NTPEP Sign Sheeting Material/Rollup Signs (SSM/RUP)
Technical Committee Meeting Minutes
Conference Call
Tuesday, October 11, 2016  11:00 am – 12:00 pm EDT

Attendees: James Swisher – VDOT (Chair); Jason Davis – LADOT (Vice Chair); David H. Kuniega – PADOT; Michael Pelham – INDOT; Madar Moe - Avery Dennison; Paul E Vinik – FLDOT; Vince Glick – NTPEP; Kelly Morse - ILDOT; Katheryn Malusky - NTPEP
Kathy Watkins – VDOT; Will Hayes – VDOT; Andy McNair – MSDOT

Jim Swisher welcomed new TC members:
Paul Stout – MDDOT
Ted Whitmore – WVDOT
Mike Pelham – INDOT

Agenda Items:
1. Release of SSM submittal data to MFGRs took place on Oct 3, 2016  States - be ready to check data entries.  30 day clock to end Nov 2, 2016.
   Current DM Issues with the release:
   a. One sample set of data (visual evaluation text) released to a MFGR was red in color when it should have been green. Ticket submitted and supposedly was fixed but issue still remains.
      Action - VDOT to send Vince a screenshot of problem. Vince will follow up.
   b. DM Digest not being received by lead state (VDOT).
      Action – Vince to send VDOT a screenshot of the box to check in DM
2. Round Robin Testing – Industry rep (Moe Madar) inquired about releasing the data to industry. VDOT to send samples to industry for testing. VDOT will discuss with industry and then conduct a vote by the TC on what will be released.
3. Instrument/Equipment Role Call – All lab instrumentation and equipment is operable. LADOT would like to purchase a new portable retroreflectometer for sign testing. Their current instrument (920L) works but is not supported by MFGR.
4. Test Deck Equipment – Your outdoor deck structure in good shape?
   1. VDOT - refurbishment performed this summer on their wooden deck.
   2. LADOT – Good deck design of steel and Aluminum.
5. QC Data – Reminder for all state labs to send their QC data to VDOT.
6. RUP Update by Jason Davis – Some data entry problems reported.
   “404” errors reported earlier in the releases this year.
   Problems reported using the cut and paste functions.
   LADOT to release the 2015 RUP data this week.
7. DM 3.0 Update – NTPEP Admin setting up Alpha testing (clicking, releasing, etc. functions) now. Beta Testing scheduled for lead state in November:
   NTPEP – (Vince) to coordinate a call with Jim Swisher (VDOT) and Jason Davis (LADOT) during the last week of October. Review of the timeline/communication for Beta Testing execution.
8. Jim Swisher to conduct lab audits in the near future. Need to get approval from NTPEP for audit protocols.
9. SSM and RUP Work Plans need to be balloted. Swisher requested any input from members on changes needed in Work Plans.
10. Sign Sheeting Identification work by Task Group – Dave Kuniega advised, due to staff changes, there is no new information to date on this investigation.
     Winston King retired in May 2016
11. CONCUR System – For Travel Reimbursements – NTPEP to hold another webinar on system use. To be used by Chairs, VC's, scholarship recipients.
12. Next Annual Meeting:
     Sunday, March 12th through Thursday, March 16th, 2017
     Seaport Hotel & World Trade Center, Boston, Massachusetts