

ASTM Sub Committee B Test Availability Guidelines

BACKGROUND

The ASTM Technical Guidance Committee has approved the following guidelines to assist surveillance panels in the notification of when a specific test may be available or unavailable for testing purposes. The intent is that all stake holders are informed in a timely manner of any possible continuation/disruption in test availability.

GUIDELINES

Each surveillance panel is responsible for ensuring adequate supplies of acceptable test components, fuel, or any other item necessary to conduct a test. If a condition arises that would prevent a laboratory from procuring materials to conduct a registered or reference oil test, the surveillance panel chairman should be notified immediately. The surveillance panel is to then meet and discuss possible redistribution of the resource, alternative suppliers, etc. to help resolve the procurement issue. If no resolution is found the surveillance panel chairman is to inform at a minimum the stake holders shown below under the heading notification list. It is hoped in situations when a test is facing a shortage of material(s) that immediate notification can focus industry expertise on finding suitable replacements and or develop/initiate protocol to handle approval of oils. In the case of sole-source/critical parts, it is advisable that the surveillance panels establish an equivalency testing protocol in anticipation of the event that material can no longer be procured. If material procurement conditions change enabling a registered or reference oil test to be run the surveillance panel chairman is to also immediately notify stake holders.

For ASTM Test Monitoring System purposes a test is deemed available as long as one calibrated laboratory (independent or dependent) is able to run tests.

Notification List

Organization	Position
ASTM	D02.B0 Chairman
	Test Monitoring System Executive Committee Chairman
	Test Monitoring Center Director
	PCEOCP Chairman
	HDEOCP Chairman
	D02.B0.01 Chairman
	D02.B0.02 Chairman
	D02.B0.03 Chairman
	D02.B0.07 Chairman
	Membership of Effected Surveillance Panel
ACC	Product Approval Protocol Task Group Manager
	MAAG Chairman
API	EOLCS Manager
	EOLCS Chairman
Auto Alliance	
JAMA	
EMA	EMA Staff
API	AOAP Chairman
API	DEOAP Chairman
ACC-MA	Manager

Notification

From the TMC website (<http://www.astmtmc.cmu.edu/TestStatusNotification.aspx>) a notification email can be generated with the current notification member emails. Surveillance Panel Chairs will need to append a letter describing the situation using the current D02 letterhead (a link is on the TMC notification page) and a notification comment to the body of the email prior to sending.