SSM Conference Call
April 24, 2014
2:30 PM Eastern Time
Minutes

1. Conference Call Attendees:
   Jim Swisher - VDOT
   Jason Davis – LADOTD
   Kathy Watkins – VDOT
   Henry Lacinak – AASHTO
   Chris Gaudette – Orafol Americas
   Brook Jerzyk – Orafol Americas
   Jim Wilson - AZDOT
   Jeff Faulkner – AZDOT
   Maria Elena Dela Cruz – AZDOT
   Julie Lamberson – MODOT
   Dave Iverson – MNDOT
   Tobey Reynolds – NHDOT

2. Welcome extended to the new employees of AZDOT.

3. Henry Lacinak provided a “brief history” of NTPEP Sign Sheeting Materials
   a. Prior to 1995, Regional Test Facility (RTF) conducted testing
   b. Florida DOT performed lab testing
   c. Louisiana DOTD took over lab testing when RTF became NTPEP (1994)

4. 2014 Submittal - Fabrication, Testing, and Installation Schedule
   a. 33 submittals (SSM)
   b. 2 submittals (RUP)
   c. Virginia’s schedule (SSM)
      - Week of May 5 – fabrication
      - Week of May 12 – shipping to testing facilities (LA, MN, AZ)
   d. Louisiana’s schedule (RUP)
      - Week of April 28 – testing LA and AZ panels
      - Week of May 5 – shipping to testing facilities (MN, AZ)
   e. Missouri DOT light tunnel equipment still needs update / repair (on-site repair planned). To be upgraded in May 2014.
      - Virginia DOT can act as a backup if necessary
5. Testing States ready – Equipment Calibrations, Data Mine Ops  
   a. Ensure equipment is ready for testing  
      - Run calibration / verification panels prior to testing and record results to send to Virginia. These should be run each day testing is performed.  
      - Check field sites for readiness

6. Shipping Samples – US Mail, UPS, FedEx  
   a. When shipping panels, use next-day or 2nd day air  
   b. USE PACKAGE TRACKING regardless of shipping method in case of samples being delayed or lost in transit  
   c. Contact the destination laboratory with shipping information

7. Data Mine Issues – Data Entry Deadlines, Releases, Others  
   a. Visual ratings for color:  
      - Don’t include terms such as “faded”  
      - If color changes are detectable, use the phrase “Color change observed – refer to color data”  
      - Other visual observations such as blistering, cracking, etc., should be included in the appropriate field  
   b. Ensure users that will entering data have appropriate access to enter data  
   c. See the Work Plan for data schedules for entering and reviewing data, etc.  
      1. Jim requested the testing states stick to the published deadlines  
         August 1st – Initial, 1-year, 2-year, and 3-year data entered  
         January 1st – 6-month data entered  
      2. Manufacturers will have a 30-day window to review once data is released for their review  
   d. Export feature is operational to allow manufacturers to download data for easier reviewing.  
   e. Manufacturers were asked to designate work zone samples appropriately so the states can easily identify which samples need additional testing (1-year evaluation)  
      1. Generally orange, fluorescent orange, barricade, and reboundable sheeting are considered work zone materials

8. AASHTO, M 268 Update, Concerns  
   a. No ASTM issues reported that will affect NTPEP testing  
   b. Fluorescent Pink color and retroreflectivity values will be published in the next ASTM D4956 version
9. NTPEP Contract to testing states- States should verify they have received contracts for the 2014 testing cycle.

10. Round Robin Testing
    a. Minnesota DOT currently has the samples – will send to Arizona next
    b. Moe Madar (Avery Dennison) is working on an acceptable way to present round robin data
    c. To send to Industry for testing.

11. Annual Meeting Plans
    a. Monday, May 19th
    b. Will discuss DataMine 3.0
       1. Request made to industry to compile a “wants” list to consider for DM 3.0
    c. Presentation on digital printing technology for signs
    d. Presentation on sign brightness – can signs be “too bright”?