1. INTRODUCTION OF PANEL MEMBERS

Panel Members:

- Arizona (AZ): Oscar Mousavi
- Kentucky (KY): Derrick Castle
- Louisiana (LA): Henry Lacinak, Chair
- Minnesota (MN): Jim McGraw
- Missouri (MO): Ken Lane
- Virginia (VA): Wendy Ealding, Vice-chair
  - Warren Ketola, 3M Company (Industry Representative)
  - Mark Kleinschmit, Avery Dennison (Industry Representative)

Visitors (state & federal):

- Delaware (DE): Waseem Fazal
- Florida (FL): Philip Lancaster
- Indiana (IN): Rick Smutzer
- Kentucky (KY): Greta Smith
- Louisiana (LA): Jason Davis
- Maryland (MD): John P. Weisner
- Minnesota (MN): Dave Iverson
- Mississippi (MS): John J. Smith
- Mississippi (MS): Will O’Reilly
- New Hampshire (NH): John Corcoran
- Nevada (NV): Scott Thorson
- Ohio (OH): Jim Roth
- Oklahoma (OK): Kenny R. Seward
- Pennsylvania (PA): Dave Kuniega
- South Carolina (SC): Terry Rawls
- Virginia (VA): Jim Swisher
- Wisconsin (WI): Ned Schmitt

Visitors (industry):

- Scott Chapman, Avery Dennison
- Paul Carlson, Texas Transportation Institute
- Ellen Harelstad, 3M Company
- Brook Jerzyk, Reflexite

2. MINUTES OF APRIL 28 & 29, 2003 MEETING IN SAN DIEGO, CALIFORNIA

Approved

3. STANDARD OPERATING PROCEDURES FOR SIGN SHEETING MATERIALS

Comments from industry

Five areas of concern

1. Accuracy and reliability of data generated by program
   encourage the continuation of the round robin program

Accuracy and reliability – Jim Swisher has been conducting round robin samples annually. 3 new labs have been added to conform to E691 for Precision and Bias statement

   Procedures and results of this testing could be put in the work plan or Data Mine for users to view
2. Data Mine

Extraction of data is cumbersome (new extraction procedures are coming)
Limited utility at this point – want more data population
Data Mine as presented and advertised is close to breaching the original mission of NTPEP to only produce data, not provide product judgment

Data Mine – User’s guides are being distributed to users (Industry, User, and Administration guides)
Will continue to look at Data Mine development, increased functionality
Data generation with specifications on Data Mine – issue for Administrative Task Force rather than the Task Group
Presentation of data was a major concern during the development of the Data Mine – don’t want to lead users to a conclusion regarding any product.
Suggestion to put a disclaimer on the Data Mine home page with the NTPEP Mission Statement

3. Conformance to D4956 – nighttime color, fluorescent measurements, new product categories
Work plan should be revised accordingly
How will this affect fee structure?
Present exposure decks do not conform to D4956 requirements as stated – should consider either adding a “tropical” climate deck or replacing one deck

D4956 conformance – Item for ASTM is the 1.0 degree observation angle
Costs involved in increasing testing will be discussed

4. Material composition – no testing currently done to ensure the material with the same name and product number refers to the same product

Compositional analysis – Industry comments, methods, and procedures encouraged to be presented at future meetings.
Concerns are that products may be changed without notifying the users, and performance may be significantly different from originally tested material
Perhaps any changes can be described by the manufacturer in the NTPEP report or Data Mine – subtle change may be significant enough to warrant re-testing
Brook Jerzyk suggested putting a photo (possibly a microscopic) with a description of the product (watermarks, identifying features, etc.) in the Data Mine.

5. Panel retention – how are panels stored, what happens after the 3-yr exposure, who owns the panels

Panel storage – Any use of the panels other than described in the workplan is discussed with industry
Returning panels – request was denied by NTPEP – panels are property of NTPEP
Aged panels have been retained for informational purposes
Storage procedures are detailed in the work plan

4. APPOINTMENT OF INDUSTRY REPRESENTATION

Mark Kleinschmitt and Warren Ketola

5. DATAMINE TASK FORCE

— Review of DataMine system to recommend appropriate enhancements

Jason Davis designated as Chair, Jim Swisher, Warren Ketola, Chris Gaudette

6. ACTION ITEMS

— Packaging of Panels (Swisher)
Issue has been handled and is much improved

— Process to communicate out-of-ordinary events (Ealding)
Need to define an “out-of-ordinary” event
— Method to measure reliability, accuracy, consistency & timeliness (Lacinak)

Round robin program in place – out of sync labs can be quickly identified
Timeliness – worksheet has been developed to implement a “timeline” with target dates to have various parts of the testing cycle completed
— Identify states / concerns regarding non-use of NTPEP (McDiarmid, Andrews, Corcoran)
— Procedure for reviewing and revising fees (Lacinak)

Increase of fees was rescinded – panels should have a say in and a chance to review any increases

7. AASHTO SUBCOMMITTEE ON MATERIALS (SOM) LIAISON

Henry Lacinak accepting position

8. OLD BUSINESS
— Reduction of testing field sites (Flagstaff, AZ & North Carolina deleted)

9. NEW BUSINESS
— ASTM liaison – Wendy Ealding accepting position

Presentation by Wendy regarding proposed revisions to D4956-01a
Proposal to add fluorescent colors, update values for Types IV and VI, add a new Type X - balloted on sub/main concurrent ballot (closes May 17, 2004)
Proposal to add section on sampling for conformance (not currently on ballot)

— Higher observation angle testing (1.0° observation angle)

Request to begin testing 1.0 degree observation angle for information to users for at least initial laboratory testing, possibly field panels as well. Change would be implemented on 2005 SSM Test Cycle. Proposed for only prismatic materials (greatest need).
No industry voiced objections at this point.

Continuation of meeting – States only session

Additional visitors:
AR Mark Headley
GA Don Wishon
WV Dennis P. King

Industry Concerns

Accuracy and Reliability

How to present data from round robin testing
- any discrepancies should have a detail of corrective actions taken
- follow-up procedures and results on any corrective actions
- include changes of technical staff, equipment, etc.
- Round Robin data with enough labs to conform to E691 fell within limits of E810
- Suggestion to present round robin results at each NTPEP meeting with any corrective actions or other issues
- Suggestion to include procedures for round robin in the work plan
- Suggestion to share Virginia’s procedure with other states and assist with QC/QA plans if necessary
- States currently participating – Missouri, Minnesota, Louisiana, Virginia, California, North Carolina, Arizona (portable only)
- Industry currently participating 3M, Reflexite, and FHWA involved in round robin (Avery
Measurements of Reliability, Accuracy, Consistency, and Timeliness
- procedure with target dates and definitions of each term distributed
- document will be sent to Lead State to distribute to testing states
- add a “# days before target date” (already have a “# days past target date”)

Data Mine

- Task Force will begin discussion of concerns
- Data population will continue and increase
- Tracking “# of hits” on data may be of some use
- Inclusion of specifications in Data Mine (does this go past the mission statement)
- put a disclaimer at the home page regarding the mission statement

Ownership of panels

- Needs to be discussed with ATF – in past, NTPEP has claimed “ownership” of panels, and a request by a manufacturer to have panels returned to them was denied
- A statement of what is to be done with panels after aging should be added to the work plan (keep panels a minimum of 5 years after the 3 year exposure)

1.0 Degree Observation Angle

- Should testing for 1.0 degree observation angle be published formally, informally (for information only)
- Research is leading to higher observation angle requirements
- Implementation for field testing requires much more effort – should be implemented incrementally
- Should this testing be done on prismatic only or all materials?
- Straw poll – 13 for, 0 against, 2 abstain to support 1.0 degree observation angle
- Some concern voiced regarding measuring beaded (extra work – will it be useful)
- Virginia may have some data on beaded sheeting that can be distributed for information and a baseline
- Ballot will be sent out to include initial laboratory testing at 1.0 degree observation angle for prismatic only – beaded sheeting and/or measurements on aged panels will be revisited later

Communicating “out-of-the-ordinary” events

- Draft procedure handed out

Discussion of Florida Test Deck

- Florida DOT will consider revisiting the concept of hosting a deck. This topic will be discussed further.