SIGN SHEETING MATERIAL Minutes-Fall 2007
Tuesday, November 13, 2007 (1:30 pm EST)

Chairman: Henry Lacinak, Louisiana DOTD
Vice Chairman: Jim Swisher, VDOT

Attendees:
Joe Dorsey – AASHTO
Henry Lacinak-LADOTD
Jason Davis- LADOTD
Jim Swisher- VDOT
Dave Iverson- MNDOT
Mark Kleinschmit-Avery Dennison
Julie Weiland – MODOT
Todd Bennett-MODOT
Terry Rawls - SCDOT

1. SSM Work Plan Revision:
   - Work plan revision (Nov 2007) was sent out to ballot and currently we’re receiving comments. Industry to review revision and make comments.
   - Swisher requested the following phrase “Is this submittal designated as work zone? Y or N” become apart of the 2008 application. This will be added to the 2008 application.

2. Industry Representative Application:
   - Mark Kleinschmit is current industry representative.
   - Fuat Atkin (3M) is currently applying
   - Dave McGee (ATSSA) will review application and forward to committee
   - Swisher advised industry rep normally not included in conference call. Kleinschmit will hang up when requested.

3. Datamine Task Force
   - No updates from Davis
   - Agreement from committee on the need to make specification changes easier in Datamine.

4. 2008 Submittals
   - Requests for Products for SSM & RUP will be made by Friday, December 7, 2007; Applications and Rank Order Lists due Friday, February 1, 2008.
   - AASHTO to forward notice of submittals to ATSSA (“Flash” newsletter) for promulgation.

5. Old Business
   - Rollup Sign Work Plan
     Mfgr’s complained about orientation issue. Davis to follow up.
     Lacinak wants work plans (SSM and RUS) to follow AASHTO format.
   - Round Robin Testing- Updates
     Samples are currently in Florida.
   - Product number designations will not be changed after initial data has been issued to vendors for review. ASTM Type designations will only be changed if the original submission type was unassigned and only until the initial data has been issued for vendor review. No changes to product number/designation or ASTM type will be made after the initial data has been released for vendor review. Products currently under test will have a window of opportunity to change
designations, that window will close when the 2007 initial and 6 month data is published. This note was added to the work plan and sent out to ballot.
- Round Robin samples to be distributed in 2008. Swisher to send out an approximate schedule.
- Gloss measurements – All measurements currently done at 85 degrees. May go to 60 degrees. We need more information from ASTM before we change.

6. **New Business**
- Discussed sending Round Robin samples to NIST for validation. Cost can be added into sample cost.
- 2008 NTPEP Annual Meeting @ Concourse Hotel in Madison, WI (April 28-May 2, 2008)
- QA Audits – Swisher visited LADOTD and will visit other labs in next year. Audit information may be included in SSM work plan
- Replacement for Henry Lacinak (retiring at end of year) as Chairman; Jim Swisher agreed to take lead Chair and we’ll have to find a replacement for the Vice-Chairman.
- Warren Ketola has also retired
- Culpeper, VA shop sign is closed. Swisher looking into moving to remaining sign shop in Richmond. Meeting scheduled for Dec 13, 2007. Another option is to fabricate signs in sheeting manufacturing facility or hire private sign shop. Swisher investigating.
- Re-test time frame: guideline currently states 7 years.

7. **Adjourn**