

**AASHTO NATIONAL TRANSPORTATION PRODUCT EVALUATION PROGRAM
SIGN SHEETING MATERIALS**

**Fall Conference Call
November 3, 2004**

MINUTES

Attendees:

Wendy Ealding –**VC**- (VA DOT)
Jim Swisher (VA DOT)
Henry Lacinak –**C**- (LADOTD)
Jason Davis (LADOTD)
Brian Hunter (NCDOT)
Todd Bennett (MODOT)
Swati Das (VADOT)

Philip Lancaster (FLDOT)
Mike McGough (AASHTO)
Amy Hearon (AASHTO)
Joylene Benham (FLDOT)
Dave Iverson (MNDOT)
Derrick Castle (KYTC)

1. DATAMINE TASK FORCE

a. Reporting –

- i. 2001 VA Light Tunnel data in not correct and should be reviewed
- ii. Introductory information is going to be uploaded into DataMine for years 2000, 2001, 2002, 2003, 2004 by January 7, 2005.

b. Malfunction Reports

2. OLD BUSINESS

a. Communicating “out-of-the-ordinary” events (See attached)

- i. Adopt a draft procedure for out-of-ordinary events into the workplan for next years testing

b. 1.0 Degree Observation Angle

- i. Ealding will develop a survey to the states on interest in this observation angle by the **end of November**.
- ii. LA performed these readings on their samples for comparison and review in the future.

c. Discussion of Florida Test Deck

- i. FL is working on comparisons results between the Gainesville site & a site near Key Largo. The racks that have been exposed are being used as comparisons to NTPEP testing for prequalification. **Lancaster will forward spreadsheets to panel for review by Feb. 1, 2005.** The panel would then make a determination whether or not to add the Key Largo or Gainesville site to the testing program, determine who will do the testing, estimate the testing costs and then forward to NTPEP oversight for ballot and approval.
- ii. Lancaster - FL DOT has agreed to do the testing.
- iii. McGough- Request the addition of a 2005 FLDOT conditional test deck. VA will fabricate 3 more panels for FL testing in 2005.

d. FOLLOW UP ON ACTION ITEMS

- Method to measure reliability, accuracy, consistency & timeliness (Lacinak)
- Round robin program in place – out of sync labs can be quickly identified

- Swisher – 3 labs have been added. A precision and bias statement should be developed by the May meeting and may vary by sheeting types.

Timeliness – worksheet has been developed to implement a “timeline” with target dates to have various parts of the testing cycle completed

Swisher – Will forward worksheet to all other states, chair and NTPEP Manager by the end of November.

— Identify states / concerns regarding non-use of NTPEP (McDiarmid, Andrews, Corcoran)

- Panel ownership ?????

3. NEW BUSINESS

- a. Ealding – ART 920 portable retroreflectometer is having trouble with the calibration on the blue and green standards. Propose fixing instrument for this years an previous submittals still under testing and purchasing a new Retrosign instrument for future testing. The new readings would be point readings.

4. Adjourn – Next Meeting March 16, 2005 @ 11:00 am

DRAFT

Definition of out-of-ordinary event:

Examples

- samples lost in shipment
- samples damaged by weather event e.g. blown away in a hurricane or tornado
- samples not put out as scheduled
- testing delayed beyond 30 days (*could be panel specific*) because of equipment failure or weather related conditions
- changes in testing conditions such as introduction of new equipment during a testing cycle

Course of action (timelines are considered target dates and will be upheld to the best of the program's abilities)

- Testing state where the event occurs notifies the lead state coordinator and Project Panel Chair within two business days of discovering event
- Lead state coordinator and Project Panel Chair investigate options for remedy then notify NTPEP Manager within two business days of original notification by testing state
- NTPEP Manager notifies affected industry within two business days of notification by lead state coordinator/Project Panel Chair
- Develop a resolution with industry input as deemed appropriate
- Project Panel Chair to produce an incident report to distribute among the state members of the panel
- A reference to the event is to be included in the final report under a new heading "Out-of-Ordinary Events".