

**SSM Conference Call**  
**April 24, 2014**  
**2:30 PM Eastern Time**  
**Minutes**

**1. Conference Call Attendees:**

Jim Swisher - VDOT  
Jason Davis – LADOTD  
Kathy Watkins – VDOT  
Henry Lacinak – AASHTO  
Chris Gaudette – Orafol Americas  
Brook Jerzyk – Orafol Americas  
Jim Wilson - AZDOT  
Jeff Faulkner – AZDOT  
Maria Elena Dela Cruz – AZDOT  
Julie Lamberson – MODOT  
Dave Iverson – MNDOT  
Tobey Reynolds – NHDOT

**2. Welcome extended to the new employees of AZDOT.**

**3. Henry Lacinak provided a “brief history” of NTPEP Sign Sheeting Materials**

- a. Prior to 1995, Regional Test Facility (RTF) conducted testing
- b. Florida DOT performed lab testing
- c. Louisiana DOTD took over lab testing when RTF became NTPEP (1994)

**4. 2014 Submittal - Fabrication, Testing, and Installation Schedule**

- a. 33 submittals (SSM)
- b. 2 submittals (RUP)
- c. Virginia’s schedule (SSM)
  - Week of May 5 – fabrication
  - Week of May 12 – shipping to testing facilities (LA, MN, AZ)
- d. Louisiana’s schedule (RUP)
  - Week of April 28 – testing LA and AZ panels
  - Week of May 5 – shipping to testing facilities (MN, AZ)
- e. Missouri DOT light tunnel equipment still needs update / repair (on-site repair planned). To be upgraded in May 2014.
  - Virginia DOT can act as a backup if necessary

5. **Testing States ready – Equipment Calibrations, Data Mine Ops**
  - a. **Ensure equipment is ready for testing**
    - **Run calibration / verification panels prior to testing and record results to send to Virginia. These should be run each day testing is performed.**
    - **Check field sites for readiness**
6. **Shipping Samples– US Mail, UPS, FedEx**
  - a. **When shipping panels, use next-day or 2<sup>nd</sup> day air**
  - b. **USE PACKAGE TRACKING regardless of shipping method in case of samples being delayed or lost in transit**
  - c. **Contact the destination laboratory with shipping information**
7. **Data Mine Issues – Data Entry Deadlines, Releases, Others**
  - a. **Visual ratings for color:**
    - **Don't include terms such as "faded"**
    - **If color changes are detectable, use the phrase "Color change observed – refer to color data"**
    - **Other visual observations such as blistering, cracking, etc., should be included in the appropriate field**
  - b. **Ensure users that will entering data have appropriate access to enter data**
  - c. **See the Work Plan for data schedules for entering and reviewing data, etc.**
    1. **Jim requested the testing states stick to the published deadlines**
      - August 1<sup>st</sup> – Initial, 1-year, 2-year, and 3-year data entered**
      - January 1<sup>st</sup> – 6-month data entered**
    2. **Manufacturers will have a 30-day window to review once data is released for their review**
  - d. **Export feature is operational to allow manufacturers to download data for easier reviewing.**
  - e. **Manufacturers were asked to designate work zone samples appropriately so the states can easily identify which samples need additional testing (1-year evaluation)**
    1. **Generally orange, fluorescent orange, barricade, and reboundable sheeting are considered work zone materials**
8. **AASHTO, M 268 Update, Concerns**
  - a. **No ASTM issues reported that will affect NTPEP testing**
  - b. **Fluorescent Pink color and retroreflectivity values will be published in the next ASTM D4956 version**

9. NTPEP Contract to testing states- States should verify they have received contracts for the 2014 testing cycle.
10. Round Robin Testing
  - a. Minnesota DOT currently has the samples – will send to Arizona next
  - b. Moe Madar (Avery Dennison) is working on an acceptable way to present round robin data
  - c. To send to Industry for testing.
11. Annual Meeting Plans
  - a. Monday, May 19<sup>th</sup>
  - b. Will discuss DataMine 3.0
    1. Request made to industry to compile a “wants” list to consider for DM 3.0
  - c. Presentation on digital printing technology for signs
  - d. Presentation on sign brightness –can signs be “too bright”?