SSM Conference Call Minutes
April 5, 2016
9:30 AM EST

1. 2016 Submittal Complete
   • 55 Samples submitted
   • Fab date = April 18-22, 2016
   • Ensure all equipment is calibrated and ready for testing.

2. Annual NTPEP Meeting, Grand Rapids, MI May 8-12, 2016
   • Looking into presentation on digital printing (Who to present?)

3. Data Mine SSM Module 3.0 Design Complete
   • Testing scheduled for Q3 2016 with release anticipated for Q4 2016
   • Export and data entry features developed
   • New fields added for digital printing information from MFGRs
   • New color boxes to be added using D4956/M268 color specs
   • Henry advised Vince Glick to be IT contact for DM issues
   • Visual Evaluation Fields to be modified to allow for more text and description
   • Work Plan to be modified to address visual evaluation descriptions
   • DM 3.0 will allow photos to be uploaded. TC to decide on protocols for when photos are needed. Procedures to be added to Work Plan on taking photos
     o Vote required at Annual Meeting

4. Round Robin Samples
   • Being circulated among states and industry. Samples contain new unknown sample.
   • To send to FLDOT lab so they can test and possibly be used as a back-up lab
   • Industry will participate
   • Illinois may also participate
   • Still working with Industry to decide on format to share RR results on NTPEP site
   • ASTM E12.10 Subcommittee Task Group 2 still working on retroreflectivity P&B
     o Also developing a nighttime color procedure

5. Lab Audits
   • Discussion on new requirements from NTPEP for lab audits and documentation of testing and QC
   • May look at both lab and field procedures (need additional clarification of content)
     o Content for audit is up to each TC
   • Audit results will be shared with TC members – if audit doesn’t contain proprietary information, will put on NTPEP website
   • SOP indicates the TC chair or liaison may audit the labs

6. Lab Instrumentation Calibrations
   • Swisher to send out request for labs to provide calibration information
   • Will be part of audit QSM, but will be requested prior
   • Also part of round-robin process
7. Succession Planning / Retirements
   • Lab testing and data entry procedures (Quality Systems Manual) should be written to assist with training new employees
   • Dave Iverson to retire in March- April of 2016. Allan Gallistel now MNDOT lab Director

8. SSM/RUP Work Plan Updates
   • SSM WP recently updated from AASHTO ballot
   • RUP – on schedule

9. Lab Instruments – Fluorescent Color Readings
   • Some variation reported – should we discontinue lab instrument use and go with portable instruments only for fluorescent sheeting?
     o Portable instruments may have less precise filters
     o HunterLab ColorFlex and LabScan XE have slight differences
     o Chris Gaudette will look into this regarding the ASTM color P&B

10. Field Testing at Additional Geometries
    • Should we consider testing @ 0.5° observation angle?
    • Avery and ORAFOL indicate concern with adding more geometries
      o ASTM D4956 doesn’t include 0.5° and 1.0° angles for aged measurements

11. Digital Printing
    • Still would like a broader view / more information on digital printing for the meeting