

Draft  
 Minutes of ASC OP Meeting  
 Monday, October 9, 2006, 8:30 a.m. – 10:00 a.m.  
 Hyatt Regency Rochester, 125 East Main Street, Rochester, New York, USA 14604  
 Loftus C. Carlson Room, Section A

Present <input checked="" type="checkbox"/>	Participants (7/20) Committee Members	Representing
<input checked="" type="checkbox"/>	David Aikens	Zygo Corporation
<input type="checkbox"/>	Sam Bailey	Davidson Optronics, Inc.
<input checked="" type="checkbox"/>	Gordon Boulton	JDS Uniphase Corporation
<input type="checkbox"/>	Andrei Brunfeld	Xyratex
<input type="checkbox"/>	Bryan Clark	Xyratex
<input checked="" type="checkbox"/>	Walter Czajkowski (by phone)	APOMA (Edmund Optics)
<input type="checkbox"/>	Frank Dombrowski	Gage-Line Technology, Inc.
<input checked="" type="checkbox"/>	Lincoln Endelman (by phone)	SPIE (Endelman Enterprises)
<input checked="" type="checkbox"/>	Marla Dowell	IEEE/LEOS (NIST)
<input type="checkbox"/>	Charles Gaugh	Davidson Optronics, Inc.
<input type="checkbox"/>	Thomas Germer	NIST
<input type="checkbox"/>	John Hamilton	Northrop Grumman
<input type="checkbox"/>	Rudolf Hartmann	Retired
<input type="checkbox"/>	Hal Johnson	Harold Johnson Optical
<input type="checkbox"/>	John Knaur	Olympus America
<input type="checkbox"/>	Kathleen Richardson	School of Materials Science & Eng., Clemson
<input checked="" type="checkbox"/>	William E. Royall (by Phone)	Eastman Kodak Company
<input type="checkbox"/>	Trey Turner	Research Electro-Optics, Inc.
<input checked="" type="checkbox"/>	Steven VanKerkhove	Corning Tropel
<input type="checkbox"/>	Ray Williams	Consultant
<b>Observers (2)</b>		
<input checked="" type="checkbox"/>	Gene Kohlenberg	OEOSC
<input checked="" type="checkbox"/>	James Pearson (by phone)	CREOL

**Welcome and Introductions**

After some discussion as to whom should be chairing the meeting, D. Aikens opened the meeting at 8:39 a.m. Since there were new participants, a round of introductions was completed.

**Adoption of Agenda**

W. Royall moved that the draft agenda be adopted. M. Dowell seconded the motion, which carried unanimously.

**Approval of January 22, 2006 ASC OP Meeting Draft Minutes**

M. Dowell moved that the draft minutes be approved. W. Royall seconded the motion; the motion passed unanimously.

**Reports**

**Performance Based Optical Surface Imperfection Standard**

G. Boulton continued editing the draft document to include dimensional notation using the results of the Boulder meeting. The task force made good progress. Most of the meeting was devoted to revising the scope. He felt that the group was poised for rapid progress at the upcoming January meeting. The Secretary said that if the group is satisfied with the draft scope, he will submit a PINS to ANSI for the revised draft. D. Aikens stated that he was impressed with G. Boulton's leadership of the editing process.

**Wavefront Specification Project**

D. Aikens said the the wavefront task force had a less productive but important meeting. The group identified that it needs two separate standards in this set. BSR/OEOSC OP1.004 "Surface Texture and Mid-spatial Frequency Ripple." The US has agreed to develop such a standard to be submitted as a draft ISO standard. It will also be developed as a US standard. The wavefront standard will use OP1.004 as reference. First tried to develop the scope of this standard, which will be BSR/OEOSC OP1.005. After having difficulty in defining the scope, L. Endelman convinced the task force that it first must address the purpose of this standard. From the

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purpose the logical scope could be developed. After completing the purpose for 1.005, the task force used the remaining time to determine the scope for OP1.004.

D. Aikens proposes that the task force begin the January meeting by turning the bulleted purpose into a text document to express the purpose so that can now write the scope. Both purposes are complete. S. VanKerkhove said that he will convert bullets into text. S. VanKerkhove suggested that he will take the action item to turn the bulleted purpose into a text statement. G. Boulton said that the purpose can become the foreword of the standard.

D. Aikens said that S. VanKerkhove, P. Takacs and he should hold a phone conference before the next meeting to decide how they will manage the two concurrent activities. He said that P. Takacs is leaning toward an every other month phone conference two move OP1.004 forward. He reminded S. VanKerkhove that he is the leader of the entire wavefront project, so P. Takacs would be one of his subcommittee members.

#### **ANSI Audit of OP**

The Secretary reported that in June he had a 1½ hour phone conference with the ANSI audit manager and the contracted auditor. He then spent about 60 hours pulling together the information that they required. He had asked if it would be acceptable to create a database on the OEOSC web site that conformed to the outline suggested by ANSI to make the documents available for the auditor. The two agreed that that approach was acceptable. The secretary discovered that the auditor had downloaded the documents off of the web site rather than reviewing them on the web site. At this point the secretary zipped all of the documents and web pages into a folder that the auditor could import into his computer so that he could use the web page database to review the documents. However, the auditor said that he had already downloaded most of the documents and would not use the zip folder. Since the documents were no longer associated with the outline on the web pages, he had to rename all of the files so that he could relate them to the description contained on the web outline. He spent a lot of extra time renaming the 110 files, and much of the time the Secretary spent setting up the web database was also wasted.

ANSI is now asking for a second 1½ hour conference call on October 23 to discuss the audit results. G. Kohlenberg and his wife were planning to leave for West Virginia that morning, so will have to leave following the call. After this call, the Secretary will have to write a response document describing what actions OEOSC will take to meet the ANSI concerns. He already knew that he has to modify the OP operating procedures to meet current ANSI requirements. The draft procedures are loaded on the OEOSC web site for all to review. After ANSI approves the changes, then OP and the OEOSC Board will have to review and approve them. OP originally used ANSI model procedures, but ANSI decided that each organization should create their own documents. The Secretary removed ANSI references from the model procedures in order to arrive at the OP version.

The \$6,000 audit fee is now prorated over the five years, rather than being assessed in the year of the audit.

#### **Policy on Training Reimbursement**

The Secretary said that the revised document is up on the OEOSC web site. The suggested reimbursement for conference training is also on the web site. He stated that the OP committee needs to decide if the reimbursement proposal is acceptable. D. Aikens said that it could be a problem if he is the only one who is teaching for OEOSC. He said that he does enjoy teaching the course. D. Aikens said that G. Boulton should be added to the list of instructors. M. Dowell moved that the policy as amended to include G. Boulton's name be approved; G. Boulton seconded the motion. The motion carried unanimously.

#### **ANSI/OEOSC OP1.002 Copyright Certificate**

The Secretary reported that the copyright certificate was received the previous week. D. Aikens asked if the class notes are copyrighted. G. Boulton said that the copyright notice is on the cover. The Secretary said that since the documents has changed frequently, he didn't recommend that it be registered with the Copyright Office.

#### **Future of ASME 14.18 Optical Drawing Standard**

W. Royall reported that ASME has withdrawn standard. ASME is now deciding they will release the document so that OEOSC can control it, or whether they want to work on it jointly. He doubts that ASME will want to perpetuate the standard on their own. Need to give them time to respond to our request.

The Secretary said that he had e-mailed ASME a year ago in June asking if they would authorize OEOSC to update the document. He then sent another e-mail a week before this meeting to ask about the status of the request. A reply said that ASME was having a meeting at the time that the e-mail was received. The subject would be raised at the meeting again. W. Royall said that ASME may have been irritated at the OEOSC delays in providing experts to work on the ASME committee, so it is probably not one of their top priorities.

D. Aikens surmised that OP doesn't have the capacity at the present time to take on this task. W. Royall said that OP needs to give ASME time to react. D. Aikens suggested that OP could handle two standards at once. So when the performance standard is completed, then it could undertake the drafting standard update.

### **Revision of Scratch and Dig Course**

D. Aikens said that he would e-mail the latest version of the presentation to the Secretary so that it can be placed in a restricted section of the OEOSC web site for the committee to review. He took G. Boulton's version 3.0 for the classes that he had taught inside JDSU. He made some editorial changes in version 3.1, and has just finished version 3.3, which has the changes resulting from OP1.002 being released as an approved standard. There has not been any significant content change since G. Boulton added the references to ISO 48497, ISO 10110-7 and beefed-up the last portion of the course. He thinks that it is a solid course at this point, and does not require a lot of changes. However, when the functional portion has been added to 1.002, then changes will be required. When the course material is available on the OEOSC web site then the whole committee can review it, and suggest any improvements that the members think would be beneficial.

Did training last year in Connecticut and this year at Newport Franklin. Had one in Vermont was canceled because they sent their Technicians to Optics East instead. Newport Franklin has asked that another class be scheduled in the spring of 2007 so that they can have their European suppliers attend. The scratch and dig class is the most heavily attended at Optics East, so it will continue to be presented there. The class will also be given at the May 2007 Optifab conference in Rochester. The class is still popular at Photonics West. OEOSC has taught about 200 out of the thousands of US optical engineers. M. Dowell asked how many attend a typical in-house session. D. Aikens replied that the average is 20.

L. Endelman said that he talks to people in the exhibition areas and finds that not many are aware of the course or the standard. G. Kohlenberg said that notice is up on SPIE and OEOSC web sites. Perhaps he could create a press release that one of the trade journals may pick up to highlight the existence of the class. L. Endelman said that perhaps companies don't bother to look at the web sites. He suggested that others who are in the exhibition areas may also check for themselves how many of the vendors are aware of the class. He said that those he spoke to were interested in the class either in-house or at a conference. D. Aikens suggested that perhaps the best place to advertise is through students in universities. He said that two new employees right out of college started using ISO 10110 for their drawings. The company is now using ISO 10110; he could never have convinced the established optical engineers to make the switch. Most of the class students are from Quality Assurance organizations who must understand what is being thrust upon them. Perhaps we should get the information to the Universities of Rochester and Arizona, as well as some of the other instructors at SPIE training classes. L. Endelman thought that was a good idea. M. Dowell suggested that SPIE and OEOSC could offer scholarships for students to take the course at conferences. Then the scholarships could be advertised on the campuses. G. Kohlenberg replied that SPIE does give students discounts. M. Dowell suggested that scholarships be given for less attended conferences where there will probably be empty seats. D. Aikens suggested the Optics East conference. D. Aikens agreed to ask John Cain what the SPIE policy is for doing this. Perhaps OEOSC could pay the SPIE discounted student fee. W. Royall suggested that OEOSC give copies of the standard to university professors for use in their courses. G. Boulton suggested that the secretary do a press release. M. Dowell will contact U of A; D. Aikens will contact U of R. W. Czajkowski suggested that M. Dowell should contact John Grievencamp at U of A. W. Czajkowski will give D. Aikens a U of R contact. S. VanKerkhove said that Julie Bentley from Tropel teaches computer-aided optical design at U of R. M. Dowell suggested the Rochester student OSA organization. G. Kohlenberg said that the Rochester OSA chapter has meetings that could be available. M. Dowell said that the students want to meet engineers. G. Kohlenberg said that he was asked to make a presentation at the Rochester student chapter about what it means to be an optical engineer at Kodak.

D. Aikens asked the Secretary to contact Irvine Valley College and arrange to give the seminar that was requested over a year ago. He also suggested that OP signs up to present a one-hour presentation at one of these student meetings. When one is secured, then the group should have a conference call to draft a one hour version of scratch and dig. G. Boulton noted that it took an hour and a half to message one paragraph in the meeting held the previous day, so how are we going to quickly put together a one-hour presentation? D. Aikens replied that he had a lot of confidence in G. Boulton.

### **ISO Documents that are candidates for adoptions as US standards**

The Secretary reported that the list of ISO/TC 172 standards has been up on the OEOSC web site since before the previous meeting. There are also a series of US standards that were given to OESC by I<sup>3</sup>A which are coming up for five-year reviews. He said that he has not had time to get them ready for OP balloting. He said that he is somewhat leery of putting out more than one document at a time because the five-year review of the Optical Glass standard is now under way, and G. Boulton is the only one who has submitted his ballot. As an aside, D. Aikens asked what OEOSC would have to do to get the glass companies to use OP3.001 in their catalogs. G. Boulton asked if the glass companies reference the old MIL-G-174. If they reference the MIL spec, then OP has a chance to get OP3.001 substituted. If not, then OP would not have success in getting the glass companies to reference it. The Secretary said that Schott would want to use ISO; D. Aikens replied that Japan would feel the same way. G. Boulton asked what glass companies participated in the writing of OP3.001: Schott USA and Hoya. W. Czajkowski said that he did not think that the two companies adopted it, however. D. Aikens asked that the glass standard be added to the agenda for the next meeting. How could it be promoted? G. Boulton suggested that reference to OP3.001 be included in the one-hour briefing on scratch and dig. W. Royall agreed that when bubbles are discussed that could be a segue to the glass standard.

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**Other Business**

There was no other business.

**Time and Place for Next OP Meeting**

M. Dowell moved that the OP Meeting be held on Sunday, January 21, 2007, in San Jose, CA during Photonics West. G. Boulbee seconded the motion, which carried.

**Adjourn**

Since there was no further business to come before the committee, G. Boulbee moved that the meeting be adjourned. M. Dowell seconded the motion. The meeting was adjourned at 9:37 a.m.