      1. Resin comes as powder as base material and is then manipulated by vendor with additives
      2. Testing standards modeled after HDPE workplan, modified to address PVC testing.
         1. e.g., changed terminology: “resin” to “compound” to reflect base resin with additives.
         2. “Resin manufacturer” changed to “resin cell class”
         3. Dave proposed to add in info on who the resin manufacturer is, understanding that the resin is modified by PVC manufacturer to become the compound.
      3. Need test report format, modeled after TRI’s updated version for the HDPE program
      4. NTPEP would need to identify labs capable of doing compound testing (subject for AASHTO / NTPEP)
      5. Test to both AASHTO and ASTM standards
   b. Changes? Plan will be sent to panels members
   c. **ACTION ITEM:** send out work plan to panel members

7. Start Small Diameter HDPE Pipe
   a. Draft workplan – handed out to panel members
   b. Changes? Panel members to propose.
   c. **ACTION ITEM:** Panel members to send in comments

8. Product Panel Performance Measures
   a. Information from suppliers on pipe production schedules
   b. Timeline for evaluation program:
1. Supplier submits application to NTPEP / Mujeeb
2. Mujeeb sends to Chair
3. Chair contacts sampling states
4. Sampling states determine availability for sampling
5. Producer samples sent to Lab
6. Lab performs testing
7. Lab submits test evaluation data to NTPEP / Mujeeb
8. Mujeeb inputs data to database
9. Supplier reviews database
10. Release data
   c. Performance measures:
   d. From time when application received at AASHTO to vendor acknowledged as accepted by NTPEP: 30 calendar days
   e. From time of NTPEP acknowledgement of accepted application to completion of sampling: 90 calendar days
   f. From shipping of sample to testing lab to completion of testing and sent to vendor for review: 60 days
   g. Vendor review: 14 days
   h. From end of vendor review period to release of data: 14 days
   i. Total = 208 days
9. Other business
   a. PPI Program and how it might fit with NTPEP
      1. Logistics of sampling for PPI program are fully developed
      2. Possibility of saving labor and costs by coordinating sampling so we are not duplicating sampling? PPI has TRI already going out and sampling at HDPE plants.
   b. Alan Rawson: 12 states + Washington, D.C. formed a consortium to perform QC on HDPE pipe manufacturers. Plan includes:
      1. QC plan requirements from vendors
      2. Site visits and audits to vendor plants
      3. Sampling each year, using split samples that are tested by both vendor and consortium
10. Adjourn
<table>
<thead>
<tr>
<th>NAME</th>
<th>ORG</th>
<th>PHONE</th>
<th>E-MAIL</th>
<th>PANEL MEMBER?</th>
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</thead>
<tbody>
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<td>Yes</td>
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<tr>
<td>#</td>
<td>Description of Action Item</td>
<td>Lead States (Names of Champions)</td>
<td>Resource Reqmnts.</td>
<td>Timeline (Due Date)</td>
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<tr>
<td>1</td>
<td>Update HDPE work plan to meet the Northeastern States testing plan of each plant once per year.</td>
<td>Kansas</td>
<td></td>
<td>May 2004</td>
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<tr>
<td>2</td>
<td>Complete small diameter HDPE work plan, determine sizes to test and change to meet Northeastern State testing plan.</td>
<td>Kansas</td>
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<td>May 2004</td>
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<td>3</td>
<td>Finalize PVC work plan and determine how to implement Northeastern States testing plan.</td>
<td>Kansas</td>
<td></td>
<td>May 2004</td>
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