SSM & RUP Conference Call Minutes
October 23, 2008 10:00 am

TC Officials Present: Jim Swisher, Chairperson (VA DOT)
Jason Davis, vice chair (LA DOT)

Liaisons Present: Henry Lacinak, Keith Platte, Claire Kim

TC Update Issues and Concerns

1) Membership Status: No new members for Technical Committee at this time

2) Membership on website is to update
   a) Jim will review the roster for obvious errors
   b) Jim will check with Julie Weiland and Derrick Castle to ask if they want to join the SSM Tech Committee

3) Operating Procedures being revised and placed on website
   a) Discussed the issue of industry representatives
   b) Mark Kleinschmit is current industry rep.
   c) Question raised if we should have 2 reps
   d) Industry reps are not allowed in the state-only panel meetings

Report Issues and Concerns

1) Outstanding Reports:

   Roll-up Sign Sheeting reports are up to date: Not currently in DataMine, but reports are listed online (2005 cycle - 12 month report)

2) Upcoming Reports:

   a) SSM 2005-2008 data set still needs updating
   b) Reporting goal: Have all data up-to-date by Oct. 31
   c) Upcoming report (Louisiana) - to be entered within next week
      1. 2005 field data (3 year)
2. 2006 field data (2 year)
3. 2007 field data (1 year)
4. 2007 lab data
5. 2008 lab data
d) AZ data to be completed by end of month and submitted to VA
e) MN data has been submitted to VA
f) Target data has been submitted to VA

3) Data Release (to manufacturers? Public Release?)
a) Currently Keith Platte releasing data for SSM
b) Should be responsibility of lead state: Or could send a request to iEngineering to release data

Testing Issues and Concerns

Current Cycle & Ongoing Cycle:

a) As discussed earlier, some delays in reporting
b) Will be looking for ASTM or AASHTO specification changes
c) Latest ASTM D4956 ballot deletes gloss

Work Plan Issues and Concerns

1) last Updated: October 2008 (Ballot ?)
2) Withdrawals:
   a) Once product is withdrawn, testing will be stopped and all data sent to industry for review up until time of withdrawal will be reported.
   b) Current general notes indicate any data obtained up to the point of product withdrawal is published
   c) Issue needs clarification
   d) Long discussion of what data should be published if manufacturer withdraws product
   e) i.e. If withdrawn once NTPEP sends out initial data for review, should initial data be published and comments included on withdrawal?
   f) Jim will send out various options
   g) Can look at what other Tech Committees have done
General Comments

1) DataMine Issues: Release of data should be done by Technical Committee chair - mechanism will be changed to allow release of data by groups: Must contact NTPEP staff to relay info to manufacturers.

2) Testing Fee:
   a) if manufacturer withdraws product prior to fabrication, it gets a refund minus a 10% handling fee - is this too low? Perhaps 25%
   b) May need a new cost study to determine if testing costs are still appropriate
   c) Modification of testing fees should be considered after analysis of time (DataMine entry, etc.)
   d) Fees should not be reduced for subsequent samples: All samples will have one set fee.

3) Contracts: Up to date, Louisiana PMM contract still needs finalization and signatures.

4) Annual meeting Time and Slot:
   a) Discussed meeting times for 2009 meeting in Portland, Maine
   b) May need more time for sign sheeting meetings (2hours)
   c) Tea Table Key sign sheeting testing: Weathering environment - update from Jason Davis
   d) What is the plan?
   e) Need to discuss future of this project with Florida
   f) Round robin panels are at NIST

5) QA audit program - needs to be continued in spring
6) ? Industry issues of wording in reports needs addressing - Jim Swisher will handle this?