

NCWM Board of Directors 2019 Interim Meeting Report

Mr. Brett Gurney, Chairman
Utah

INTRODUCTION

The Board of Directors submits this Interim Report for consideration by National Conference on Weights and Measures (NCWM). This report contains the items discussed and actions proposed by the Board during its Interim Meeting in Charleston, South Carolina, January 13-16, 2019. The Board will conduct Open Hearings for the items in Table A during the Annual Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The acronyms for organizations and technical terms used throughout the report are identified in Table B. The first three letters of an item's reference key are assigned from the Subject Series List. The status of each item contained in the report is designated as one of the following: **(D) Developing Item:** The Board determined the item has merit; however, the item was returned to the submitter or other designated party for further development before any action can be taken at the national level; **(V) Voting Item:** The Board is making recommendations requiring a vote by the active members of NCWM; **(I) Informational Item:** The item is under consideration by the Board but not proposed for Voting; **(A) Assigned Item:** The Board has assigned development of the item to a recognized subcommittee or task group within NCWM. **(W) Withdrawn Item:** The item has been removed from consideration by the Board.

Some Voting Items are considered individually; others may be grouped in a consent calendar. Consent calendar items are Voting Items that the Board has assembled as a single Voting Item during their deliberation after the Open Hearings on the assumption that the items are without opposition and will not require discussion. The Voting Items that have been grouped into consent calendar items will be listed on the addendum sheets. Prior to adoption of the consent calendar, the Board will entertain any requests from the floor to remove specific items from the consent calendar to be discussed and voted upon individually.

The Board of Directors may change the status designation of agenda items (Developing, Assigned, Informational, Voting and Withdrawn) up until the report is adopted, except that items which are marked Developing, Informational or Withdrawn cannot be changed to Voting Status. Any change from the Interim Report (as contained in this publication) or from what appears on the addendum sheets will be explained to the attendees prior to a motion and will be acted upon by the active members of NCWM prior to calling for the vote.

An "Item under Consideration" is a statement of proposal and not necessarily a recommendation of the Board of Directors. Suggested revisions are shown in **bold face print** by ~~striking-out~~ information to be deleted and **underlining** information to be added. Requirements that are proposed to be nonretroactive are printed in **bold faced italics**. Additional letters, presentations and data may have been part of the committee's consideration. Please refer to <https://www.ncwm.net/meetings/annual/publication-16> to review these documents.

All sessions are open to registered attendees of the conference. If the Board must discuss any issue that involves proprietary information or other confidential material; that portion of the session dealing with the special issue may be closed if (1) NCWM Chairman or, in his absence, NCWM Chairman-Elect approves; (2) the Executive Director is notified; and (3) an announcement of the closed meeting is posted on or near the door to the meeting session and at the registration desk. If possible, the posting will be done at least a day prior to the planned closed session

Note: It is policy to use metric units of measurement in publications; however, recommendations received by NCWM technical committees and regional weights and measures associations have been printed in this publication as submitted. Therefore, the report may contain references to inch-pound units.

Subject Series List

Activity Reports..... ACT Series

Strategic Planning, Policies, and Bylaws..... SPB Series

Financial FIN Series

Other Items OTH Series

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Table B
Glossary of Acronyms and Terms

Acronym	Term	Acronym	Term
AMC	Associate Membership Committee	NTEP	National Type Evaluation Program
NCWM	National Conference on Weights and Measures	OIML	International Organization of Legal Metrology
NIST	National Institute of Standards and Technology	OWM	Office of Weights and Measures

Details of All Items
(In order by Reference Key)

1 **ACT – ACTIVITY REPORTS**

2 **ACT-1 I Membership**

3 **Membership**

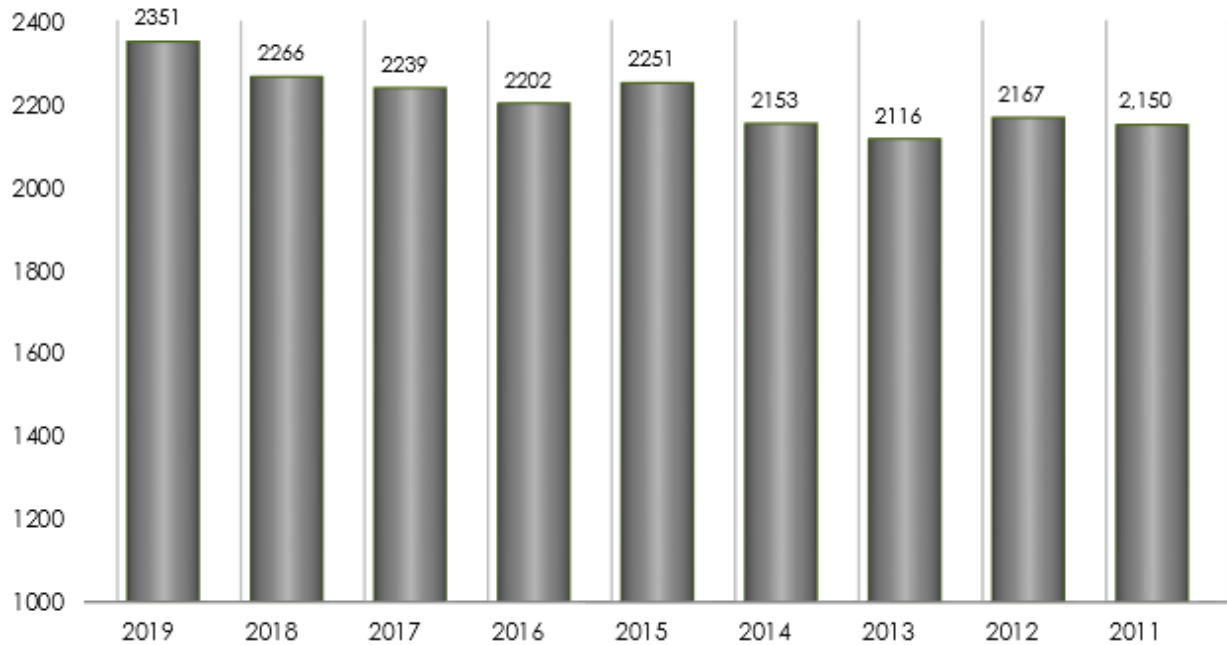
The chart and graph below show NCWM membership levels as of March 31 of recent years by membership categories. It should be noted that October 1 is the lowest level of membership for every fiscal year because it is the day that any memberships that were not renewed become lapsed. Significant growth is realized throughout the following 12 months as additional members renew, and new members are received. The potential growth remains significant and NCWM continues to enhance programs and services that add value to membership.

Annual Membership Totals

Year Type	March 2019	March 2018	March 2017	March 2016	March 2015	March 2014	March 2013	March 2012	March 2011
Associate	739	760	787	758	779	779	803	807	796
Foreign Associate	90	88	82	80	74	55	51	57	57
Total Associate	829	848	869	838	853	834	854	864	853
State Government	796	684	644	624	658	598	550	583	569
Local Government	458	468	467	487	484	477	477	486	484
Total Active	1254	1152	1111	1111	1142	1075	1027	1069	1053
NIST	16	15	15	15	16	15	16	16	15
Other Federal Government	10	11	12	10	11	8	10	10	11
Foreign Government	15	16	13	14	12	13	13	14	14
Retired	227	224	219	214	217	208	196	194	204
Total Advisory	268	266	259	253	256	244	235	234	244
Grand Total	2351	2266	2239	2202	2251	2153	2116	2167	2150

1

Annual Membership Totals as of March 31, Each Year



2

3 ACT-2 I Meetings

4 The 104th Annual Meeting will be held at the Hyatt Regency Hotel in Milwaukee, Wisconsin. This hotel is located in
 5 the heart of downtown Milwaukee on the waterfront with dozens of restaurants and shops in walking distance. It is
 6 just 10 minutes from the airport. For more information about the 104th Annual Meeting, go to
 7 https://www.ncwm.net/sems/event_detail/2019-annual-wi or contact Ms. Elisa Stritt, NCWM Office Manager, at
 8 (402) 434-4872 or elisa.stritt@ncwm.net.

9 In January 2020, NCWM will hold the Interim Meeting at the Mission Inn Hotel, Riverside California. Riverside is
 10 a quaint, lovely downtown with plenty of restaurants. The historic Mission Inn is stunning and will provide a unique
 11 and memorable experience. For more information about this meeting, contact Ms. Elisa Stritt, NCWM Office
 12 Manager, at (402) 434-4872 or elisa.stritt@ncwm.net.

13 Interim Meetings:

- 14 • January 26-29, 2020 The Mission Inn Hotel & Spa, Riverside, California
- 15 • January 10-13, 2021 Sirata Beach Resort & Conference Center, St. Petersburg, Florida

16 Annual Meetings:

- 17 • July 14-18, 2019 104th Annual Meeting: Hyatt Regency Hotel, Milwaukee, Wisconsin
- 18 • July 12-16, 2020 105th Annual Meeting: Hotel Murano, Tacoma, Washington
- 19 • July 18-22, 2021 106th Annual Meeting: Hyatt Regency Hotel, Rochester, New York

20 The Board of Directors strives to plan meetings in locations that have reasonably priced airline service and are within
 21 government per diem rates. The board also evaluates locations and bids from hotels based on their ability to offer
 22 comfortable rooms, quality meeting space and a variety of nearby entertainment and dining options.

23 ACT-3 I Participation in International Standard Setting

24 Dr. Charles Ehrlich, NIST-OWM, provided a report for review at the 2019 NCWM Interim Meeting in Charleston,
 25 SC. An updated report is also included as an appendix to this agenda of the Board of Directors. (See Appendix A.)

1 See the NTEP Committee Agenda for additional reports on NCWM’s involvement internationally, including the
2 Mutual Recognition Arrangement (MRA) with Measurement Canada and the OIML Certificate System (CS).

3 **ACT-4 I Associate Membership Committee Activity**

4 Approximately 35% of NCWM membership are Associate members. The Associate Membership Committee (AMC)
5 is organized in accordance with the Bylaws of the National Conference on Weights and Measures, Inc. In addition,
6 AMC operates by its own Bylaws which are available on the Committee pages of www.ncwm.net. AMC meets at
7 least 2 times per year in conjunction with NCWM Interim and Annual Meetings and all are invited to attend. It
8 consists of between 5 and 10 members who, amongst themselves, elect officers to serve as Chair, Vice-Chair, and
9 Secretary/Treasurer. See Appendix B for information on current members and officers.

10 AMC has established a reputation of promoting and improving NCWM and has demonstrated its desire to improve
11 understanding of weights and measures activities in public and private sectors.

12 The NCWM membership dues for Associate members of \$90 are \$15 higher than that for Active or Advisory members.
13 The extra \$15 is not for NCWM, but rather is placed in a separate account referred to as the AMC Fund. The AMC
14 has discretion to allocate the funds in various ways. One means of allocating these funds is to provide grants in support
15 of weights and measures training. The Committee receives applications and awards training grants from the AMC
16 fund in accordance with their “Guidelines for Selection and Approval of Training Funds” which are posted on the
17 Committee’s webpage on www.ncwm.net. Downloadable applications for training grants and reimbursement forms
18 are also available at this site.

19 The criteria to receive AMC funds for training are as follows:

- 20 1. Funding request forms that are complete, specific and detailed will receive priority attention for approval.
21 Based on the degree of missing or ambiguous information provided, individual requests may not be given
22 any consideration during the AMC review process pending further clarification.
- 23 2. Training requests that benefit higher numbers of participants are generally preferred over those for fewer or
24 single-person benefit. Multi-state training that encourages uniformity will also be given priority
25 consideration.
- 26 3. In general, attending meetings such as NCWM Annual Meetings, Interim Meetings or regional associations
27 meetings will not be considered training.
- 28 4. As a lower priority, requests for the purchase of training materials will be considered, but requests for
29 purchase of assets (such as projectors) will not.
- 30 5. Reasonable funding for travel and expenses will be considered if it is necessary to acquire an “expert trainer”
31 that would benefit a high number of weights and measures officials. This will be an option when qualified
32 volunteers are not available.

33 The goal of the AMC is to exhaust the funds annually. Regulatory agencies are encouraged to make use of these funds
34 to improve training opportunities and the expertise of inspection personnel.

35 AMC members are also looking for new, perhaps innovative ways to play a more effective role in the NCWM structure
36 to further improve the organization.

37 The AMC will meet during the 2018 Interim Meeting on Tuesday evening, January 23 at 5:00. All annual meeting
38 attendees, especially NCWM Associate members are encouraged to attend. (*See Appendix B for the AMC Meeting*
39 *Minutes from July 2017.*)

1 **ACT-5 I Task Groups, Subcommittees, Steering Committees**

2 **Focus Groups, Task Groups, Subcommittees, Steering Committees:**

3 Focus groups, task groups, subcommittees and steering committees are created by the NCWM Chairman and operate
4 as defined in NCWM Policy 1.5.1. Subgroups Supporting the Work of the Organization. A task group is given a
5 specific charge and it reports to the appropriate NCWM standing committee. A task group will disband at the
6 completion of its assignment. A subcommittee is charged with ongoing responsibilities in support of a standing
7 committee in a specific field of expertise. A steering committee is charged with unbiased fact-finding that will assist
8 NCWM membership in decision processes for difficult issues. A steering committee will disband upon completion
9 of its specific charge.

10 NCWM offers resources to these task groups and subcommittees including meeting space at Interim and Annual
11 Meetings, conference calling and web meeting services, group email services, a dedicated web page for posting and
12 archiving documents related to their work, and broadcast e-mail services to reach targeted audiences. Additionally,
13 NIST OWM has provided technical advisors and web meeting forums. These tools enable year-around progress of
14 task group and subcommittee work.

15 Because NCWM task groups and subcommittees are part of the NCWM organizational structure and report directly
16 to its standing committees, their proposals may possibly appear in *NCWM Publication 15* without first being vetted
17 through a regional association. Any such proposals are properly vetted through the open hearings of NCWM.

18 The Promotional Toolkit Task Group reports to the Board of Directors. Among the activities of this group, it has
19 developed 5 videos, each showcasing inspection activities in the supermarket, scale inspections, retail motor fuel
20 dispenser inspections, motor fuel quality and checking the net contents of packaged goods. Mr. Stephen Benjamin
21 (NC) reported that efforts will be underway in 2019 to produce additional videos. Future topics include vehicle tank
22 meter inspections, linking laboratory metrology to the field, LPG meter inspections and grain moisture meters.

23 The State Outreach Task Group also reports to the Board of Directors. As part of their work, Mr. Hal Prince (FL) has
24 volunteered the resources within his agency to develop promotional material that would explain the value of
25 membership and participation.

26 Reporting to the Board of Directors:

27 **Promotional Tool Kit Task Group:**

28 **Chair**

29 Mr. Stephen Benjamin
30 North Carolina Department of Agriculture
31 Raleigh, NC 27699
32 Phone: (919) 707-3225
33 Email: steve.benjamin@ncagr.gov

1 **Cannabis Task Group:**

2 **Chair**
3 Mr. James Cassidy
4 City of Cambridge, Massachusetts Weights and Measures Department
5 831 Massachusetts Drive
6 Cambridge, MA 02139
7 Phone: (617) 349-6133
8 Email: jcassidy@cambridgema.gov

9 **State Outreach Task Group:**

10 **Chair**
11 Mr. Brett Gurney
12 Utah Department of Agriculture and Food
13 P.O. Box 146500
14 Salt Lake City, UT 84114-6500
15 Phone: (801) 538-7458
16 Email: bgurney@utah.gov

17 Reporting to the Laws and Regulations Committee:

18
19 **Fuels and Lubricants Subcommittee:**

20 **Chair**
21 Dr. Bill Striejewske
22 Nevada Division of Measurement Standards
23 405 S 21st St.
24 Sparks, NV 89431
25 Phone: (775) 353-3792
26 Email: wstriejewske@agri.nv.gov

27 **Packaging and Labeling Subcommittee:**

28 **Chair**
29 Mr. Christopher Guay
30 Procter and Gamble Co.
31 One Procter and Gamble Plaza
32 Cincinnati, OH 45202
33 Phone: (513) 983-0530
34 Email: guay.cb@pg.com

35 Reporting to the Specifications and Tolerances Committee

36
37 **Credit Card Skimmer Task Group:**

38
39 **Chair**
40 Mr. Hal Prince
41 Florida Department of Agriculture and Consumer Services
42 2360 Lakeview Avenue
43 Clermont, FL 34711
44 Phone: (850) 921-1570
45 Email: harold.prince@freshfromflorida.com
46

1 **Point of Sale System Tare Task Group**

2
3 **Chair**

4 Loren Minnich
5 Kansas Department of Agriculture
6 1320 Research Park Dr.
7 Manhattan, KS 66502
8 Phone: (785) 209-2780
9 Email: loren.minnich@ks.gov

10
11 **Weigh-in-Motion Vehicle Scale Task Group:**

12 **Co- Chair**

 Mr. Alan Walker
 Florida Bureau of Standards
 6260 Buckingham Rd
 Fort Meyers, FL 33905
 Phone: (850) 274-9044
 Email: Alan.Walker@freshfromflorida.com

Co- Chair

 Mr. Tim Chesser
 Arkansas Bureau of Standards
 4608 West 61st Street
 Little Rock, AR 72209
 Phone: (501) 570-1159
 Email: tim.chesser@aspb.ar.gov

13 Reporting to the Professional Development Committee

14
15 **Safety Subcommittee:**

16
17 **Chair**

18 Ms. Julie Quinn
19 Minnesota Weights and Measures Division
20 14305 South Cross Drive
21 Suite 150
22 Burnsville, MN 55306
23 Phone: (651) 539-1555
24 Email: julie.quinn@state.mn.us

25 **ACT-6 I Regional Association Activities**

26 2019 Meetings

27 **WWMA Annual Meeting**

28 September 8-12, 2019
29 Park City, UT
30 Contact: Brett Gurney: bgurney@utah.gov

31 **CWMA Interim Meeting**

32 October 21-23, 2019
33 Springfield, IL
34 Contact: Sherry Turvey: sherry.turvey@kda.ks.gov

35 **SWMA Annual Meeting**

36 October 6-9, 2019
37 Knoxville, TN
38 Contact: Hal Prince: halold.prince@freshfromflorida.com

39 **NEWMA Interim Meeting**

40 TBD
41 Contact: James Cassidy: james.cassidy@state.ma.us

1 **SPB – STRATEGIC PLANNING, POLICIES, AND BYLAWS**

2 **SPB-1 I Strategic Planning**

3 The Executive Director presents a Strategic Plan progress report each year at the fall Board Meeting. The last session
4 was held in January 2018. The board held strategic planning sessions in April and May of 2019. A third session will
5 be scheduled. A report of the new strategic plan will be forthcoming on completion and availability.

6 There are five Goals in the 2018 Strategic Plan:

- 7 1. Enhance NCWM as a national and international resource for measurement standards development.
- 8 2. Expand the role of NCWM as a resource for state and local weights and measures programs.
- 9 3. Promote uniform training for individuals involved in weights and measures.
- 10 4. Continue to improve NTEP.
- 11 5. Preserve the financial stability of NCWM.

12 **Goal 1: Enhance the National Conference on Weights and Measures as a national and international resource**
13 **for standards development:**

14 Under this goal, NCWM has recognized the benefit of participating in other organizations where appropriate as a
15 means of drawing on mutual resources toward common goals and heightening awareness of NCWM. This has been
16 very successful in recent years. In 2018, a new task group has been formed to review NCWM membership levels of
17 inactive states and their participation at the regional level and develop a plan for outreach to inactive states.

18 Also, as part of this goal, NCWM is hoping to increase stakeholder participation in NCWM through outreach efforts.
19

20 **Goal 2: Expand the role of the National Conference on Weights and Measures as a source of support for state**
21 **and local weights and measures programs:**

22 NCWM uses press releases to raise the level of recognition for NCWM and its membership as a resource for expert
23 information in a vast array of topics.

24 Another part of this goal is to conduct surveys on occasion that benefit our members. In some cases, surveys are used
25 to create benchmarks for comparison with future surveys.

26 A task group was formed and continues its work to develop a “toolkit” of items that can be used by program
27 administrators to generate awareness and support for their programs. This toolkit is available on the NCWM website
28 at <https://www.ncwm.net/resource/promotional-toolkit>. North Carolina took the lead in developing the videos and
29 some are now available on the NCWM website and NCWM YouTube channel. The Board of Directors and the
30 Associate Membership Committee have each pledged matching funds toward additional video productions.

31 **Goal 3: Enhance the technical competence of individuals involved in weights and measures:**

32 The Professional Certification Program has been a high priority under this goal. Mr. Ross Andersen serves as
33 Certification Exam Coordinator working with the Professional Development Committee and Subject Matter Experts.
34 Volunteer Subject Matter Experts are needed in the areas of Precision Scales, LP Gas Meters and Price Verification.
35 Anyone interested in assisting the writing and reviewing exam questions should contact NCWM

36 The Professional Development Committee has also worked with Mr. Andersen to develop two basic level exams; one
37 for weighing devices and the other for metering devices. These exams will be used to test service agents and also for
38 inspectors who are completing their initial training. See more discussion on this in the Professional Development
39 Committee report.

40 **Goal 4: Continue to improve the National Type Evaluation Program:**

41 As part of this goal, NCWM created a robust online database for NTEP Certificates of Conformance. Later, NCWM
42 launched a mobile version of the website that also featured this searchable database. This has greatly improved access
43 to certificates for inspectors, service agents, and others working in the field.
44

1 Other strategies in Goal 4 are toward training for applying information from NTEP Certificates of Conformance,
2 maintaining viable laboratory support through authorized labs and international agreements and continued
3 implementation of the Verified Conformity Assessment Program. Backlog for evaluations has been virtually
4 eliminated as NTEP strives for a high level of customer service and support.

5
6 **Goal 5: Preserve the financial stability of NCWM:**

7 The Board has studied potential hazards that could present a burden on NCWM's financial reserves so that the
8 organization may be prepared. This is being balanced with continued efforts to improve services in support of
9 customers and membership. The Board closely monitors the financial health of the organization through monthly
10 reports and formal reviews at each of the board meetings. An independent audit of NCWM finances is conducted at
11 the close of each fiscal year.

12 On odd years, NCWM is conducting a comprehensive survey of state weights and measures programs on staff, funds
13 and scope of programs. On even years beginning in 2018, NCWM is conducting a survey on fuels and lubricants
14 quality inspection programs.

15 **SPB-2 I Improve the NCWM Standards Development Process**

16 **Source:**

17 NCWM Board of Directors (2016)

18 **Purpose:**

19 Assess the NCWM standards development process to determine ways to improve efficiency and participation.

20 **Background/Discussion:**

21 This item was assigned to the NCWM Charter Team for development and recommendations. This report includes
22 those recommendations. At the Fall 2018 Board of Directors Meeting, it was determined that the Charter Team has
23 fulfilled its charge. The board will evaluate the recommendations and take comments from membership as this process
24 proceeds.

25 At the 100th NCWM Annual Meeting in 2015, several members suggested to the Board of Directors that the standards
26 development process could be improved upon in ways that would make it move more efficiently and at the same time
27 encourage broader attendance and participation by stakeholders. Some suggestions included modeling NCWM's
28 process to be more like an ANSI process and possibly voting on standards twice per year instead of once.

29 In January 2016, then NCWM Chairman Jerry Buendel formed a Charter Team and set out four phases in developing
30 recommendations to improve the standards development process. The Charter Team evaluated the NCWM's existing
31 process and outline its strengths and weaknesses and reported back to the Board of Directors in July 2016. The team
32 identified potential changes to existing NCWM processes and considered their impact on operation of regional
33 associations, NIST, NCWM governance and others to provide adequate regulations to users on a timelier basis.

34 The Charter Team has offered two concepts for consideration by the Board. Concept 1 is a series of recommendations
35 to improve our existing process for standards development. Some of those recommendations have already been put in
36 place while others will require further discussion. Concept 2 is to hold voting sessions at both, the January and July
37 meetings of NCWM. The Board will present recommendations for discussion to determine most appropriate course
38 for the future. The Board believes that this process should be slow and deliberate so that any action taken will be
39 well-conceived and in the best interest of NCWM and its stakeholders. The Board will communicate with membership
40 throughout this process in open hearings, the newsletter, Publication 15 agendas and Publication 16 reports.

41 **Concept 1: Improving the Current Model**

- 42 - Better controls of time for presentations and comments during open hearings
- 43 - Managing testimony on Informational, Assigned and Developing items
- 44 - Reformatting of Publications 15 and 16 by grouping similar items
- 45 - Limitations on the ability to carry over items to the next year
- 46 - Increased emphasis on committee training

- 1 - Increased structure for subgroups such as task groups
- 2 - Regional committee training
- 3 - Improved quality of new proposals and the evaluation of them by regional associations.
- 4 - Improved committee reports that provide concise summaries and rationale

5
6 **Concept 2: Voting Twice Each Year**

- 7 - Two regions receive new proposals in the fall and the other two receive new proposals in the spring
- 8 - No item could come to a vote before all 4 regions have reviewed
- 9 - Items that carry over would only wait 6 months instead of 12 for further consideration.
- 10 - Length of committee agendas would be reduced through more frequent voting.

11
12 Full details of these concepts are contained in the Charter Team Report in Appendix C.

13 NCWM tested a new format for the committee agendas for the 2018 Interim Meeting that incorporated 2 changes.
14 Feedback was positive, so the changes have been retained for Publication 16 for the July 2018 Annual Meeting.

- 15 • **BLOCKS OF ITEMS:** In some cases, there may be proposed changes affecting multiple codes that share
16 the same purpose or proposed changes to one code may be dependent on the adoption of proposed changes
17 to another. The Committee may group such items into “Blocks” to facilitate efficient handling for open
18 hearings and voting. These blocks are identified in Committee’s agenda.
- 19 • **ITEM NUMBERING:** The system for numbering agenda items has changed for 2018 from a numeric
20 system to an alpha-numeric system. For example, a proposal to amend the NIST Handbook 44 General Code
21 would be item "GEN-1" instead of item "3100-1".

22 Just prior to the 2019 Interim Meeting, the Board of Directors adopted an amendment to NCWM Policy 3.3.2.
23 Procedures to Modify Handbooks. This was in reaction to concerns raised at the 2018 Interim Meeting that a
24 committee has the option of not taking comments on Developing and Assigned items at an Interim Meeting, yet the
25 committee may also elevate the status of those items to Voting for the following Interim Meeting. This would deny
26 due process leading into the Annual Meeting where the item might be adopted. The policy change in January 2019
27 sets forth that a committee will take comments on Developing and Assigned items at Interim Meetings and only take
28 update reports at the Annual Meetings from the persons and chairs of subgroups assigned to develop the items.

29 Committees at the regional level are reminded to clarify what is needed for further development when recommending
30 that an item be Developing or Assigned.

31 **SPB-3 I Publications 15 and 16 Committee Report Formats**

32 **Source:**
33 Committee Development Focus Group (2019)

34 **Purpose:**
35 Improve committee report formats to be more consistent and concise in how detail is provided for agenda items
36 without sacrificing relevant content.

37 **Item Under Consideration:**
38 Adopt the following format for agenda items of the NCWM Standing Committees and Board of Directors for proposals
39 to amend NIST Handbooks 44, 130 and 133, NCWM bylaws and policies, and NTEP Publication 14 Administrative
40 Policy.

41 **[Item No.] [Status] [Title]**
42
43 **Source:**
44 [Organization and year introduced into NCWM’s agenda]

1 **Purpose:**
2 [Concise statement of intent, such as problem being fixed]

3 **Item under Consideration:**
4 [Proposed Language]

5 **Previous Action:**
6 (e.g.) 2016: Informational
7 2017: Voting – Returned to Committee
8 2018: Voting

9 **Original Justification:**
10 [From the Form 15]

11 **Arguments in Favor:**

12 **Regulatory:**
13 • A
14 • B
15 • C

16 **Industry:**
17 • A
18 • B
19 • C

20 **Advisory:**
21 • A
22 • B
23 • C

24 **Arguments Against:**

25 **Regulatory:**
26 • A
27 • B
28 • C

29 **Industry:**
30 • A
31 • B
32 • C

33 **Advisory:**
34 • A
35 • B
36 • C

37 **Item Development:**
38 [Explain any changes made to the original proposal and committee recommendations.]

39 **Regional Associations' Comments:**
40 [Refresh each year based on regional reports]

1 **Background/Discussion:**

2 Each fall, NCWM Conducts a Committee Development Meeting for standing committee chairs, newly appointed
3 committee members, and NIST technical advisors. At the 2017 Committee Development Meeting, the committee
4 chairs decided to form a focus group with the Executive Director to address some of the topics of that meeting.
5 Participants were Lori Jacobson, SD, Ethan Bogren, Westchester County, NY, Ivan Hankins, IA and Don Onwiler,
6 NCWM. The focus group addressed the following items:

- 7 1. Open Hearing Protocol for Committee Chairs
- 8 2. Work Session Protocol for Standing Committees
- 9 3. Proper handling of Amendments from the floor during Voting Sessions
- 10 4. Improved Format for Agenda Items

11
12 When addressing format of agenda items, the focus group began by outlining the key elements of a good report,
13 including:

- 14 • The justification that was provided by the submitter
- 15 • Arguments received by the committee in favor
- 16 • Arguments received by the committee against
- 17 • Committee deliberation and recommendations.

18 Additionally, the focus group discussed and agreed upon the following considerations:

- 19 • Chronological Development: The focus group believes that the report should describe how the item evolved
20 chronologically, but that it should not repeat the same comments from one meeting to another.
- 21 • Specific Comments: The focus group does not believe it is necessary to name each commenter. Simply
22 include pertinent points in the report.
- 23 • Bullet Points: The focus group discussed benefits of providing key points in bullet point fashion to simplify
24 review for readers.

25 The focus group also discussed present practice of placing “Background/Discussion” of agenda items in an appendix
26 instead of putting that information within the agenda. The change was made in response to comments that there was
27 too many pages of discussion to page through to see what is actually being proposed. The focus group is hopeful that
28 a more concise presentation of the committee report will make it more acceptable to return to the previous practice.

29 Appendix D shows an example of an actual 2018 agenda item reformatted to fit the proposed template. The example
30 is Item SCL-7: S.1.8.5. Recorded Representations, Point of Sale Systems. The item was reduced from 6 pages to 4
31 pages using the new template. A reformatting of this significance would require review to ensure all relevant
32 information has been retained.

33 By providing a more concise item format, members may be more accepting of placing the “Background/Discussion”
34 of items in the agenda as shown in the sample format instead of in an appendix to the agenda. There was general
35 support for this format at the 2019 Interim Meeting. However, there were requests to improve the item numbering
36 system so that the item number never changes for the life of the item. Based on a recommendation from the audience,
37 a new numbering system will be implemented in the fall 2019 whereby the item number will include the last 2 digits
38 of the year submitted (e.g. GEN-19.1, SCL-19.2, SCL-19.3, etc.) and the number will not change through the lifecycle
39 of a proposal.

1 **SPB-4 I Bylaws, Article IX, Section 2 – Standing Committees**

2 **Source:**

3 Board of Directors (2019)

4 **Purpose:**

5 Establish a Vice Chairman for standing committees and define who serves as Chair and Vice Chair.

6 **Item Under Consideration:**

7 Amend the NCWM Bylaws as follows:

8 **Article IX - Committees**

9 **Section 2 - Standing Committees**

10 The Board of Directors may create and disband standing committees in the best interests of the Corporation. As
11 referenced in Article IX, Section 1, the Chairman makes appointments to the several special purpose committees.
12 The current standing committees are:

- 13 1. Committee on Specifications and Tolerances;
- 14 2. Committee on Laws and Regulations, and
- 15 3. Professional Development Committee.

16 **Membership**

17 The membership of each of the standing committees consists of five members, at least one member from each of
18 the four weights and measures regions, appointed by the Corporation Chairman from the ~~active~~**Active**
19 membership on a rotating basis for 5-year terms, or until a successor is appointed. In addition, every fifth year the
20 Corporation Chairman shall appoint a nonvoting Associate Member Representative (AMR) to the Committee on
21 Laws and Regulations and the Professional Development Committee. The AMR shall be nominated by the
22 Associate Membership Committee and shall serve a 5-year term, or until a successor is appointed.

23 When it is necessary to make an appointment to any of the standing committees to fill a vacancy caused by the
24 death, resignation, or retirement from active service by a committee member, the appointment is for the unexpired
25 portion of the member's term.

26 ~~Except as noted, each standing committee annually selects one of its active members, preferably its senior~~
27 ~~member, to serve as its chairman. Standing Committee members shall serve 5-year terms, with the Active~~
28 ~~voting member having greatest Committee seniority serving as Committee Chair and the Active member~~
29 ~~having the second-most seniority serving as Vice Chair. When the senior-most Active member of the~~
30 ~~Committee has already served as Committee Chair, the next most senior Active member who has not~~
31 ~~served as Chair and the Vice Chair should be the Committee member most likely to be Committee Chair~~
32 ~~the following year. The vice chair assists the chair during open hearings and committee work sessions by~~
33 ~~serving as the scribe and committee report developer.~~

34 **Background/Discussion:**

35 The Board of Directors sees committee service as an opportunity for many avenues of professional growth. This
36 includes increased technical knowledge, networking, problem solving, technical writing, public speaking and meeting
37 facilitation. In order to get the full benefit of the experience, the Board believes that one should have a progression
38 through the 5-year term, culminating with committee chairmanship.

39 Additionally, the Board has discussed ways to improve the process for committees in developing their Interim and
40 Final Reports. This proposal would establish a Vice Chair who would be designated as scribe and committee report
41 developer. All committee members would remain responsible for keeping notes in these sessions. The scribe would
42 ensure that all relevant points are compiled and work closely with the NIST Technical Advisors in development of

1 the report. NIST Technical Advisors have served a key role in refining and formatting the content of the reports and
2 this proposed bylaw change does not affect that practice.

3 The roles of Chair and Vice Chair would ideally be those serving in their 5th and 4th years respectively. There are
4 times when individuals are appointed to fill vacancies for those years who may not have the committee experience yet
5 to lead in these roles. For this reason, the proposal defines the Chair and Vice Chair as the two most senior members
6 in terms of years having served the committee.

7 Concerns were expressed at the 2019 Interim Meeting with the concept of a committee vice-chair serving as a scribe.
8 Some individuals may be quite competent for committee service but lack the keyboarding skills required to take notes
9 during hearings and work sessions. An alternate suggestion was to assign a person to each committee who has the
10 skills to take notes and who would also benefit in technical knowledge through exposure to the committee process.
11 Another was to hire people through temporary employment services to serve as scribe, but lack of technical knowledge
12 could be a problem.

13 The board will continue to address the need for a committee scribe.

14 **FIN – FINANCIAL**

15 **FIN-1 I Treasurer’s Report**

16 NCWM operates on a fiscal year October 1st through September 30th. Budgets are set to be conservative on projected
17 revenues and realistic on anticipated expenses. The Board of Directors continues to monitor its ability to fully
18 implement contingency plans based on potential costs compared to reserve funds. An annual audit was conducted by
19 Dana F. Cole & Company as an outside entity and this provides another layer of accountability. No concerns arose
20 from this annual audit.

21 The March 31, 2019 balance sheet below provides a comparison with the same time the previous year. Assets are
22 inflated by the Associate Membership Fund. These funds are accumulated through the additional \$15 dues paid by
23 associated members and are spent at the discretion of the Associate Membership Committee in accordance with
24 Committee Bylaws.

25 Overall the NCWM’s finances are in good order. This concludes the financial report.

BOD 2019 Interim Meeting Report

ASSETS	March 31, 2019	March 31, 2018
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	31,418.52	31,828.72
Certificates of Deposit	1,385,873.03	1,355,900.40
Checking	25,821.58	24,490.83
Savings	243,402.53	278,738.04
Total Checking/Savings	<u>1,686,515.66</u>	<u>1,690,957.99</u>
Accounts Receivable	10,071.48	10,318.51
Other Current Assets	141,644.55	54,826.32
Other Assets	24,193.80	13,961.84
TOTAL ASSETS	<u>1,862,425.49</u>	<u>1,770,064.66</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities	56,602.66	46,709.03
Total Liabilities	<u>56,602.66</u>	<u>46,709.03</u>
Equity		
Designated - Associate Membership	31,418.52	31,828.72
Unrestricted Net Assets	1,507,913.17	1,432,029.23
Net Income	266,491.14	259,497.68
Total Equity	<u>1,805,822.83</u>	<u>1,723,355.63</u>
TOTAL LIABILITIES & EQUITY	<u>1,862,425.49</u>	<u>1,770,064.66</u>

Mr. Brett Gurney, Utah | Chairman
 Mr. Craig VanBuren, Michigan | Chair-Elect
 Mr. James Cassidy, Massachusetts | NTEP Committee Chair
 Mr. Raymond Johnson, New Mexico | Treasurer
 Mr. Jack Walsh, Town of Wellesley, Massachusetts | Active Membership - Northeastern
 Mr. Ivan Hankins, Iowa | Active Membership - Central
 Mr. Mahesh Albuquerque, Colorado | Active Membership - Western
 Mr. Hal Prince, Florida | Active Membership - Southern
 Ms. Rebecca Richardson, MARC-IV Consulting | At-Large
 Ms. Julie Quinn, Minnesota | At-Large
 Mr. Christopher Guay, Procter and Gamble | AMC Representative

Mr. Don Onwiler, NCWM | Executive Director
 Dr. Douglas Olson, NIST, OWM | Executive Secretary
 Mr. Darrell Flocken, NCWM | NTEP Administrator
 Mr. Carl Cotton, Measurement Canada | Board of Directors Advisor

Board of Directors

Appendix A

Report of the Activities of the International Organization of Legal Metrology (OIML) and Regional Legal Metrology Organizations

National Institute of Standards and Technology (NIST), Office of Weights and Measures (OWM)

INTRODUCTION

The OWM at NIST is responsible for coordinating United States participation in OIML and other international legal metrology organizations. Learn more about OIML at www.oiml.org and about NIST, OWM at www.nist.gov/owm. Dr. Charles Ehrlich, Program Leader of the International Legal Metrology Program, can be contacted at (301) 975-4834 by fax at (301) 975-8091 or charles.ehrlich@nist.gov.

Note: OIML publications are available electronically without cost at www.oiml.org.

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Table B
Glossary of Acronyms and Terms

Acronym	Term	Acronym	Term
ANSI	American National Standards Institute	ISO	International Standardization Organization
APEC	Asia-Pacific Economic Cooperation	IWG	International Work Group
APLMF	Asia-Pacific Legal Metrology Forum	LMWG	Legal Metrology Work Group
APMP	Asia-Pacific Metrology Program	MAA	Mutual Acceptance Agreement
B	Basic Publication	MTL	Manufacturers' Testing Laboratory
BIML	International Bureau of Legal Metrology	NIST	National Institute of Standards and Technology
BIPM	International Bureau of Weights and Measures	NTEP	National Type Evaluation Program
CD	Committee Draft ¹	OIML	International Organization of Legal Metrology
CIML	International Committee of Legal Metrology	OWM	Office of Weights and Measures
CTT	Conformity to Type	PG	Project Group
D	Document	R	Recommendation
DD	Draft Document ²	SC	Technical Subcommittee
DoMC	Declaration of Mutual Confidence	SIM	Inter-American Metrology System
DR	Draft Recommendation ²	TC	Technical Committee
DV	Draft Vocabulary ³	USNWG	U.S. National Work Group
GA	General Assembly	VIM	International Vocabulary of Metrology
IEC	International Electrotechnical Commission	VIML	International Vocabulary of Legal Metrology
IQ Mark	International Quantity Mark	WD	Working Draft ³

¹ CD: a committee draft at the stage of development within a technical committee, subcommittee or project group; in this document, successive drafts are numbered 1 CD, 2 CD, etc.

² DD, DR, and DV: a draft document approved at the level of the technical committee, subcommittee or project group concerned and sent to BIML for approval by CIML.

³WD: working draft that precedes the development of a CD; in this document, successive drafts are number 1 WD, 2 WD, etc.

**Details of All Items
(In order by Reference Key)**

I. REPORT ON THE ACTIVITIES OF THE OIML TECHNICAL COMMITTEES

This section reports on recent activities and the status of work in the OIML Technical Committees (TCs), Technical Subcommittees (SCs), and Project Groups (PGs) of specific interest to members of the National Conference on Weights and Measures (NCWM). Schedules of future activities of the TC/SC Secretariats, PG Conveners, the U.S. National Work Groups (USNWGs), and the International Work Groups (IWGs) and Project Groups of the TCs and SCs are also included.

TC 3/SC 5 Conformity Assessment (United States)

Please see the new section on the OIML Certification System (OIML-CS), found at the end of this Section of Appendix A.

TC 5/SC 1 Environmental Conditions (Netherlands)

OIML D 11 *General requirements for measuring instruments - Environmental conditions* is a very important document in the OIML system and is used by all of the OIML TCs as a general reference for technical and testing requirements on all measuring instruments. Highlights of the most recent revision cycle include: expanding the terminology section, updating several testing sections to reflect the latest International Electrotechnical Commission (IEC) reference standards, and including a new environmental class (“E3”) for a non-mains local source of electrical power supply. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like additional information on TC5/SC1 or OIML D 11.

TC 5/SC 2 Software (Germany and BIML)

The project to revise OIML D 31 *General Requirements for Software-controlled Measuring Instruments* is nearing completion. This document serves as guidance for the software requirements in all of the OIML International Recommendations. This effort to revise D31 also now includes methods and means of software verification.

A second project group meeting in April 2018 at NMi in Dordrecht, the Netherlands where most of the significant issues were resolved. The Document passed the PG vote on the 2CD in February 2019. The document is currently out for CIML Preliminary Ballot with a July 2019 is the deadline for vote and comment.

In late 2018 and early 2019, a special subgroup convened numerous times through videoconference to discuss terminology harmonization. This group defined a new rubric from which to base various terms in the new document. This includes a subset of terms for “Measurement Result Relevant Information” and “Measurement (Process) Information”; this will distinguish data necessary for legal metrology purposes from data that is necessary for instrument operation but otherwise not legally necessary. Parties interested in these OIML software efforts should contact Dr. Katya Delak at (301) 975-2520 or katya.delak@nist.gov if they would like to participate or provide input.

TC 6 Prepackaged Products (South Africa)

A new publication, OIML G 21, entitled “*Guidance for Defining the Requirements for a Certification System for Prepackages*” was just recently published. This guideline was developed to assist countries in establishing reciprocal agreements to accept the test results on prepackaged goods.

A new edition of OIML Recommendation R 87 “*Quantity of Product in Prepackages*” (equivalent to NIST Handbook 133 “Checking the Net Contents of Packaged Goods”) was also recently published. This new edition includes a comprehensive overhaul of the statistical requirements and sampling plans. The U.S. and several other countries were

successful in opposing efforts by several European Union countries to add drained weight test procedures and packaging requirements utilized in that region to the new edition of R87. Those procedures were rejected primarily because they failed to recognize drained weight test methods that have been in use around the world for decades and which have been adopted by Codex Alimentarius.

OIML R 79 *Labeling Requirements for Prepackaged Products* has also been published. For more information or to participate in the activities of this committee, please contact Mr. Ken Butcher at (301) 975-4859 or kbutcher@nist.gov.

TC 8 Measurement of Quantities of Fluids (Japan)

In January 2019, Japan distributed the First Working Draft (1WD) of a revision of R 63 *Petroleum Measurement Tables* (1994) now that the corresponding ISO standard has been recently revised. The Secretariat also distributed the 1WD of a revision of R 119 *Pipe Provers for Testing of Measuring Systems for Liquids Other Than Water in Jan 2019* -- this document is important for other OIML Recommendations involving liquid measurement. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like copies of any of these documents or to participate in the project to revise R 119.

TC 8/SC 1 Static Volume and Mass Measurement (United States and Netherlands)

The United States and The Netherlands became the new Co-Secretariats of TC 8/SC 1 after Germany announced that it wished to step down as Secretariat. The United States chairs the Project Groups that are revising OIML R 71 *Fixed Storage Tanks* and R 85 *Automatic Level Gages for Measuring the Level of Liquid in Fixed Storage Tanks* to add specific requirements for specialized tanks. The 2CDs of R 71 and R 85 are planned to be distributed for project group vote and comment later in 2019. The Subcommittee has discussed the importance of revising OIML R 125 *Measuring Systems for the Mass of Liquids in Tanks*, and a new project to revise R 125 has been approved by the CIML. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like copies of the documents or to participate in any of these projects.

TC 8/SC 3 Dynamic Volume and Mass Measurement for Liquids Other Than Water (United States and Germany)

This subcommittee is nearing completion on a project for the revision of all three parts of R 117 *Dynamic Measuring Systems for Liquids Other Than Water*. The project fully harmonizes all three parts of the Recommendation and add new annexes to R 117 for several complete measuring systems, including: (a) measuring systems for the unloading of ships' tanks and for rail and road tankers using an intermediate tank, (b) measuring systems for liquefied gases under pressure (other than LPG dispensers), (c) measuring systems for bunker fuel, and (d) measuring systems for liquefied natural gas (LNG). The 2CD of R 117 was distributed in December 2018 and achieved 100% “yes” votes by the project group. At a March 2019 meeting in Cape Town, South Africa, the project group resolved all 70 pages of international comments received on the 2CD. The PG also developed and approved a 3CD at the meeting, incorporating all of the comment resolutions. The Recommendation will be distributed for CIML Preliminary Ballot in June 2019. If you have any questions or would like to participate in this project, please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov.

TC 8/SC 6 Measurement of Cryogenic Liquids (United States)

The Secretariat for OIML R 81, *Dynamic Measuring Devices and Systems for Cryogenic Liquids* has distributed a first committee draft (1CD) of R 81 to Project Group members and the USNWG for their review and comment. These comments have now been resolved, and a 2CD is anticipated to be distributed later in 2019. To obtain more information or to participate in this project, please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov.

TC 8/SC 7 Gas Metering (Netherlands)

All three parts of OIML R 137 *Gas Meters* have been published. Extensive United States comments on the 1 CD, the 2 CD, and the DR were developed in cooperation with the measurement committees of the American Gas Association. The OIML R 137 document is especially important to the U. S. interests because the American National Standards Institute (ANSI) B 109 committee on gas measurement is using the published R 137 to create a new performance-based standard for gas meters in the United States. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like to participate in these efforts or if you would like to obtain a copy of any of these gas measurement documents.

The Netherlands and Japan served as Co-Conveners on a project to revise OIML R 139, *Compressed gaseous fuel measuring systems for vehicles* that mostly focused on ensuring that the Recommendation fully and accurately includes proper requirements and test procedures for hydrogen fuel dispensers. This standard is important to US stakeholders, especially in the effort to maximize harmonization between domestic and international legal metrology requirements used for the delivery of alternative fuels. The CIML preliminary ballot passed in June 2018, and R139 received final CIML approval in October 2018. The revised Recommendation was published on the OIML website in November 2018. To obtain more information on this effort, please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov.

TC 9 Instruments for Measuring Mass (United States)

OIML R 60 *Metrological Regulation for Load Cells* (Metrological and technical requirements and Metrological controls and performance tests) was approved by the CIML in Cartagena, Columbia, in October 2017. R 60 was published early in 2018. For more information on TC 9 activities, please contact Mr. John Barton at (301) 975-4002 or john.barton@nist.gov.

TC 9/SC 1 Non-Automatic Weighing Instruments (Germany and France)

A new project to revise OIML R 76:2006 *Non-automatic weighing instruments* has been started. In addition to revising R 76, the project group has been requested to provide suggestions on how to best approach the verification and inspection of these kinds of measuring instruments. The first Project Group meeting was held in December 2017 in Braunschweig, Germany. Several Project Sub-Groups have been tasked with reformatting and updating the Recommendation and with developing field verification and inspection procedures for these measuring instruments. Other Sub-Groups will develop proposals for adding up-to-date software requirements and consider including new test procedures for modules. Please contact Mr. Ken Butcher at (301) 975-4859 or kbutcher@nist.gov if you are interested in the effort to revise this document.

TC 9/SC 2 Automatic Weighing Instruments (United Kingdom)

A Project Group has been formed to develop a new OIML Recommendation on *Continuous totalizing automatic weighing instruments of the arched chute type*. This type of measuring instrument measures centripetal force on an arched chute. The first committee draft (ICD) of this new document was distributed in May 2018, following a teleconference meeting of the Project Group. The 2CD was distributed to the PG for vote and comment in December 2018. To receive copies of the documents concerning this project or to obtain more information on the work of this subcommittee, please contact Mr. John Barton at (301) 975-4002 or john.barton@nist.gov.

The Preliminary Ballot of OIML R 61 *Automatic gravimetric filling instruments* was approved by the Project Group in June 2017, and R61 received final CIML approval in October 2017. The newly revised Recommendation was published in August 2018. At its meeting in October 2018, the CIML approved a new project to revise OIML R 51 *Automatic catch-weighing instruments*, which was last revised in 2006. The proposed international effort to revise R

51 was also announced to the NCWM. Please contact Mr. Rick Harshman at (301) 975-8107 or richard.harshman@nist.gov if you are interested in the project to revise this document.

TC 17/SC 1 Humidity (China and United States)

OIML R 59 *Moisture Meters for Cereal Grains and Oilseeds* has received final CIML approval, and it was published on the OIML website in 2017. Please contact Ms. G. Diane Lee at (301) 975-4405 or diane.lee@nist.gov if you would like more information on this effort.

TC 17/SC 8 Quality Analysis of Agricultural Products (Australia)

The new OIML recommendation *Measuring Instruments for Protein Determination in Grains* received final CIML approval in October 2016. It was published as OIML R 146 on the OIML website in 2017. Please contact Ms. G. Diane Lee at (301) 975-4405 or diane.lee@nist.gov, if you would like more information on this effort.

OIML Certification System (OIML-CS)

OIML has operated a Certificate System for OIML Type Evaluation of Measuring Instruments since 1991. The OIML Basic Publication B 3:1991 *Certificate System* (revised in 2006 and again in 2011) has underpinned the OIML Basic Certificate System, and OIML B 10:2012 *Mutual Acceptance Arrangement (MAA)* has underpinned the Mutual Acceptance Arrangement of the OIML Certificate System. The MAA provided more rigorous requirements for testing laboratories than the Basic Certificate System did. The categories of measuring instruments that were active under the MAA were load cells (OIML R 60), non-automatic weighing instruments (OIML R 76), and water meters (OIML R 49). NCWM/NTEP has participated in the MAA as a Utilizing Participant for load cells, and from January 2011 to September 2017 issued sixty-nine NTEP certificates for load cells under the MAA.

Because of difficulties encountered by the International Bureau of Legal Metrology (BIML) in adequately obtaining and summarizing peer review and/or accreditation data from the MAA test laboratories, and also to promote better awareness of the system, it was proposed that a more robust OIML Certification System (OIML-CS) be developed.

In 2015, OIML formed an Ad-Hoc Working Group (AHWG) on the OIML Certificate System that was tasked to develop a proposal that would significantly change the way that the OIML Certificate System is structured, managed and operated. This proposal included the creation of an OIML Certification System (called OIML-CS) that would be managed by a Management Committee instead of by the BIML. Advisory Committees to the Management Committee were also planned. The AHWG put its proposal forward to the CIML at its meeting in Arachon, France in October 2015, where it was approved. The AHWG was then disbanded, and a new certification system project group (CSPG) was established that prepared a draft of a proposed new framework document (OIML Basic Publication B 18:2016) establishing the OIML-CS, for voting on at the 2016 CIML Meeting (in Strasbourg, France). Prior to this CIML Meeting, a meeting of the CSPG was held (in Teddington, England) to resolve issues with the framework document, which permitted the framework document to be approved at the 2016 CIML Meeting. Also, approved at the 2016 CIML Meeting was the creation of a Preliminary Management Committee (PrMC), Chaired by Dr. Roman Schwartz. Draft Operational Documents for the OIML-CS were discussed at a meeting of the PrMC in February 2017 in Berlin, Germany. A second meeting of the PrMC was held in Shanghai, China in June 2017, where it was decided that the newly-formed Review Committee (that reviews all applicants to the OIML-CS and makes recommendations to the full Management Committee) would become part of the Management Committee. All OIML-CS documents were then approved (including the OIML-CS framework document OIML B 18:2017) at the 2017 CIML Meeting in Cartagena, Colombia.

Implementation of the OIML-CS began in January 2018. Load cells (R 60) and non-automatic weighing instruments (R 76) will enter under what is called Scheme A (an advanced level of the OIML-CS where accreditation or peer

review is used as the basis for demonstrating compliance with the requirements of the OIML-CS for both OIML Issuing Authorities and Test Laboratories). Several other instrument categories (see the OIML web site, www.oiml.org, for a complete list) will enter under Scheme B (an introductory level of the OIML-CS where “self-declaration” is used as the basis for demonstrating compliance with the requirements of the OIML-CS). It is anticipated that most instrument categories will transition from Scheme B to Scheme A within two years.

Mr. Cock Oosterman (NMI, Netherlands) was appointed as the Management Committee Chairperson, and Mr. Bill Loizides (CIML Member from Australia) was appointed as the Deputy. Dr. Charles Ehrlich of NIST, and U.S. CIML Member, will serve on the Management Committee of the OIML-CS. Mr. Darrell Flocken of NCWM/NTEP will serve on the Review Committee, which is now part of the Management Committee

If there are any questions about the new OIML-CS, or for more information, please contact Dr. Ehrlich at (301) 975-4834 or charles.ehrlich@nist.gov.

II. REPORT ON THE 53RD CIML MEETING IN HAMBURG, GERMANY IN OCTOBER 2018

The 53rd CIML meeting was held on 9-12cOctober 2018.

Following a Selection Committee process in 2018, a presentation made by the Selection Committee candidate to the CIML Members, and discussion among its Members, the CIML appointed Mr. Anthony Donnellan (from Australia) as Director of the BIML for a five-year term with effect from 01 January 2019.

Following a call for candidates in 2018 and a presentation by the candidate to the CIML Members, the CIML elected its CIML Member from the United States, Dr. Charles Ehrlich, to become the new CIML First Vice-President for a six-year term, with immediate effect.

The CIML extended the contract of BIML Assistant Director Mr. Ian Dunmill for a five-year term with effect from 15 March 2019.

The CIML welcomed Kiribati as a new Corresponding Member.

The CIML decided the following concerning the new OIML-CS Certification System in Hamburg:

- maintain R 60:2000 and R 61:2004 in the OIML Certification System,
- the category of measuring instrument covered by R 49 will transition from Scheme B to Scheme A on 1 January 2019,
- the categories of measuring instruments covered by R 51 and R 117 will transition from Scheme B to Scheme A on 1 July 2019,
- the categories of measuring instruments covered by R 46 and R 137 will transition from Scheme B to Scheme A on 1 January 2020,
- the categories of measuring instruments covered by R 61, R 85 and R 129 will transition from Scheme B to Scheme A on 1 July 2020,
- the categories of measuring instruments covered by R 21, R 50, R 75, R 99, R 106, R 107, R 126, R 134 and R 139 will transition from Scheme B to Scheme A on 1 January 2021, and
- on 1 January 2019 the categories of measuring instruments covered by R 16, R 35, R 58, R 59, R 81, R 88, R 93, R 102, R 104, R 110, R 122, R 128, R 133, R 136, R 143, R 144, R 145 and R 146 enter the OIML-CS in Scheme B and will transition to Scheme A on 1 January 2021.

The CIML approved the following Final Draft Publications:

- Revision of R 139, *Compressed gaseous fuel measuring systems for vehicles*;
- New Document: *Guide for the application of ISO/IEC 17065 to assessment of certification bodies in legal metrology*.

The CIML approved nine new projects:

- the revision of R 51 *Automatic catchweighing instruments*;
- the revision of R 134 *Automatic instruments for weighing road vehicles in motion and measuring axle loads*;
- the revision of D 14 *Training and qualification of legal metrology personnel*;
- the revision of D 19 *Pattern evaluation and pattern approval*;
- the development of a new Recommendation on *Instruments for measuring the vehicle exhaust soot particle number (PN)*;
- the development of a new Document *Surveillance of utility meters in service on the basis of sampling inspections*;
- the development of a new Document *Petroleum measurement tables*;
- the development of a new Document *Pipe provers for testing of measuring systems for liquids*;
- the development of a new Recommendation *Ophthalmic instruments – non-contact tonometers*, or the revision of the existing R 145:2015 *Ophthalmic instruments - Impression and applanation tonometers*.

The CIML, noting the reports and advice from the Advisory Group on matters concerning Countries and Economies with Emerging Metrology Systems (CEEMS):

- Instructs the Bureau to continue its efforts to promote and participate in capacity building activities, both through the program of OIML Training Centers, and through training courses and regional activities organized by other organizations,
- Instructs the Bureau to continue to work with the constituent bodies of the International Network on Quality Infrastructure (INetQI – previously DCMAS Network), in particular the BIPM, to identify new initiatives where the OIML can make a direct contribution,
- Instructs the Bureau to continue developing the OIML website so that it provides up-to-date information on capacity-building initiatives, including training materials, and to maintain the database of experts available to contribute to such work,
- Instructs the Bureau to ensure that the further development of its systems supporting OIML technical work takes account of the need to involve CEEMS in such work,
- Instructs the Bureau to continue using the OIML Bulletin and the OIML website to facilitate the exchange of new ideas, and in particular new approaches to legal metrology,
- Requests its President, Vice-Presidents, the Chair and Vice-Chair of the CEEMS Advisory Group, the Chair of the OIML-CS Management Committee, and the Bureau to take particular account of the needs of CEEMS during involvement in activities related to Objective 5 in the *OIML Strategy* (OIML B 15:2011),
- Requests Technical Committees, Subcommittees and Project Groups to take note of the demand from CEEMS to ensure Recommendations and other publications take more account of the needs of CEEMS,
- Requests the OIML-CS Management Committee to ensure that the needs of CEEMS continue to be addressed in the further development of the OIML Certification System,
- Urges Member States to consider what support they can give to future OIML Training Centers or other initiatives aimed at assisting CEEMS, and
- Urges Member States to be ready to propose conveners for projects to produce other documents of interest to CEEMS and to take advantage of the training which is available for potential conveners.

OIML Medals were awarded to Ms. Anneke van Spronssen (past CIML Member of The Netherlands), Mr. George Teunisse (The Netherlands), and Mr. Stephen Patoray (BIML Director).

III. FUTURE OIML MEETINGS

The 54th CIML Meeting is being planned to be held 21-25 October 2019 in Bratislava, Slovakia. The 55th CIML Meeting and 16th International Conference are being planned to be held in 2020 in China (near Shanghai).

IV. REGIONAL LEGAL METROLOGY ORGANIZATIONS

A meeting of the Inter-American Metrology System (SIM) General Assembly is organized annually and is the event where delegates from National Metrology Institutes of the Americas meet to discuss important issues. The past two years, the SIM General Assembly was held in Panama City, Panama (October 2017) and in Gaithersburg, Maryland at NIST in September 2018.

The first face-to-face meeting of the SIM Legal Metrology Working Group (LMWG) in over ten years was held in Cartagena, Columbia, in October 2017 in conjunction with the 2017 CIML Meeting. The new chair of the SIM LMWG, Mr. Raimundo Alves de Rezende (of INMETRO, Brazil) opened the meeting and welcomed participants. (For the past several years, the Chair of the SIM LMWG was held by Argentina and no meetings had been conducted.) Several issues of importance to the SIM countries were discussed, including: recent weights and measures training that participants felt had been successful, how the new OIML-CS certification system would affect the weights and measures programs in each country, and the problems that many programs faced concerning adequate and stable access to resources. The meeting closed with a discussion on the future needs and expectations of each of their countries. Possible next steps and planning for future training and future LMWG communication and meetings were considered. There was a good consensus for Brazil to circulate a questionnaire/survey to member countries to gather information, especially concerning training needs. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov for more information on SIM and the activities of the SIM LMWG.

The 25th Meeting of the Asia-Pacific Legal Metrology Forum (APLMF) was hosted by New Zealand and was held in Christchurch in November 2018. New Zealand assumed the APLMF Secretariat in 2016, and Mr. Stephen O'Brien of New Zealand's Ministry of Business, Innovation & Employment (MBIE) assumed the APLMF Presidency. Previously, the People's Republic of China held the Presidency and the Secretariat of APLMF for several years.

The main objectives of APLMF are to coordinate regional training courses in legal metrology and to provide a forum for exchange of information among legal metrology authorities. APLMF activities have been facilitated through its seven work groups. A meeting of the APLMF Working Groups (WGs) was held on the day prior to the APLMF meeting. The most active WG has been the Working Group on Training Coordination. Because of the importance of the training mission to APLMF, this WG has now become a permanent part of the APLMF Secretariat (instead of a separate WG). The results of a recent APLMF survey clearly indicated that the more than 20 courses conducted by APLMF in the last 10 years were highly valued by the member economies, promoted harmonization in the Asia-Pacific region, and frequently led to revised/improved legislation and regulations in the member economies.

A significant joint project entitled "Metrology Enabling Developing Economies in Asia" (MEDEA) has been conducted over the past several years by APLMF, the Asia Pacific Metrology Programme (APMP) and the Physikalisch-Technische Bundesanstalt (PTB). This project has been managed by PTB and is primarily funded by Germany. The project aims to foster and further develop the capabilities of the APLMF and the Asia-Pacific Metrology Program (APMP) to support developing economies in the Asia-Pacific region, to promote metrology systems within developing economies, and to strengthen the metrology systems/infrastructure within developing economies.

Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov for more information on APLMF and the 2019 APLMF Annual Meeting which is being planned to be hosted by Vietnam.

Appendix B

Associate Membership Committee (AMC) Agenda and Draft Meeting Minutes

Mark Flint, Chair
Archer Daniels Midland

- 1) Meeting Called to order at 5:02 p.m. Minutes from the AMC meeting at the July 2018 Annual meeting were reviewed and approved.
- 2) Review of Committee Member Positions
 - a) 6 Members Listed on the website
 - i) There is a discrepancy between that list and the people voting
 - 6 Members listed and 8 getting emailed
 - ii) Suggestion to move David Calix back on the AMC committee retroactive to 2018 with cycle off year of 2023
 - iii) Suggestion to add Ron Gibson as a general Member retroactive to 2018 with cycle off year of 2023
 - iv) Suggestion to move Bob Murnane back on the AMC committee retroactive to 2018 with cycle off year of 2023
 - b) Motion to approve the above actions Chris Guay, seconded by Richard Shipman. Motion approved by unanimous vote.
 - i) A new list will be provided to Don Onwiler
- 3) Review of AMC financial statements from treasurer
 - a) AMC has a total of \$32,719.49 available
 - b) There are \$20,147.50 in pending approved payments
 - i) Toolkit Task Group
 - ii) California: LPG
 - iii) NY State WM Association
 - iv) Regional Website Upgrades
 - v) Louisiana: HB 133
 - vi) NEWMA: HB 133
 - vii) C-RMAP
 - c) \$12,571.99 is available for consideration of new or amended applications
 - d) Motion to approve financial statement made by Mark Flint, seconded by Chris Guay. Motion approved by unanimous vote.
- 4) Board of Directors Update

NCWM Board Report (January 15, 2019)

 - Deadline for New Items for 2019 will be August 15, 2019 – earlier than last year!!!
 - New Policy adopted which specifies that ALL items are heard at the hearing all items at Interim Meeting. Comments from Developer/Assigned Party only at the Annual Meeting. Implemented beginning this meeting

BOD 2019 Interim Meeting Report
Appendix B – AMC Agenda and Draft Minutes

- More time slots for sessions on Sunday -- implemented this meeting to allow people to participate in more different sessions;
- New Format for how items are presented in the Handbook...
 - Page Numbers, and Line numbers for this meeting.
 - Format of items, Possible elimination of the Appendix (other than external comments?)
- NCWM Website
- Bylaws, Board was looking to encourage all committee members to become Chairman before their term expires. Vice Chair was proposed to help develop their chairs. Board withdrawing the Bylaw change.
- New Safety Award Created beginning 2020
- Charter Team Sunsetting for now
- Certification program being used increasingly by states

NIST

- Tim Osmer in the metrology Lab has resigned and Linda Crown has retired
- OWM is changing their training emphasis to videos and webinars for field training.

Regional Notes

- Central Meeting May 6-9, 2019 in Canton, OH
- Nebraska W&M Ken Tichota has resigned.
- Shelly Miller now Wisconsin W&M Director
- Northeast Meeting May 12-16, 2019 in Portland, ME
- Jimmy Cassidy now Massachusetts W&M Director
- New Jersey working to adopt more NCWM standards/requirements
- Construction of new W&Ms lab has started in North Carolina
- Jerry Buendel retired as Washington W&Ms Director and will replace Ross Anderson on NCWM certification

Old Business

Approved Requests since Last AMC Meeting

State of Louisiana – Request Date 07-23-2018 – Approved Amount \$1000.00
NEWMA – Request Date 11-02-2018 – Approved Amount \$1000.00
NIST/SWMA Request Date 11-28-2018 – Approved Amount \$2500.00
(See Item Below)

NIST/SWMA Request - \$5500.00

Request has been approved in the amount of \$2500.00
Three Affirmatives for Disbursement of \$2500.00
One Affirmative for Disbursement of either \$2500.00 or \$5500.00
One Affirmative for Disbursement of \$5500.00
No Negatives

In Semester vote for reimburse guidelines Already Adopted

Chris Guay will continue to Represent the AMC on the Board of Directors

New Business

- a) Review Kansas Application for \$1,230.00
 - i) Motion was made to approve by Bob Murnane, seconded by Chris Guay, motion was **Approved** by unanimous vote to make payment of \$1,230.00 to Kansas per the application.
- b) Bylaws confusion of the AMC Committee

Only Members of AMC have Voting Rights. Is it worth taking a look at bylaws for clarification?

AMC Chairman will send out comments for review/clarification to all AMC members.

- c) Bob Murnane Brought up the meeting times of the AMC committee. Bob proposed a set meeting time. After all discussions it was deemed to try 7:30am on 2nd day of open hearings. This will be included in the Annual Conference Documentation.
- d) Fran from state of Ohio brought up issues she is having with callers requesting info for legal for trade scale. She was asking of links for manufactures be visited in lieu of her recommending vendors. This was deemed to be brought up at Regional Meetings

Adjourned at 5:59 p.m.

Attendees

Name	Representing
Mark Flint	Archer Daniels Midland
Bob Weise	Northwest Tank & Environmental Services, Inc.
Steven Harrington	Oregon Dept Of Agriculture
Thomas McGee	PMD Corporation
Chris Guay	Procter & Gamble
David Calix	NCR Corporation
Richard Shipman	Rice Lake Weighing Systems
Ron Gibson	Seraphin Test Measure Co.
Bob Murnane	Seraphin Test Measure Co.
Richard Suiter	Richard Suiter Consulting
Brad Fryburger	Southern II Scale
Russ Vires	Mettler-Toledo, LLC
Don Onwiler	NCWM

Appendix C

NCWM Charter Team Report Team 2 January 2018

INTRODUCTION

The NCWM Charter Team is charged with proposing changes to the operation of the National Conference on Weights and Measures so that standards can be developed and published in a timelier manner. This report proposes two concepts for the future operation of the Conference. The first concept is making improvements and policy changes to the traditional annual meeting and voting cycle. The second concept is voting twice a year. Advances in technology, new products or services and, the need to rapidly publish regulations has generated a demand for speedier code development. The conference and its leadership are constantly striving to improve operations to meet the NCWM mission “To advance a healthy business and consumer climate through the development and implementation of uniform and equitable weights and measures standards using a consensus building process.”

The first charter team, Team One, was launched in November 2015 and charged with examining the current processes of standards development, identifying stakeholders and their respective roles and to explore the operation of other standard setting organizations. They completed their work in July 2016 and presented a report that identified eight issue areas that require practical solutions. Those issue areas are shown on pages 8 and 9 of this report. Team One also proposed the Conference meet and vote twice a year instead of the traditional annual meeting and voting cycle.

A second charter team, Team Two, was launched in July 2017 to develop at least two concepts for consideration by the Board of Directors. The team was made up of some of the same members of the first team and others were added due to attrition. This team began by reviewing the report published in July 2017 and determined that they would propose solutions to the eight issue areas identified by Team One and review the twice a year meeting proposal.

CONCEPT 1 - IMPROVEMENTS AND POLICY CHANGES TO THE CURRENT MODEL

NCWM OPEN HEARING – PRESENTATIONS AND TESTIMONY

NCWM open hearings must be more structured and disciplined to promote effective and efficient consideration of the items before the Conference. This section addresses Conclusion 5 and 6, Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016. (See pages 8 and 9 of this report)

Some presentations and testimony during the open hearings take a large amount of time. Committee chairs regularly approve technical presentations and provide time limits in advance of the open hearing. The presentations are valuable in explaining complex items and generate further testimony and questions. However, the presenters exceed their time limits. In other instances, testimony is extended because the same people come to the mic time after time to provide more information or to rebut a previous speaker. The lengthy hearings reduce the amount of time the committees have to work on their items during their work sessions. Often committees work late into the night and miss out on participating in other conference activities.

RECOMMENDATIONS

- Presentations given at NCWM open hearings be strictly limited to ten minutes with no exceptions. We suggest NCWM provide a timer so at least the presenter and committee chair would know how much time remains.

- Adopt a policy that limits the amount of time and the number of times a speaker can testify on an item during open hearings. The team recommends a limit of two trips to the mic during discussion of an item - once for initial testimony and once for a follow-up. An exception could be made, at the chair's discretion, for committee members to ask additional questions of a speaker.
- Members should be required to wait until all of those that rise to testify have spoken before they can return to the microphone for additional comments.
- Individuals giving presentations be required to submit their presentations at least 24 hours in advance of the hearing.
- Individuals proposing changes to language must be submitted to the committee in writing before the beginning of open hearings or before the committee work session.

DEVELOPING AND INFORMATIONAL ITEMS – TESTIMONY AND MANAGEMENT

The committees at times take open testimony on developing and informational items during the hearings. There are occasions when time is spent hearing testimony or presentations on these items. This section addresses Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016, Conclusions 5 and 6. (See pages 8 and 9 of this report)

RECOMMENDATIONS

- Developing and Informational items be limited to a report from the assigned subgroup and/or submitter as appropriate at the Interim and Annual. The presenter should be limited to 10 minutes with no exceptions.
- Developing and Informational items be reported on only by the assigned subgroup, submitter or submitter's representative at the regional meetings. Regional associations should consider limiting presentations to 15 minutes as a means of informing regional members and as preparation for those attending the NCWM meetings. Reports at the regionals may be filed in writing or heard through teleconference or web meeting.
- All meetings of the subgroups and items being worked be posted on the conference schedule and NCWM web site.
- Promote and encourage task group meetings at the regional conferences. NCWM should support the regionals with teleconferencing and web meetings to enable this activity.
- The NCWM Board of Directors develop an "Assigned" status for items. Items assigned could be managed under different time limits and process rules to promote rigorous discussion and well-developed items.
- Developing items not acted on by a task group or submitter for one full NCWM annual meeting cycle be withdrawn from the agenda.

PUBLICATION 15 and 16 FORMAT – GROUPING SIMILAR ITEMS

Currently items are placed in Publication 15 and 16 on the Specification and Tolerance Committee and the Laws and Regulation Committee agendas in a manner that aligns the items with the respective sections of the NIST Handbooks. This often separates items addressing similar or related topics and the items may be interdependent. Over the past few years the committees batched the items during the open hearings and voting sessions in an effort to effectively present the issues to the members and to make the hearing and voting process more efficient. The batching efforts are successful to some extent however members have a difficult time paging through the publications and keeping up with the testimony during the hearings and voting sessions. The charter team discussed grouping similar items in Publication 15 and 16 in a more logical manner and NEWMA successfully used a grouping scheme during their interim meeting with success.

The NCWM Board of Directors considered changing the format of Publication 15 and 16 to incorporate this recommendation and agreed to implement it on a trial basis for the 2018 edition of Publication 15. The board expects

that there will be comments and suggestions to improve on the first version of this new format. This new format should also provide benefit to the regional associations as well as the NIST technical advisors.

The Charter Team recommends that NCWM consult with the five active committee members when formatting new proposals to determine whether they should be grouped. Submitters of new proposals may also recommend that their items be grouped.

ITEMS NOT PASSED DURING ANNUAL VOTING SESSION – ELIMINATION AND RECONSIDERATION

Currently voting items that are not passed during the annual meeting voting session are automatically returned to the committee for consideration. These items take time and effort to process.

The charter team concluded that there should be a policy that requires the item be dropped from the agenda with some exceptions. This section addresses Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016, Conclusions 1 and 2. (See pages 8 and 9 of this report)

RECOMMENDATIONS

- Items that do not receive the required votes to pass or fail drop off the agenda at the conclusion of the meeting. However, the committee may choose to carry the item forward if a majority of the committee voted to carry the item forward. The committee would be required to make a decision on carrying the item forward within one week of the voting session and communicate their decision to the membership via NCWM. The committee would be made up of the same committee members that considered the item during the voting session. Comments would be added to the Background/Discussion section to report the decision and explain the rationale for carrying the item forward.
- Items carried forward after the annual voting session be limited to consideration for only one more year.
- Items not carried forward after a voting session may be resubmitted for consideration.

Note: These recommendations would require reconsideration if NCWM implements voting twice per year.

JOINT COMMITTEE SESSIONS – RESTRUCTURE AND REPURPOSE

The committee discussed the value of the Joint Committee Session held at the beginning of the Interim and Annual meetings. The session is intended to be a time to gather the standing committees, identify problems or special situations and make adjustments to help the committees do their work through the week. Over the past few years this session has become a quick check in and usually there is nothing to report or discuss.

The charter team recommended that this session be restructured to assist committee members by presenting some refresher training and proactively addressing problems or controversial issues. This section addresses Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016, Conclusion 5. (See pages 8 and 9 of this report)

RECOMMENDATIONS

- The charter team recommends the session be restructured and the time used for a number of other value-added activities. For example, a quick refresher on committee process and policies, leadership and facilitation, discussion of batching items, or coordinating joint hearings. Immediate topics could include guidance on using the timer, limiting presentations and how to proceed once time expires.
- The Charter Team recommends that the Fall Committee Development sessions be continued to reflect changes to committee operations and to emphasize the leadership roles of the Chairpersons. The team also recommends expanding the meeting to include all committee members, not just new members and the chairs.

- Standing committees routinely conduct business prior to the Interim and Annual meetings. Using web-based meetings, teleconferences and other electronic means to discuss and develop items in advance of the conferences. This will be a cultural shift for some members, will require technical assistance from NCWM and will require additional time commitments of committee members.

SUBGROUPS SUPPORTING THE WORK OF THE ORGANIZATION – CONTINUOUS IMPROVEMENT

Subgroups are increasingly valuable to the success of the conference as issues require more subject matter expertise, have significant regulatory and economic impact and may require several years to fully develop. The increasing use of subgroups enables the conference to tap industry and government expertise, intensely focus on fully developing issues and keep pace with changes in the marketplace. Subgroups increase membership and participation in the conference but also place an increasing burden on key leaders and NIST staff.

The charter team recommends the conference work diligently to continuously improve subgroup operations. This section addresses Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016, Conclusions 4 and 7. (See pages 8 and 9 of this report)

RECOMMENDATIONS

- Each subgroup be given a charter to guide their work. The charter must include who the team reports to, clear expectations about deliverables, available resources, deadlines and a termination date.
- Subgroup members receive training on the policies, structure, reporting relationships, leadership and facilitation. (This is addressed in NCWM Policy 1.5.1.: Subgroups Supporting the Work of the Organization.)
- NCWM support subgroups by providing training, and making available conference calls, web meetings, and other electronic communications and document sharing.

REGIONAL STANDING COMMITTEES – ADDING MORE VALUE

The charter team recognized the importance of having strong, productive regional committees. The regional organizations add value by both evaluating items and further developing the items. Subject matter experts and regulatory officials come together in an environment that enables greater in-depth discussions and thorough analysis of items.

Committees look at each item and recommend a status to the regional membership. The regional association then deliberates and approves the committee's recommendations of Informational, Developing, Voting or Withdrawn.

The other critical function of the committees is to further develop and refine items into a final product - usually Handbook language. The items then pass onto the other regions for more discussion, development and recommendations on the status for the item.

The charter team noted that there are the inconsistencies between the regions and the products they produce. Some of the observations of the charter team were:

- Some members are not familiar with the goals, purpose and responsibilities of the regional committees.
- Some members do not understand NCWM committee, hearing and voting processes.
- Some members have not had a chance to develop the skills to chair and facilitate a committee before being put in that role.
- The committees may not have a subject matter expert or access to an expert to help make informed decisions and recommendations.
- Some regional committees continue to take testimony and change proposals during their work sessions.
- Some regions are thorough and diligent in working items and others are less so.
- Some regional meetings are well attended by a wide range of regulatory and industry members while others aren't.
- In some cases, submitters of items do not attend the regional or send written testimony to the committees. In those instances, the committees do not have any new information to act on.

This section addresses Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016, Conclusion 8. (See pages 8 and 9 of this report)

RECOMMENDATIONS

- Regional committee members may benefit from training similar to the training provided NCWM committee members.
- Regions may benefit from a committee training and guideline publication similar to the one provided NCWM committee members. The Western Weights and Measures Association is updating the committee manual they use and is willing to make the manual available to the other associations.
- Regions may make it a priority to have committee members serve for several years, select members to get a committee with a wide range of expertise and include a member from the NCWM standing committee to provide continuity and background knowledge that would be useful to both the regional and national committees.
- Regional committees could indicate in their committee reports when they do not have subject matter experts available to assist them in making a recommendation. In these instances, the region may simply take no position.
- New Proposals are normally submitted for the fall round of regional meetings. Presuming an Annual Meeting voting is retained, a deadline of September 1 or two weeks prior to the first regional meeting could be established that would apply to all four regions. This would place all four regions on an even footing to evaluate and make recommendations on the new proposals. Submitters of new proposals would have time from the end of the Interim Meeting to the established deadline date to fully prepare the new proposals. Regional committees, submitters, and NCWM standing committee members would then have sufficient time to review and prepare new proposals for the fall meetings.
- Individuals giving presentations could be required to submit their presentations at least 24 hours in advance of the hearing.
- Individuals proposing changes to language could be required to submit them to the committee in writing before the beginning of open hearings or before the committee work session. This would allow regional committee chairs to better prepare for their open hearings and work sessions.
- Regional Standing Committees could be encouraged to follow the guidelines for presentations and open hearing comments used by the NCWM Standing Committees to facilitate the open hearing process.

PROPOSALS – FORM 15 DEVELOPMENT AND REGIONAL CONFERENCES

Form 15s are the first step in proposing changes to the handbooks and the process of amending the NIST Handbooks begins with consideration by the regional conferences. The Form 15s, known as proposals, come from a variety of sources. Some are submitted by long time members of the conference that have a sound understanding of the process; others are submitted by businesses and regulatory officials new to the conference with little knowledge of the process. The proposals are sometimes very well developed with supporting data, detailed amendments for the affected Handbook sections and, sometimes demonstrate collaboration with other stakeholders. Proposals are generally submitted in a timely manner however some are late and some are sent directly to regional committee chairs. Because the regions meet in different months the proposal may not be considered by one or more of the regions and in some cases not evaluated by key stakeholders. The charter team recommends the conference take measures to improve the quality and timely submission of Form 15s.

RECOMMENDATIONS

- Develop minimum criteria that each form 15 meet before it can be forwarded to the regional conferences for consideration. The criteria could be in the form of a checklist and should include a description of the regulatory issue, technical details and supporting data, proposed Handbook language, a discussion of economic impact or a cost/benefit analysis, a list of affected stakeholders or industries and a summary of the stakeholder responses to the proposed change.
- Form 15s must be received by September 1 of each year with exceptions being granted only for emergency proposals in accordance with existing NCWM policy.

- Form 15s must be heard by the regional conferences and must receive at least one recommendation that the item be given voting, developmental, assigned or, informational status before it can be considered by the NCWM standing committee.
- Encourage, support and, expect committees to begin their work well before the conferences.

COMMITTEE REPORTS – CONCISE SUMMARIES AND RATIONALE

Well written and well-structured committee reports are essential to excellent standards development. Initially the members use the reports to help them determine how to vote, testify and in some instances offer changes. Members read the reports to understand the fundamental issue, gain insights about the stakeholder positions and understand how opposing views were resolved. After the standard is published in the handbook the reports serve to document the intent and discussions and are used by jurisdictions to determine how to apply the standards. The national committee reports can be lengthy and difficult to follow. The regional committee reports can be superficial rather than a comprehensive summary of discussions, data analysis and, rationale for their recommendations. The charter team recognizes that time constraints at the meetings, both regional and national, put a great deal of pressure on committee members to meet deadlines at the cost of quality. The first three recommendations below apply to both regional and national committees.

RECOMMENDATIONS

- Develop aids or checklists to guide committee members in writing the reports. Some of the items to address in a checklist are:
 - Identification of the regulators, stakeholders, subgroups, NIST or other federal agencies involved in the issue.
 - Identification of all sections of the Handbooks affected by the changes
 - Identification of any federal statutes or regulations affected by the changes
 - Discussion of the conflicting positions and resolutions.
 - Recommendation to submit the item to a sub group and reasons to form a sub group.
 - Recommendation to return the item to the submitter for development
- Provide support to committees in the form of web meetings, conference calls and other logistic support.
- Consider appointing a secretary to take notes, draft addendums and do a first draft of the committee reports. The secretary should not be a standing committee member or NIST technical advisor, nor should they have a vested interest in the proposals being considered by the committee.
- Require an update be provided to the regional committees by NCWM subgroups prior to or at each regional meeting.
- Assemble a team to redesign and reformat the committee reports. The team should identify the key elements of a report, develop a format that summarizes the current proposal, so the reader can quickly understand the issue they will be voting on and that provides a history and background of the item's development.
- Host a NIST/NCWM workgroup to discuss roles and responsibilities regarding standards development and publication of reports. Clarify these roles and responsibilities for both national and regional organizations.

CONCEPT 2 – TWICE A YEAR VOTING

CHANGE MEETING PROCESSES – VOTE AT BOTH SUMMER AND WINTER MEETINGS

NCWM's traditional annual and interim meetings would require process changes to implement a twice a year voting system. The meetings are addressed as a Summer Meeting and a Winter Meeting below. Voting would take place during each session and require attendance in person. The Winter meeting would be extended by one day to accommodate the hearings, committee meetings and voting sessions.

RECOMMENDATIONS

The 2016 charter team proposed the following sequence for the NCWM and regional meetings and outlined the activities and actions for each. The 2017 charter team made some editorial changes to their recommendations.

- Summer Meeting Committees will hold open hearings.
 - Committees develop addendum sheets.
 - Addendum sheets will include a list of all items designated for carryover and the status they will have in Pub 15. This will include Voting status items for the Winter Meeting.
 - Items will be voted on by the membership.
 - Within one week of the end of the Summer Meeting voting session, the committees will assess the status of any items that had been returned to committee in the Summer Meeting voting session and assign a status.
 - New committee members would begin their terms upon completion of item e above.
- SWMA and WWMA meet in the Fall
 - Provide comment on all carryover items.
 - Receive and make recommendations for status on all new proposals.
- NCWM will create Pub 15
 - All carryover items will have the status assigned by the NCWM standing committee following the Summer Meeting.
 - All new items will be presented in Pub 15 without status. These items will be discussed and assigned a status by the NCWM standing committees in the addendum sheets at the Winter Meeting.
- Winter Meeting Process. This process will be similar to the Summer Meeting. It will include a voting session and the meeting will be extended by one day. Following is the process.
 - Committees will hold open hearings.
 - Committees develop addendum sheets.
 - Addendum sheets will include a list of all items designated for carryover and the status they will have in Pub 16. This will include Voting status items for the Summer Meeting.
 - Items will be voted on by the membership.
 - Within one week of the end of the Winter Meeting voting session, the committees will assess the status of any items that had been returned to committee in the Winter Meeting voting session and assign a status.
- CWMA and NEWMA meet in the spring.
 - Provide comment on all carryover items.
 - Receive and make recommendations for status on all new proposals.
- NCWM creates Pub 16.
 - All carryover items will have the status assigned by the NCWM standing committee following the Winter Meeting.
 - All new items will be presented in Pub 16 without status. These items will be discussed and be assigned a status by the NCWM standing committees in the addendum sheets at the Summer Meeting.

AMEND BYLAWS AND POLICIES TO IMPLEMENT TWICE A YEAR VOTING

The NCWM bylaws and policies must be changed to implement twice a year voting; the articles of incorporation would not need to be changed. Most of the changes would be to rename the Interim and Annual Meetings. Changes to bylaws require a vote of the membership and changes to policies are made by the Board of Directors.

RECOMMENDATIONS

BOD 2019 Interim Meeting Report
Appendix C – Charter Team Report to the Chairman

Change the bylaws and policies listed below to implement twice a year voting.

Bylaws:

- Article IV
 - Section 3 – Waiver of Registration and Membership Fees
- Article VI
 - Section 2 – Directors Eligibility, Part B.
 - Section 3 – Nominations and Elections, Parts A, B, C, D
 - Section 5 – Removal of Directors
 - Section 6 – Appointive Officials, Part B.
- Article VII
 - Section 10 – Sergeants-at-Arms
- Article VIII
 - Section 1 – Annual Meeting
 - Section 2 – Meetings
 - Section 3 – Special Meetings, Part B.
- Article IX
 - Section 5
 - Part C, 3. Conference Training Topics
 - Part D. Nominating Committee
- Article X – Voting System
 - Section 1
 - Part A. Official Designation
 - Part B. Composition
 - Part C, Method of Designation
 - Section 2, House of Delegates
 - Section 3, House of General Membership
 - Section 5 – Voting Rules, Part B.
 - Section 9.A. Part C (statement above chart)
- Article XI – Amendments

Policies:

- 2.1.1. Observer Fees
- 2.1.3. One-Day Registration Fee
- 2.1.4. Waived Registration Fee for Guest Speakers
- 2.1.5. Student Registration
- 2.3.1. Hospitality Suites
- 2.3.2. Event Sponsorship
- 2.3.3. NCWM Meeting Space
- 2.4.1. Committee Work Session Protocol
- 2.4.2. Training Session Topics
- 2.4.3. Retired Member Voting Privileges
- 2.4.4. Committee Work Schedules
- 2.4.5. Written Testimony
- 2.4.7. Recording Meetings 2.4.8. Transparency in Representation
- 2.6.2. Special Awards Subcommittee

CHANGE PUBLICATION, ADMINISTRATIVE, FINANCIAL AND OTHER PRACTICES

Adopting a twice a year voting cycle would require changes to other parts of NCWM and NIST operations. Following are a list of questions raised by Charter Team One and in some instances Charter Team Two responded with their recommendations.

QUESTIONS AND RECOMMENDATIONS

1. Would standards be printed twice per year or remain on an annual cycle?

Charter Team Two recommends remaining with one printing per year. States adopt the NIST standards in various ways; some adopt by reference, some adopt through administrative rulemaking and others write the handbook provisions into administrative rules.

2. What constitutes the long-standing NCWM Annual Reports?

3. Would we have an outing at the Winter Meeting?

4. NCWM offers to pay committee travel to the Interim Meeting, but not the Annual. Would we offer to pay for both? Or the expenses for each? Or continue paying for just the Winter Meeting?

Charter Team Two recommends that NCWM consider options for continuing support of committee member travel. **NOTE:** NCWM does not presently recoup these costs through registration fees.

5. In any case, there would be an increase in Winter Meeting registration fees to cover;

- Added day of audiovisual fees.
- Added day of light breakfast.
- Added day of staff travel.
- Added printing costs for addendum sheets.

6. Annual Business Meeting: Will this still be held just at the Summer Meeting?

7. Special Awards: Would these remain just at the Summer Meetings?

CONCLUSIONS OF THE CHARTER TEAM REPORT OF JULY 2016

1. Standing committee agendas include too many items. In recent years, agendas have overwhelmed committee members. Committee work sessions have become all-consuming and diminish the committee's final work product. Late night time commitments affect committee members' morale and cause difficulties in recruiting new committee members. The existing agenda item designation system only provides guidance to the committees as it relates to the status of an item.
2. Items remain on committee agendas for indefinite periods of time. Clearly there are agenda items that need extensive development, but *revisiting and/or voting* on the same items on a yearly basis raises frustration and causes interested groups to question the credibility of the Conference. Interested parties have bypassed the NCWM process and have reached out to the Federal and State Governments for favorable legislation. Some states have passed "boutique legislation" to address that state's immediate need.
3. Adoption or non-adoption of agenda items by the Conference as a whole occurs just once a year. Items that are ready for a vote or have been voted on and are ready for a revote cannot be revisited until the July Annual Meeting. Voting only once a year inherently slows the approval process.
4. Agenda items can be intensely technical and inconsistent technical knowledge of a specific item by committee members can hinder the study of the item. Committees may not have the expertise or time to develop items, and

proposal authors may not have the resources or connections to reach out to affected parties except at national meetings. The result is that items of a technical nature may not be developed adequately before reaching the committee and may return year after year without significant change because of a continuing lack of resources for development.

5. Committee Chairpersons have broad authority and control over their agendas. The tools provided to committee chairs are explained in detail during the NCWM Committee Orientation process, but we believe committee chairs do not use these tools enough in reviewing agenda content. Also, emphasis should be placed on the most efficient utilization of time outside of the NCWM meeting timeframes to work on agenda items.
6. Comments during open hearings and the voting process at times are not directed to the committees and their chairpersons, inviting “back and forth” discussions on agenda items. Although comments are strongly encouraged, “back and forth” discussions can cause unnecessary delays and can diminish the time necessary to consider “last minute” changes. As a result, an item deemed by the committee ready for a vote may be quickly “pulled back” increasing the time it remains on an agenda.
7. Subcommittees perform an important function by advising and assisting the standing committees on agenda specific topics. A subcommittee’s recommendation and work product become an integral part of an agenda item. Subcommittee members are subject matter experts, whose expertise and background should be fully utilized by standing committees.
8. Every proposal/agenda item presented to a regional association and/or to NCWM is distinct and raises a corresponding level of interest. Determining “how long” an item takes to move through the NCWM process is difficult and is driven by the uniqueness (technical nature and the widespread effect on the marketplace) of agenda items. Data suggests that most items move relatively smoothly through the conference approval process, but that suggestion is clearly diminished by the uniqueness of an item.
NCWM members representing different interests have raised concerns that NCWM will not be able rise to the challenges it will confront in the 21st Century. Finding solutions to the concerns identified above will greatly assist the conference in meeting those challenges.

Charter Team Two Committee Members

Mr. Jerry Buendel, Washington | Chairman & Western Representative
Mr. Harold Prince, Florida | Southern Representative
Mr. Louis Sakin, Towns of Hopkinton/Northbridge | Northeastern Representative
Mr. Robert DeRubeis, Michigan | Central Representative
Mr. Eric Golden, Cardinal Scale Manufacturing | Associate Membership
Mr. Robert Upright, Vishay Transducers | Associate Membership
Mr. Don Onwiler, NCWM
Dr. Doug Olson, NIST/OWM

Appendix D

Publications 15 and 16 Committee Report Format Sample Item

SCL-7 V S.1.8.5. Recorded Representations, Point of Sale Systems

Source:

Kansas and Minnesota (2017)

Purpose:

Provide consumers the same opportunity, to be able to easily verify whether or not tare is taken on items weighed at a checkout stand using a POS system, which is currently afforded them when witnessing items being weighed and priced in their presence using other scales in the store.

Item under Consideration:

Amend NIST Handbook 44, Scales Code as follows:

S.1.8.5. Recorded Representations, Point-of-Sale Systems. – The sales information recorded by cash registers when interfaced with a weighing element shall contain the following information for items weighed at the checkout stand:

- (a) the net weight;¹
- (b) the unit price;¹
- (c) the total price; and
- (d) the product class or, in a system equipped with price look-up capability, the product name or code number.

(e) *the tare weight*¹
[Non-retroactive January 1, 2022]
(Amended 20XX)

¹ For devices interfaced with scales indicating in metric units, the unit price may be expressed in price per 100 grams. Weight values shall be identified by kilograms, kg, grams, g, ounces, oz, pounds, or lb. *The “#” symbol is not acceptable.*

[Nonretroactive as of January 1, 2006]

(Amended 1995 and 2005)

Previous Action:

- **2017: Voting Item returned to Committee**
- **2018: Voting Item**

Original Justification:

This proposal would benefit consumers by enabling them to see at a glance that tare is being taken on the commodities they purchase. It would also educate the public about tare and make them better and more aware consumers.

Retailers would benefit because this proposal would aid their quality control efforts behind the counter and at the cash register. Retailers would be able to see that their employees are taking tare on packages, and that the tare employees take is the appropriate tare. For example, a meat manager would be able to spot packages of 1 lb. hamburger which

had been packaged on the night shift mistakenly using the tare for family packs of chicken, just by walking down the meat counter and noticing a 0.06 lb. tare on a package size that would normally have a 0.02 or 0.03 lb. tare. The manager could also spot a 0.03lb tare on packages that should have a 0.06lb tare. Either way, the manager would be able to remove the items from the shelf and make corrections before the store or its customers were harmed. The manager would also be able to re-educate the employees responsible for the error. This improved quality control and transparency would build consumer confidence in retailers' establishments. It might even reduce the time and disruption retailers experience from official package inspections.

Package checking inspections potentially could be reduced because weights and measures officials could make risk-based assessments on the need to do package checking inspections at any given location. If an official notes that gross weights or tares are visible on all random-weight packages, and that the tares seem appropriate to the package sizes, the official may be able to skip that location and focus package checking efforts on locations where tares are absent or seem inappropriate for the package sizes. That would be more efficient for both retailers and weights and measures jurisdictions. Some retailers may not want consumers to have this information as it will allow consumers and weights and measures officials to hold them accountable and would be written proof tare was not taken when, and if, that happens.

Finally, this proposal would aid weights and measures officials investigating complaints about net contents of item by creating written proof of how much tare was taken on a given package or transaction.

Arguments in Favor:

- It is very difficult for customers at a checkout stand to determine whether or not tare has been taken on products weighed by a store cashier on POS systems that display only a gross weight when the net weight is the only weight information appearing on the sales receipt. This is especially true, she said, when there are multiple items in a customer's shopping cart to be weighed.
- Additional information is needed on the sales receipt to make it possible for consumers to ensure tare has been taken on items weighed at a POS checkout.
- Several POS devices already provide tare information on the printed receipt.
- The proposed item would provide more information for investigations of consumer complaints.
- Printing tare values on POS register receipts is a tool for regulators and store managers to audit how personnel are doing with taking tares.
- Consumers deserve to be protected.
- This is a non-retroactive requirement that impacts equipment that is installed after the non-retroactive date.
- If customers were asked if they wanted to be charged correctly they would say "yes," regardless if they knew what the term "tare" meant.
- Many grocers deliver products from the store to customers' homes and customers are not present during the weighing of these items to witness whether tare was taken or not during the transaction.
- Inspection of programmed tare values is not sufficient as this may not be the value used during the transaction.

Arguments Against:

- It would be too costly for scale manufacturers and retailers to modify software and label and receipt designs with little benefit.
- Even though the requirement would be nonretroactive for a period of time, retailers with point of sale systems and packaging scales may feel pressured to update software or purchase new devices in response to consumer demand for tare information on labels and receipts.
- The amount of paper needed to print customer receipts may increase depending on the formatting of the information and the size of the paper being used.
- All tare weights would be required on the receipt, regardless of if it were 1 or 100 weight transactions.
- The requirement would be costly to industry (e.g., increased costs for software development, employee training, and consumer education) and additional costs would be passed on to the consumer.
- Customers have not asked for this information.
- Regulators can verify that tare values in POS systems are accurate and this would confuse consumers.

Item Development:

The original proposal applied S.1.8.5. Recorded Representation, Point-of-Sale Systems and created a new proposed paragraph S.1.9.3. Recorded Representations, Random Weight Package Labels as follows:

S.1.8.5. Recorded Representations, Point-of-Sale Systems. – The sales information recorded by cash registers when interfaced with a weighing element shall contain the following information for items weighed at the checkout stand:

- (a) the net weight;¹
- (b) the gross weight or tare weight;¹
- (~~b~~c) the unit price;¹
- (~~e~~d) the total price; and
- (~~e~~) the product class or, in a system equipped with price look-up capability, the product name or code number.

[Non-retroactive January 1, 20XX]

¹ For devices interfaced with scales indicating in metric units, the unit price may be expressed in price per 100 grams. Weight values shall be identified by kilograms, kg, grams, g, ounces, oz, pounds, or lb. *The “#” symbol is not acceptable.*

[Nonretroactive as of January 1, 2006]
(Amended 1995 and 2005)

And

S.1.9.3. Recorded Representations, Random Weight Package Labels. – **A prepackaging scale or a device that produces a printed ticket as the label for a random weight package shall produce labels which must contain the following information:**

- (a) the net weight;¹
- (b) the gross weight or tare weight;¹
- (c) the unit price;¹
- (d) the total price; and
- (e) the product class or, in a system equipped with price look-up capability, the product name or code number.

[Non-retroactive as of January 1, 20XX]

At the 2017 Interim Meeting, the committee deleted the S.1.9.3. Recorded Representations, Random Weight Package Labels because it conflicts with NIST Handbook 130 Uniform Packaging and Labeling Regulation. Additionally, the committee agreed with comments that consumers would be better served with a consistent means for representing tare, so the option of printing gross weight or tare weight was modified to simply require tare weight.

The committee also received a suggestion to require at some future date that the tare weight appear on displays rather than requiring the information on sales receipts. However, even if a customer is able to view the tare indication from

a POS display, the committee noted that there still needs to be a paper trail of the recorded transaction information for enforcement purposes.

The submitters requested, and the committee agreed to modifications to the proposals in response to some concerns that were raised.

- Place the tare weight at the as the last information in the transaction.
- Extend the nonretroactive date to 2022 to allow more time to develop the software.

No additional changes have been made following the January 2017 deliberations.

Regional Association Comments:

WWMA: The Committee is recommending this item to be an informational item with the following changes to the purpose and text of the item copied from Appendix A, Page S&T – A24, as agreed by the S&T Committee at the 2017 NCWM annual meeting.

S.1.8.5. Recorded Representations, Point-of-Sale Systems. – The sales information recorded by cash registers when interfaced with a weighing element shall contain the following information for items weighed at the checkout stand:

- (a) the net weight;¹
- (b) the unit price;¹
- (c) the total price; and
- (d) the product class or, in a system equipped with price look-up capability, the product name or code number.

(e) *the tare weight*¹
[Non-retroactive January 1, 2022]
(Amended 20XX)

SWMA: The Committee heard comments from Ms. Tina Butcher (NIST OWM) who noted that the title of the item in the Appendix to the Committee’s report still includes a reference to a part of the original proposal which would have required the tare weight to be printed on random-packed products. That portion of the proposal was removed from the proposal prior to the NCWM Annual Meeting. In addition, she noted that the submitters of the item made modifications to the proposal following the 2017 Annual Meeting. The modifications recommend extending the nonretroactive date to 2022 (rather than 2020) and moving the reference to “tare weight” to the last item in the list.

The Committee heard some comments on the proposal indicating there was some confusion about the purpose of the proposal and what specifically was being recommended. The Committee heard multiple comments, both in support of and in opposition to the proposal and consequently, recommends the item for a vote to allow the membership to decide.

CWMA: The SMA opposes this item due to the implementation costs to the manufacturers, retailers, and consumers. Iowa stated they supported the item as previously proposed, excluding the non-retroactive date. The committee believes this item has been fully developed and should be moved to a vote.

NEWMA: Eric Golden commented that the SMA opposes this item. Comments were heard on the possible confusion it could lead to. Comments were heard on withdrawing the item. Lou Sakin (MA) believed the item had merit and recommend voting. The committee recommends this item be moved forward as an Informational Item.