

ISM-RIF PACKAGING STANDARDS

SUBCOMMITTEE

MEETING MINUTES

**Meeting Location: EMD, LaGrange, IL.
September 8, 9 & 10, 2003**

Participants:

Rick Messman

Fred Nelson

Tom Piton

Bruce Bennner

Section 1: General Information

- Tom Piton reviewed Safety, Emergency and Housekeeping Procedures
- Tom Piton read the disclaimer statement; it's been revised to reflect the name change from NAPM to ISM.
- Rick Messman reviewed the last Executive Board Presentation
- Rick reviewed the appointment of Rod Doerr from the UP to head the RIF and shared his viewpoints, the future direction for the ISM-RIF the changes he intends to implement.
- Tom Burke, from EMD a member of the ISM-RIF welcomed the group
- A tour of the Engine Plant was given to the group

Section 2: Action Items

Item 1: Many changes need to be made to the website. The following list still needs to be addressed:

- The possibility of several pictures with thumbnails for any items
- The use of filters or tabs to separate binder sections
- In the section titled "Packaging Specification Manual" need a link to the drawings.
- The number of completed drawings needs to be updated. Need to add a count column in front of the number drawing.
- A counter needs to be added to record the number of hits to the site.
- A link to Adobe Reader is required (or can a pdf file be changed to text files)

- An issues with printing copies of the specifications. The right margin of any drawing some of the words are missing on the printed copy

Action: Rick Messman to arrange for a conference call between Starr Graham and himself to review what needs to be changed on the website to improve its' performance for the end user.

Item: 2 The following required changes are still outstanding:

- The template used for packaging standards still needs to be modified to allow for thumbnails: Action: Rick Messman
- 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. Rick Messman
- 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.
 - Also the opening statement of paragraph 4 should read: Rail Industry Companies shall:
 - The final word in paragraph 5 needs to change from officer to member.
 - In the 3rd paragraph, a space is required between so and requested.
 - The first paragraph needs to read sourcing /purchasing and supply/material officers.
 - Add "Contact Us" under "What you want to know" on main web screen.
- The packaging specification manual needs to be changed from a text document to a link to the database so that it is automatically updated.
- 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.

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.**

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.**

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.**

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.**

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.**

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.**

Item 9. Drawing BOX-10 is out of sequence in the packaging standards specifications. **Action: Rick Messman to Contact Star Graham**

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 Neslson and Bruce Benner

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.**

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.**

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.**

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.**

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

Item 17: ASY-33: GE power assembly. **Action: New GE Member to bring photo to next meeting.**

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Item 18: CAS-15, CAS-16, and CAS-17. **Action: Mike McMurry to get examples of current packaging.**

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.**

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.**

Item 21: COL-1 dirt collectors. How are they currently packaged? **Action: All to get photos.**

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.**

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**

Item 24: The Code of Conduct section has some typos and spacing problems and needs to be fixed. **Action: Bruce to correct**

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.**

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

Section 3: 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 4: 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).

It was noted that our by-laws provide for succession of officers to the PSS sub-committee. Since this sub-committee has not met in the past 2 years the prior officer's terms have expired. It was unanimously agreed at this meeting for Rick Messman to continue as chairman and Tom Piton to continue as Vice Chair and secretary for the foreseeable future until elections can be held.

Section 5: Next Meeting

Conference call tentatively scheduled for Monday October 20, 2003 at 8:30 am Central Time. Tom to make arrangements. **Dial 1-866-277-5120**
Authorization code 759206

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