

ISM-RIF PACKAGING STANDARDS

SUBCOMMITTEE

MEETING MINUTES

Meeting Location: Conference Call
October 20, 2003

Participants:

Rick Messman
Tom Piton

Star Graham
Bruce Bennner

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. Star will work up a cost so we can decide how to proceed).
- 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).
- In the section titled “Packaging Specification Manual” need a link to the drawings. (Star thinks she can accomplish this task).
- The number of completed drawings needs to be updated. Need to add a count column in front of the number drawing. (Star will complete)
- 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).
- A link to Adobe Reader is required (or can a pdf file be changed to text files) (We are HTML now and do not need the link to Adobe reader).
- An issues with printing copies of the specifications. The right margin of any drawing some of the words are missing on the printed copy (Bruce and Rick tried to print while on the call and had no problem getting the entire specification to print properly. Determined it was just a problem on Tom’s computer).

- 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)
- Tom noted to remove the Mail Confirmation and Manual Order Form bullets from the list, as they are no longer relevant since the manual is on a website. (Star removed both items)
- Under the Preface section, the following changes are also required:
 - The last line needs to be rewritten, and the revised dates on all of these sections updated to October 2001. The last line should read: ISM standards are subject to periodic review, and therefore users need to ensure they are using the latest information from the website. (Done)
 - Also the opening statement of paragraph 4 should read: Rail Industry Companies shall: (Done)
 - The final word in paragraph 5 needs to change from officer to member. (Done)
 - In the 3rd paragraph, a space is required between so and requested. (Done)
 - The first paragraph needs to read sourcing /purchasing and supply/material officers. (Done)
 - 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)

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. No update**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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.**

Item 12: Locomotive after cooler. Tom to provide pictures of after cooler plastic containers. **Action: All-provide digital pictures of containers. (No update)**

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. **Action: All. (No update)**

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: Bruce Benner and Fred Nelson. (No update)**

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)**

Item 16: ALT-30 should be deleted from list, as these alternators are large enough that they are shipped without packaging. **Action: Rick Messman (No update)**

Item 17: ASY-33: GE power assembly. **Action: New GE Member to bring photo to next meeting. (No update)**

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

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. (No update)**

Item 20: The list of potential items (from the old cross-reference table) needs to be cleaned up. **Action: All to review for next meeting. (No update)**

Item 21: COL-1 dirt collectors. How are they currently packaged? **Action: All to get photos. (No update)**

Item 22: Fuel Injectors- INJ 3 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. (No update)**

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 (No update)**

Item 24: The Code of Conduct section has some typos and spacing problems and needs to be fixed. **Action: Bruce to correct (No 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 (No update)**

Item 26: Each member to review the packaging of draft gears and Armature Shafts and take pictures. **Action All**

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

Section 3: New Business

- Future Direction: Focus on locomotive component parts packaging.
- Recruit new members from Alstom, (Rick Messman), Progress Rail and CN (Bruce Benner), UP and GE (Rick Messman). **Marc Buncher will represent GETS on this committee.**

Section 4: Next Meeting

The next meeting will be hosted by BNSF in Fort Worth. Tentative date is January 12th, 13th and 14th.

Please advise if these dates still work so I can make the necessary arrangements.

Rick Messman