

ISM-RIF PACKAGING STANDARDS

SUBCOMMITTEE

MEETING MINUTES

**Meeting Location: Fort Worth, Texas BNSF
January 12 -13, 2004**

Participants:

Rick Messman
Tom Piton
Fred Nelson

Star Graham
Bruce Bennner

Bob Kessler
Marc Buncher

Section 1: Action Items

- The possibility of several pictures with thumbnails for any items (Star is trying to update but the TTX system may make it too costly to implement.

Format was originally set up for one image. If the funding can be allocated for this enhancement, TTX can adjust the format. Four thumbnails and a main view are what the Committee prefers, however, five is a difficult number because it is odd. Based on this we will use four pictures in each standard. Star informed the group that TTX will not update the database unless they are paid. TTX contact is Ron Simmons. Lori Hoover is another good contact. Rick to submit request to IT committee for the necessary funding estimated at \$1,000.00. To further reduce cost, Star will provide guidelines as to the exact size and resolution requirements for digital pictures.

- The use of filters or tabs to separate binder sections (This is very similar to the issue above. We will have to justify the programming cost).

Closed- Can't justify the cost

- In the section titled “Packaging Specification Manual” need a link to the drawings. (Star thinks she can accomplish this task).

Complete

- The number of completed drawings needs to be updated. Need to add a count column in front of the number drawing. (Star will complete)

Rick & Marc to draft a letter to the ISM IT Committee to authorize payment to TTX for development costs

- A counter needs to be added to record the number of hits to the site. (For security reasons, TTX will not allow a free counter and will not pay to program one).

Closed-Will not be adding one due to security concerns

- The template used for packaging standards still needs to be modified to allow for thumbnails: (Star will make an attempt to insert the thumbnails but we do not have examples to give her at this time)

Rick & Marc to draft a letter to the ISM IT Committee to authorize payment to TTX for development costs

- Under the Preface section, the following changes are also required:
 - Add “Contact Us” under “What you want to know” on main web screen. (Not done but is this really necessary?)
 - The revision dates will default to the date of the time stamp when it is uploaded, but we can (and will) override this date for the existing items. (Don’t think we really want to do this)

Closed-Group determined the above two bullets points were not required

Item 3: Members who have crankshafts and cams stored need to bring pictures of racks and how they are handled at their locations to the next meeting. **Tom to provide drawing for crankshaft box and also feedback on cams for the next meeting. Action: Tom Piton.**

Incomplete, Tom is developing new packaging. Re-visit next meeting

Item 4: Cushioning Unit 5 packs (CUS-3). The 5 pack packaging standard in the manual that was previously agreed that the digital picture and

description on the electronic template be accepted. **Action: Rick Messman Contact Eric Armstrong. (Received from Eric and sent to Star)**
Complete

Item 5: Handholds less than 45” in length (HAN-9). The handhold packaging previously agreed too needs a digital picture and description for the electronic template. Modify the description in the specifications shown the standard box. **Action: Rick Messman to contact Eric Armstrong. (Received from Eric and sent to Star)**
Complete

Item 6: Pitched Roof Panels (ROO-2). The pitched roof panel packaging previously needs a digital picture and description on the electronic template. The picture needs to be cropped out from the background, and then this can be sent for uploading to the website. **Action: Rick Messman to contact Eric Armstrong. (Received from Eric and sent to Star)**
Tom will contact McMurry for new cleaner pictures

Item 7: Flat Roof Panels (ROO-1). The flat roof panel packaging previously approved by the committee needs a Digital picture and description on the electronic template. **Action: Rick Messman to contact Eric Armstrong. (Received from Eric and sent to Star)**
Tom will contact McMurry for new cleaner pictures

Item 8: Standard Boxes, it was agreed that the committee would add three standard boxes to the packaging materials section. These boxes would conform to the standard sizes of 40” x 48”, 42” x 48”, and 48” x 48”, but would be made from solid construction. These standards (Box-11, Box-12, and Box-13) were approved. The pictures need to be cropped from the background. **Action: Rick Messman to contact Eric Armstrong. (Received from Eric and sent to Tom to be cropped)**
Tom to re-send to Star

Item 9. Drawing BOX-10 is out of sequence in the packaging standards specifications. **Action: Rick Messman to Contact Star Graham (Star has not completed this task)**
This requires programming changes and will be mentioned in the IT request letter.

Item 10: Motor Support Brass: Discussed the packaging for motor support brass. The primary issue is that these boxes are labor intensive to break

down for disposal, plus the fact that it results in waste. Some options were discussed including reusable plastic containers, but cleanliness of the container could be a problem. Need photo of present packaging for cores.

Action: Fred Nelson and Bruce Benner (No update)

Dropped because all Road's receive brass from the same Supplier

Item 11: Video for marketing website and standards. Several hours were spent developing a video board outlining the functions of our committee. This was documented in power point, and needs to be further detailed with input from Hillary and her video production team. **Action: On hold.**

Wait for UP person to come on-board later this year.

Item 12: Locomotive after cooler. Tom to provide pictures of after cooler plastic containers. **Action: All-provide digital pictures of containers.**

Tom to look at new containers with Touchstone

Item 13: Locomotive Oil Coolers: Find out if they can be double stacked. Standardize the 40X48 pallet and place banding across the pallet as opposed to lengthwise (see picture of EMD oil cooler). GE oil cooler: Check out the overall dimensions and weights. Tom to look for heavy-duty standard pallet on the website. If one exists, we need to make standard pallets for the standard sizes.

Marc and Tom to get new pictures of product as it is received.

Item 14: Locomotive Shock Absorbers: It appears the current packaging from EMD and GE are very similar, except for the box height. We will make one standard that meets the GE pallet size, and show the height as not to exceed 24" from the floor. Need to get a new picture, showing both the side and end view and eliminate the supplier name. **Action:**

Tom to get pictures of EMD shocks and Bob to get pictures if shocks other than GE or EMD.

Item 15: Swing Motion Truck Bolster, Rocker Seats, Push Rods, Brake Jaws, Ring Eyes, and Truck Levers with hook. Samples of existing packaging required. **Action: Mike McMurry. (No update)**

Rick to contact Rod to see if he can assist in getting McMurry back

Item 16: ALT-30 should be deleted from list, as these alternators are large enough that they are shipped without packaging. **Action: Rick Messman Complete**

Item 17: ASY-33: GE power assembly. **Action:**
Tom and Marc to get pictures of EMD and GE Power Assemblies, packaged as they are shipped from supplier to customer.

Item 18: CAS-15, CAS-16, and CAS-17. **Action:** Mike McMurry to get examples of current packaging. (No update)
On hold

Item 19: CEN 1 to CEN-5: Why are so many standards required. **Action:**
Fred Nelson to get photos of rack being used in Grand Rapids.
Tom to re-send to Star

Item 20: The list of potential items (from the old cross-reference table) needs to be cleaned up. **Action:** *Reference to NAPM will change to ISM and is assigned to Rick.*
Complete new items to be added to the pipeline. Marc to transfer PDF to excel and Bruce to make edits. This includes lining out BAR-1, GAG-30 & 31, GOV-30, Filters, GEN-30 & 31, GRI-30, Pai-1 through 7, MOT-30, MOD and PAR-2 through 8. A date and the word "Rejected" will be noted in the right column.

Item 21: COL-1 dirt collectors. How are they currently packaged? **Action:**
All to get photos.
Bob to get NYAB and Progress pictures. Rick sent Tom pictures from Wabtec

Item 22: Fuel Injectors- INJ 31 to be marked "deleted" on drawings and on packaging standards list. This is due to the presence of Styrofoam. **Action:**
All, to see it multi packs are being used.
Rick will ask Star to delete

Item 23: Each member to review the standard compliance and packaging guidelines section on what changes are required and be prepared to discuss at the next meeting. **Action:** All
Some of the members were concerned that our Compliance language might make us liable if someone got injured using a standard we

recommended. Marc to find out what are the recommendations of a law firm.

Item 24: The Code of Conduct section has some typos and spacing problems and needs to be fixed. **Action:**
Bruce made the necessary edits. Rick to send to Star for update.

Item 25: We counted 281 standards. As a result, the description on the home page under the “Why we’re here” heading needs to be modified. We had agreed to add a count column to packaging specifications and this will show number of standards in existence. **Action Rick Messman**
Rick & Marc will add this requirement to IT committee letter.

Item 26: Each member to review the packaging of draft gears and Armature Shafts and take pictures. **Action All**
Tom to get armature shaft pictures, not the complete armature!

Section 2: Drawing Status

The following items need digital pictures and descriptions put on the electronic template for final review before posting to the website:

JOU-30: Journal Box	Rick Messman	Rick
DEV-50: Single Car test device	Rick Messman	UP member
RAD-30: Radio Box	Rick Messman	UP member
RAD-31: Radiator Rack	Eric Armstrong	Marc
SPR-31: Elliptical Springs	Rick Messman	Marc

Star will post pictures on the Web site. Above listed members need to send dimensions, weights, etc. to Star for final updates.

Section 3: New Business

- Marc will update the committee on RFID technology at the next meeting. This technology may affect the section in our Packaging specifications dealing with Bar Coding. **Marc**
- Pallet standardization – (National Wooden Pallet and Container Configuration) Tom will address rules concerning fumigation standards for wooden containers shipped internationally, weight standards for pallets and other International standards. **Tom**

- Research new technologies in strapping that could replace steel banding. **Tom**
- Let Joe Sousa know that their website has not been updated since their last meeting. **Rick**
- Tom presented guidelines for taking pictures and providing details when adding a new standard. This is becoming more critical as we move from CAD drawings to digital pictures. Tom will develop a new list and template design for the committee to review. **Tom**
- Star was asked to add Locomotive/railcar/track numbering conventions to the headings on the search page and Packaging specifications manual. This will eliminate the need for filters that would have required more programming costs. Additionally, Star was asked to block access to the section titled “Packaging Specifications numbers and drawings” as this is a static database not updated from the main database on TTX’s site. Anyone attempting to open the static database will automatically be routed to the section titled “Show All Packaging Standards”. **Rick**
- The group decided to add a “zero” in front of all specification numbers so that more standards can be allowed and to improve the sorting problem. **Rick and Marc will write letter to the IT committee.**
- Bob will review open car part references and make recommendations for any changes. **Bob**
- Locomotive cooling fans, oil & water pumps and valve 7-34 are being added to the new items pipeline. Each member will bring digital pictures and part numbers to the next meeting. **All**
- Rick will send part numbers to Bruce for the intercoolers. **Rick**
- It was noted that several standard (PIN) drawings would not load. **Star will investigate.**
- STA-40 is listed with only the drawing information. Rick will provide specification details. **Rick**

- Recruit new members from CN (**Bruce Benner**), UP (**Rick Messman**), KCS (**Marc Buncher**).
- Marc Buncher nominated to assume duties of Secretary.
- Tom and Rick will stay on as Co-Chairman and Chairman through the end of this year.

Section 4: Next Meeting

The next meeting will be hosted by CSX in Jacksonville. Tentatively scheduled for March 29 or April 5. Meetings will start at 8:00 a.m. on Monday.

Conference call scheduled for the 18th of February. Rick to advise time and call in number.

Rick Messman