

National Type Evaluation Program (NTEP) Committee 2022 Interim Meeting Agenda

Mr. Hal Prince, Committee Chair
Florida

INTRODUCTION

The NTEP Committee (hereinafter referred to as the “Committee”) submits this Committee Interim Report for consideration by National Conference on Weights and Measures (NCWM). This report contains the items discussed and actions proposed by the Committee during the January Interim Meeting. The report will address 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 agenda are identified in Table B.

The NTEP Program is administered by NCWM with input from members of NCWM. NCWM Publication 14, *Administrative Policy* changes are adopted by recommendation of the Committee and a majority vote of the Board of Directors. NCWM Publication 14, *Technical Policy, Checklists, Test Procedures* changes are adopted by recommendation of the NTEP Sectors and a majority vote of the NTEP Committee.

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 Committee 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; **(A) Assigned Item:** The Committee has assigned development of the item to a recognized subcommittee or task group within NCWM. **(I) Informational Item:** The item is under consideration by the Committee but not proposed for Voting; **(W) Withdrawn Item:** The item has been removed from consideration by the Committee.

The Committee may change the status designation of agenda items (Developing, Assigned, Informational, and Withdrawn) up until the report is adopted. Any change from the Committee Interim Report (as contained in this publication) or from what appears on the addendum sheets will be explained to the attendees prior to a vote of the NTEP Committee or Board of Directors.

An “Item Under Consideration” is a statement of proposal and not necessarily a recommendation of the Committee. 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 Committee 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) the Chairman or, in his absence, the 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

International.....	INT Series
Activity Reports.....	ACT Series
Conformity Assessment Program	CAP Series
NCWM Publication 14, Administrative Policy	ADM Series
Other Items	OTH Series

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Glossary of Acronyms and Terms

Acronym	Term	Acronym	Term
CC	Certificate of Conformance	NCWM	National Conference on Weights and Measures
CIML	International Committee of Legal Metrology	NIST	National Institute of Standards and Technology
DoMC	Declaration of Mutual Confidence	NTEP	National Type Evaluation Program
IV	Initial Verification	OIML	International Organization of Legal Metrology
MAA	Mutual Acceptance Arrangement	OIML-CS	International Organization of Legal Metrology – Certificate System
MC	Measurement Canada	OWM	Office of Weights and Measures
MDMD	Multiple Dimension Measuring Devices	R	Recommendation
MRA	Mutual Recognition Arrangement	VCAP	Verification Conformity Assessment Program

Details of All Items
(In order by Reference Key)

INT – INTERNATIONAL

INT-1 I Mutual Recognition Arrangement (MRA)

The MRA between Measurement Canada (MC) and NTEP labs originated April 1, 1994. Since that time, the original MRA has expanded, and a second MRA covering measuring devices was developed. On Tuesday July 26, 2016, NCWM Chairman Jerry Buendel and Measurement Canada President Alan Johnston signed a renewal MRA that provides for continued cooperation between the two organizations and continuation of the beneficial partnership. The new MRA will be effective for 5 years.

The scope of the current MRA includes:

- gasoline and diesel dispensers;
- high-speed dispensers;
- gasoline and diesel meters intended to be used in fuel dispensers and truck refuelers;
- electronic computing and non-computing bench, counter, floor, and platform scales with a capacity up to 1000 kg (2000 lb);
- weighing/load receiving elements with a capacity of up to 1000 kg (2000 lb);
- electronic weight indicating elements (except those that are software based, i.e., programmed by downloading parameters); and
- mechanical scales up to 10 000 kg (20 000 lb).

MC, NTEP, and all our mutual stakeholders agree that the MRA is a benefit for the North American weights and measures industry. The NTEP Committee appreciates the efforts and cooperation of Measurement Canada and is working with MC to continue the cooperative arrangement.

The current agreement expires on July 26, 2026.

INT-2 I OIML-Certification System (CS)

Implementation of the (new) International Organization of Legal Metrology – Certification System (OIML-CS) officially began in January 2018, replacing the previous OIML MAA and basic certificate systems. NCWM signed the OIML MAA Declaration of Mutual Confidence (DoMC) for Recommendation (R) 60 “Load Cells” as a Utilizing Participant in 2006 and NCWM signed the OIML-CS Utilizer Declaration for R 60 in January 2018. A Utilizer is a participant in the system that does not issue any OIML Certificates of Conformance (CC) or OIML Test Reports but does utilize the reports issued by OIML-CS Issuing Authorities and Authorized Testing Laboratories.

Dr. Ehrlich serves on the Management Committee of the OIML-CS, and Mr. Flocken serves on the OIML-CS Review Committee. The US (NTEP) supports the OIML-CS process and has agreed to continue accepting OIML-CS R 60 test data for load cells with the provision that any use of manufacturer test data is clearly identified on the test report section of the certificate because NTEP cannot use manufacturer test data towards issuance of an NTEP certificate. The OIML-CS criteria aligns with the NTEP Committee's recommendations, and the instructions provided by the NCWM Board of Directors.

Dr. Ehrlich has requested, on multiple occasions, that NCWM review its policy regarding participation in the OIML-CS (and previously participation in the OIML-MAA) for R76 (Non-Automatic Weighing Instruments). The NCWM has continued to follow a policy that was established in 2006 to not participate in R76 until NCWM can do so as an Issuing Authority. In 2016, the Board revisited the 2006 discussions leading to that decision, including considerations for NTEP labs' workload, potential lost expertise, concerns with quality of evaluations at some foreign labs, etc. Since there were no new developments to affect its decision, the NCWM Board of Directors agreed to maintain existing policy. Dr. Ehrlich suggested that if there was no possibility in sight that the NCWM could become an Issuing Authority, then it should consider becoming a Utilizer for OIML R76 under the OIML-CS. Some U.S. manufacturers support current NCWM policy on this, but others would prefer a change.

The OIML-CS now includes 37 categories of measuring instruments under what is called “Scheme A”, where accreditation or peer review is required of the Issuing Authority and its Test Labs. In addition to R60 and R76, some the instruments and systems in the OIML-CS that are probably of the most interest to NCWM members include: OIML R21 (Taximeters), R46 (Active Electrical Energy Meters), R49 (Water meters), R51 (Automatic catch-weighers), R59 (Moisture meters for cereal grains and oilseeds), R61 (Automatic gravimetric filling instruments), R85 (Level gauges for stationary storage tanks), R106 (Automatic rail-weighbridges), R117 (fuel dispensers and other liquid flow systems), OIML R129 (Multi-dimensional measuring instruments), and R137 (Gas meters).

Information regarding the OIML-CS can be found at www.oiml.org. Dr. Ehrlich represents the U.S. interests in this work and regularly provides updates to the NCWM Board of Directors on these activities.

ACT – ACTIVITY REPORTS

ACT-1 I NTEP Participating Laboratories and Evaluations Reports

The NTEP Weighing Laboratories held a video conference meeting on April 5, 2021. The NTEP Measuring Laboratories held a video conference meeting on March 18, 2021.

NTEP continues to routinely survey customers pertaining to NTEP administration and laboratories customer service. The survey is released to active Certificate of Conformance (CC) holders. The NCWM Board of Directors routinely reviews the results of the survey to form a continuous improvement plan for NTEP. With any survey, the challenge is to develop a document that is concise enough that customers will respond, while also providing a meaningful set of data. To date, the NCWM Board of Directors is finding general approval of NTEP services.

The Committee reviewed NTEP statistics through September 2021. The review of statistics shows that incoming applications are relatively comparable to normal and there exist no significant laboratory backlog issues. See Appendix A for NTEP statistics.

The 2022 NTEP Participating Laboratories Meeting is scheduled for March 2022 in Annapolis, MD. At this time, the plans are to hold an in person meeting.

ACT-2 I NTEP Sector Reports

All NTEP Sector Reports are available to members at the time *NCWM Publication 15* is published. The NTEP Committee is committed to ensuring electronic versions of sector reports are available with *NCWM Publication 15*. Please note the sector summary reports will only be available in the electronic version of *NCWM Publication 15* and at www.ncwm.com/interim-archive; they will not be available in printed versions of *NCWM Publication 15*.

NTEP Belt-Conveyor Scale Sector:

The NTEP Belt-Conveyor Scale Sector has agreed to combine their meeting with the Weighing Sector Meetings on an ongoing basis. The first of this combined sector format was held on August 17 and 18, 2021 in a hybrid meeting format. A copy of the final summary was provided to the Committee prior to the 2022 NCWM Interim Meeting for review and approval. A copy of the sector meeting summary can be found in the electronic version of Publication 15 or on the sectors web page at: www.ncwm.com/belt-weighing-sector.

The next meeting of the combined NTEP Belt-Conveyor Scale Sector and Weighing Sector Meeting is scheduled for August 17-18, 2022, at the Drury Plaza Hotel in Milwaukee, Wisconsin. Refer to the Sectors web page for additional detail. For questions on the status of sector work or to propose items for a future meeting. For questions on the status of sector work or to propose items for a future meeting, please contact the sector Chair and/or the NTEP Administrator:

Mr. Peter Sirrico
Thayer / Hyer Industries
psirrico@thayerscale.com

Mr. Darrell Flocken
NTEP Administrator
614-620-6134, darrell.flocken@ncwm.com

NTEP Grain Moisture Meter and NIR Protein Analyzer Sectors:

The NTEP Grain Analyzer Sector held a video meeting on August 10, 2021. A copy of the final summary was provided to the Committee prior to the 2021 NCWM Interim Meeting for review and approval. Please note the sector summary report will only be available in the electronic version of *NCWM Publication 15* and at www.ncwm.com/grain-sector; they will not be available in printed versions of *NCWM Publication 15*.

The next meeting of the NTEP Grain Moisture Meter and NIR Protein Analyzer Sectors is scheduled for August 10, 2022, in Kansas City, MO. Refer to the Sectors web page for additional detail. For questions on the status of sector work or to propose items for a future meeting, please contact the sector Chair and/or the NTEP Administrator:

Mr. Karl Cunningham
Illinois
karl.cunningham@illinois.gov

Mr. Darrell Flocken
NTEP Administrator
614-620-6134, darrell.flocken@ncwm.com

NTEP Measuring Sector:

The NTEP Measuring Sector held a hybrid meeting on September 21-22, 2021. A copy of the meeting summary was provided to the Committee prior to the 2021 NCWM Interim Meeting for review and approval. Please note the sector summary report will only be available in the electronic version of *NCWM Publication 15* and at www.ncwm.com/ntep-measuring-sector; they will not be available in printed versions of *NCWM Publication 15*.

The next meeting of the NTEP Measuring Sector Meeting is scheduled for September 20-21, 2022, at the Historic Inns of Annapolis, Maryland. Refer to the Sectors web page for additional detail. For questions on the status of sector work or to propose items for a future meeting, please contact the sector Chair and/or the NTEP Administrator:

Mr. Michael Keilty
Endress + Hauser Flowtec AG, USA
michael.keilty@us.endress.com

Mr. Darrell Flocken
NTEP Administrator
614-620-6134, darrell.flocken@ncwm.com

1 **NTEP Software Sector:**

2 The NTEP Software Sector held a video meeting on May 6, 2021. It was a joint meeting with the NTEP Multiple
3 Dimensioning Measuring Device Work Group. A copy of the meeting summary was provided to the Committee prior
4 to the 2022 NCWM Interim Meeting for review and approval. Please note that the sector summary report will only be
5 available in the electronic version of *NCWM Publication 15* and at www.ncwm.com/software-sector; copies will not
6 be available in the printed versions of *NCWM Publication 15*.

7 The next meeting of the NTEP Software Sector is scheduled for August 17-18, 2022, at the Drury Plaza Hotel in
8 Milwaukee, Wisconsin in a combined format with the NTEP Belt-Conveyor Scale Sector and Weighing Sector
9 Meeting. Refer to the Sectors web page for additional detail. For questions on the status of sector work or to propose
10 items for a future meeting, please contact the sector Chair and/or the NTEP Administrator:

Mr. James Pettinato
Technip FMC
jim.pettinato@technipfmc.com

Mr. Darrell Flocken
NTEP Administrator
614-620-6134, darrell.flocken@ncwm.com

11 **NTEP Weighing Sector:**

12 The NTEP Belt-Conveyor Scale Sector has agreed to combine their meeting with the Weighing Sector Meetings on
13 an ongoing basis. The NTEP Weighing Sector held a meeting on August 17 and 18, 2021 in a hybrid meeting format.
14 A copy of the meeting summary was provided to the Committee prior to the 2022 NCWM Interim Meeting for review
15 and approval. Please note that the sector summary report will only be available in the electronic version of *NCWM*
16 *Publication 15* and at www.ncwm.com/weighing-sector; they will not be available in printed versions of *NCWM*
17 *Publication 15*.

18 The next meeting of the combined NTEP Belt-Conveyor Scale Sector and Weighing Sector Meeting is scheduled for
19 August 17-18, 2022, at the Drury Plaza Hotel in Milwaukee, Wisconsin. Refer to the Sectors web page for additional
20 detail. For questions on the status of sector work or to propose items for a future meeting, please contact the sector
21 Chair and/or the NTEP Administrator:

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Mr. Darrell Flocken
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614-620-6134, darrell.flocken@ncwm.com

22 **NTEP Multiple Dimension Measuring Devices (MDMD) Work Group:**

23 The NTEP Multiple Dimensioning Measuring Device Work Group held a virtual meeting on May 6, 2021. A copy
24 of the meeting summary was provided to the Committee prior to the 2022 NCWM Interim Meeting for review and
25 approval. Please note that the sector summary report will only be available in the electronic version of *NCWM*
26 *Publication 15* and at www.ncwm.com/weighing-sector; they will not be available in printed versions of *NCWM*
27 *Publication 15*.

28 The next NTEP MDMD Work Group meeting is scheduled for May 4-5, 2022, at the Ohio Agriculture Complex -
29 Admin Building, Reynoldsburg, OH. Refer to the Sectors web page for additional detail. For questions on the status
30 of work group or to propose items for a future meeting, please contact the sector Chair and/or the NTEP Administrator:

Mr. Chris Senneff
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The NTEP Committee met during the 2022 NCWM Interim Meeting and approved all 2021 NTEP Sector and Work Group reports.

CAP – CONFORMITY ASSESSMENT PROGRAM

CAP-1 I Conformity Assessment Program

The Conformity Assessment Program was established to ensure devices produced after the device has been type evaluated and certified by NTEP continue to meet the same requirements. This program has three major elements: 1) Certificate Review (administrative); 2) Initial Verification (inspection and performance testing); and 3) Verified Conformity Assessment (influence factors). This item is included on the Committee’s agenda to provide an update on these elements.

Certificate Review:

Certificates are constantly under review by NTEP staff and laboratories. Many active certificates are amended annually because of manufacturer submission for evaluation or issues reported by the states pertaining to information on the certificate. When the devices are re-evaluated and certificates are amended, all information is reviewed, and necessary steps are taken to assure compliance and that accurate, thorough information is reported on the certificate.

To keep certificate information up to date, the Committee continues to offer an opportunity for active certificate holders to update contact information that is contained in the “Submitted By” box on certificates. This is offered during the payment period of their annual maintenance fee. Many CC holders have taken advantage of the opportunity for hundreds of NTEP certificates.

Initial Verification (IV):

The IV initiative is ongoing. Field enforcement officials perform an initial inspection and test on new installations on a routine basis. The Committee recognized that the states do not want IV reporting to be cumbersome.

An IV report form was developed several years ago. The Committee desired a simple form, perhaps web-based for use by state and local regulators. The form was approved by the Committee and distributed to the states. A completed form can be submitted via mail, e-mail, fax, or online. The forms are available on the Conformity Assessment Program web page at www.ncwm.com/conformity-assessment, or on the Forms web page at www.ncwm.com/helpful-forms, or by contacting the NCWM at info@ncwm.com or the NTEP Administrator at darrell.flocken@ncwm.com.

NTEP has acknowledged that the state, county, and city regulators have not bought into the IV report form. Industry representatives stated that IV is very important to ensure conformity assessment and the NCWM should push harder for reporting of non-compliance issues found during IV.

NTEP is open to suggestions on how to improve the reporting of non-compliant devices found during initial verification.

VCAP:

NCWM has been concerned about production meeting type and protecting the integrity of the NTEP Certificate of Conformance (CC) since the inception of NTEP. The NCWM Board of Directors has consistently reconfirmed its belief that conformity assessment is vital to NTEP’s continued success.

Seven weighing device categories subject to influence factors, as defined in *Handbook 44*, were identified and are subject to VCAP audits. Certificate holders for these device types are required to have an on-site audit of the manufacturer’s quality system and on-site random and/or review of a production device by an outside auditor to verify compliance with VCAP. The NTEP Committee and NCWM Board agreed not to include weighing/load receiving

elements using NTEP load cells in the list of device categories subject to VCAP. However, the Board notified certificate holders that they have no intention of amending the table of devices subject to influence factor testing found in the Weighing Devices Section of *NCWM Publication 14*.

The Committee has received letters, questions, and many other inquiries pertaining to VCAP. The Committee has worked diligently to answer the questions submitted in a very timely manner. The Committee knows that additional questions will be posed as VCAP progresses. Certificate holders and other interested parties are encouraged to submit written questions to the NTEP Committee. The Committee is pleased to report that it has been successful in answering all the questions to date. Clerical changes and additions have been made to affected VCAP documents as deemed necessary.

Load cells traceable to NTEP certificates were selected for the initial assessment effort. NCWM elected to require a systems audit checklist that is to be completed by an outside auditor and submitted to NCWM per Section 21.3.3.3.5 of the VCAP requirements. A VCAP Systems Audit Checklist for Manufacturers and a VCAP Systems Audit Checklist for Private Label Certificate Holders have been developed and are available on the website at www.ncwm.com/vcap. Additionally, the Committee developed a new *NCWM Publication 14*, administrative policy to distinguish between the requirements for parent NTEP certificate holders (21.3.2) and private label certificate holders. The requirements in 21.3.3.7 track the private label checklist requirements: traceability of the private label NTEP CC to its parent NTEP CC, traceability of the parent NTEP CC to a VCAP audit, purchase and sales records, plan to report non-conforming product and non-conforming product in stock, plan to conduct internal audits to verify non-compliance action, and internal audit records.

VCAP Audits:

The Committee had discussions about the required number of audits for facilities that manufacture multiple device types. For example, if a company had successful audits for two device types, they might submit a request for a delay from audit requirements for remaining device types, stating that they are all subjected to the same processes and will be audited in the next cycle. The Committee agreed to the request in principal and directed the NTEP Administrator proposed a change to the VCAP Policy language. This change was adopted by the NCWM Board in 2013.

CAP-2 I Timelines for Remaining Device Categories Subject to VCAP

Source:

NTEP Committee

Item Under Consideration:

NCWM decided to include the remaining device categories subject to VCAP as soon as practicable. In 2016, the Committee worked to develop a timeline to include the remaining categories. NTEP has developed timelines to phase in the remaining device categories. The timelines identify the inclusion of the remaining device types into the NTEP, Verified Conformity Assessment Program. The timeline includes both manufacturers and private label holders of Certificates of Conformance for the device type. The NTEP Committee is moving forward with the following timelines.

The remaining device that has not reached the end of its compliance deadline is Belt-Conveyor Scale. The timeline for this device is shown below:

NCWM/NTEP VCAP Compliance Timeline Belt-Conveyor Scales (weigh-belt systems only)					
July 2020 - Sept. 2020	July 2020 - Nov. 2021	July 2020 - May 2022	July 2020 - June 2022	Dec. 2021	June 2022
NTEP notifies active CC holders of VCAP requirements	Parent CC holders to put VCAP QM system in place	Private Label CC holders to put VCAP QM system in place	NTEP evaluates incoming audit reports	NCWM declares CCs inactive if Parent CC holder fails to comply with VCAP	NCWM declares CCs inactive if Private Label CC holder fails to comply with VCAP
	CC holder to have audit completed by authorized auditing company	CC holder to have audit completed by authorized auditing company	NTEP contacts CC holders not meeting VCAP requirements to encourage compliance		
	Submit audit report to NCWM/NTEP	Submit audit report to NCWM/NTEP			

1 Additional comments from affected stakeholders are welcomed and appreciated.

2 **ADM – NCWM PUBLICATION 14, ADMINISTRATIVE POLICY**

3 **ADM-21.1 I Add Multiple Dimensioning Measuring Devices (MDMD) and Grain Analyzers** 4 **to VCAP Device List**

5 **Source:**
6 NTEP Administrator

7 **Purpose:**
8 Add MDMD and Grain Analyzers to the current list of device types that require VCAP compliance.

9 **Item Under Consideration:**
10 Modification of Publication 14, Administrative Policy, paragraphs 21.3.1. and paragraph 21.3.6. as shown below.

11 **21.3.1. Devices that Must Meet this Requirement are Limited to the List Below:**

12 Load Cell (T.N.8.)
13 Indicating Elements (T.N.8.)
14 Weighing/Load Receiving Elements 2000 lb capacity and less with non-NTEP Load Cells (T.N.8.)
15 Complete Scales 2000 lb capacity and less (T.N.8.)
16 Automatic Weighing Systems 2000 lb capacity and less (T.7.)
17 Belt-Conveyor Scales (weigh-belt systems only) 2000 lb capacity and less (T.3)
18 Automatic Bulk Weighing Systems 2000 lb capacity and less (T.7.)
19 **Multiple Dimensioning Measuring Devices (T.5.)**
20 **Grain Analyzers (T.N.8.)**

21 **21.3.6. Devices that Must Meet this Requirement are Limited to the List Below:**

22 Load Cell (T.N.8.)
23 Indicating Elements (T.N.8.)
24 Weighing/Load Receiving Elements 2000 lb capacity and less with non-NTEP Load Cells (T.N.8.)
25 Complete Scales 2000 lb capacity and less (T.N.8.)
26 Automatic Weighing Systems 2000 lb capacity and less (T.7.)
27 Belt-Conveyor Scales (weigh-belt systems only) 2000 lb capacity and less (T.3)
28 Automatic Bulk Weighing Systems 2000 lb capacity and less (T.7.)

Multiple Dimensioning Measuring Devices (T.5.)
Grain Analyzers (T.N.8.)

The addition of MDMD and Grain Analyzers to the current list of devices is consistent with the scope of the VCAP Policy, that being, all devices that require influence factor testing during the NTEP evaluation and certification process are subject to VCAP Policy requirements.

NCWM 2021 Interim Meeting: The Committee heard no comments regarding this item.

NCWM 2021 Annual Meeting: The Committee heard no comments regarding this item.

NCWM 2022 Interim Meeting: The Committee heard no comments regarding this item.

ADM-21.2 I Correction to VCAP Policy to add NCWM Technical Employee Responsibilities to the Paragraphs 21.3.8., 21.3.8.2., and 21.3.8.3.

Source:
NTEP Administrator

Purpose:
Recognize an NCWM technical employee as a VCAP auditor and define their responsibilities for private labeler audits as currently recognized in for manufacturers audits.

Item Under Consideration:
Amend Administrative Policy paragraphs 21.1.3.8., 21.1.3.8.2., and 21.1.3.8.3., as shown below, to be consistent with paragraphs 21.1.3.3., 21.1.3.3.4., and 21.1.3.3.5.

21.1.3.8 Certification Body's Responsibilities and NCWM Technical Employee Responsibilities:

21.1.3.8.2 The selected Certification Body (auditor) shall be accredited to the ISO 9001:2008 standard for providing audits and certifications of management systems.

21.1.3.8.3 The Certification Body or NCWM technical employee is required to notify NCWM when a major breakdown of the NTEP private label CC holder's VCAP program is found.

21.1.3.8.4 The Certification Body or NCWM technical employee shall submit a completed "VCAP Systems Audit Checklist for Private Label Certificate Holders" to NCWM. Submitted documentation must contain a clear statement of compliance as a result of the VCAP audit.

NCWM 2021 Interim Meeting: The Committee heard no comments regarding this item.

NCWM 2021 Annual Meeting: The Committee heard no comments regarding this item.

NCWM 2022 Interim Meeting: The Committee heard no comments regarding this item.

ADM-21.3 I Enhance VCAP Policy to Require 2nd Party Auditors to be Certified By NTEP

Source:

NTEP Administrator

Purpose:

Add the requirement that individual auditors associated with a Certification Body, are required to have successfully completed an NCWM, VCAP Auditor Certification Class before being qualified to perform VCAP audits on manufacturers holding an NTEP Certificate of Conformance. The proposal also removes the accreditation requirement based on Standard Industry Classification codes and updates the certification body auditors to require accreditation to ISO 9001:2018 from the currently stated ISO 9001:2008.

Item Under Consideration:

Revise paragraph 21.1.3.3 Certification Body's Responsibilities and NCWM Technical Employee Responsibilities as follows:

21.1.3.3 Certification Body's Responsibilities and NCWM Technical Employee Responsibilities:

21.1.3.3.1 The selected Certification Body is to be accredited by ANSI-ASQ National Accreditation Board (ANAB) or by a Signatory of the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition. The ANSI, ANAB and ILAC are accreditation bodies for management systems. ANAB and ILAC accredit certification bodies (CBs) for ISO 9001 quality management systems (QMS), ISO 17025 laboratory testing facilities and ISO 14001 environmental management systems (EMS), ~~as well as a number of industry specific requirements.~~

~~21.1.3.3.2 With accreditation to Standard Industry Classification (SIC) codes (3596/3821) or equivalent.~~

~~Sequence Number 2007 NAICS, U.S. Code 2007 NAICS U.S. Title
847 333997 Scale and Bench Manufacturing~~

The auditor representing the Certification Body shall have successfully completed the NCWM, Verified Conformity Assessment Program Training Class. (Effective January 1, 20xx.)

21.1.3.3.2. **Auditor training may be conducted in person, or via video conferencing, at the trainer discretion. A Train-the-Trainer method may be used by Certification Bodies that have an internal training program, however; all training performed through an internal training program must be conducted in person.**

Original Proposal:

Revise paragraph 21.1.3.3 Certification Body's Responsibilities and NCWM Technical Employee Responsibilities as follows:

21.1.3.3 Certification Body's Responsibilities and NCWM Technical Employee Responsibilities:

21.1.3.3.3 The selected Certification Body is to be accredited by ANSI-ASQ National Accreditation Board (ANAB) or by a Signatory of the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition. The ANSI, ANAB and ILAC are accreditation bodies for management systems. ANAB and ILAC accredit certification bodies (CBs) for ISO 9001 quality management systems (QMS), ISO 17025 laboratory testing facilities and ISO 14001 environmental management systems (EMS), ~~as well as a number of industry specific requirements.~~

~~21.1.3.3.4 With accreditation to Standard Industry Classification (SIC) codes (3596/3821) or equivalent.~~

~~Sequence Number 2007 NAICS, U.S. Code 2007 NAICS U.S. Title~~
~~847 333997 Scale and Bench Manufacturing~~

The auditor representing the Certification Body shall have successfully completed the NCWM, Verified Conformity Assessment Program Training Class. (Effective January 1, 20xx.)

~~21.1.3.3.3-21.1.3.3.2.~~
~~21.1.3.3.4-21.1.3.3.3.~~
~~21.1.3.3.5-21.1.3.3.4.~~

This adoption of this item will increase the consistence and quality of a VCAP audit. Qualified auditors are well trained for auditing procedures, but often do not understand the technical requirements the VCAP Policy places on the sample testing to influence factors. This change to the policy would require audits to receive training which would be focused on the technical requirements.

NCWM 2021 Interim Meeting: The Committee heard no comments regarding this item.

During the April NTEP Committee Meeting, the NTEP Committee agreed with the proposed policy change and suggested this item be forward to the NCWM Board of Directors with the recommendation to adopt the change. Mr. Darrell Flocken (NTEP Administrator) reviewed the proposal and determined that additional changes are needed to address issues such as allowing the idea of Train-the-Trainer for Certification Bodies that have internal training programs, and online (video) training classes for national and international auditors. The Item Under Consideration, shown above, has been modified to add policy statement for consideration.

NCWM 2021 Annual Meeting: The Committee heard no comments regarding this item.

NCWM 2022 Interim Meeting: The Committee heard no comments regarding this item.

ADM-21.4 I Update reference to auditors accreditation to ISO 9001:2018

Source:
NTEP Administrator

Purpose:
Updates the certification body auditors for private label audits to require accreditation to ISO 9001:2018 from the currently stated ISO 9001:2008.

Item Under Consideration:
Revise paragraph 21.1.3.8.1. as shown below:

21.1.3.8.1 The selected Certification Body (auditor) shall be accredited to the ISO 9001:~~2008~~**2018** standard for providing audits and certifications of management systems.

NCWM 2021 Interim Meeting: The Committee heard no comments regarding this item.

NCWM 2021 Annual Meeting: The Committee heard no comments regarding this item.

NCWM 2022 Interim Meeting: The Committee heard no comments regarding this item.

ADM-21.5 I Expand VCAP to Include Devices That do not Require Influence Factor Testing during the NTEP Certification Evaluation

Source:

NTEP Administrator

Purpose:

Modify VCAP Policy to included NTEP certified devices which do not undergo influence testing during the evaluation process.

Item Under Consideration:

Amend the current VCAP Policy as shown below.

3. NTEP Verified Conformity Assessment Program Procedures

Manufacturers of Many NTEP certified devices must **ensure that ongoing production of these NTEP certified devices must continue to** meet *NIST Handbook 44* requirements for ~~influence factors~~ **the device type**. It is not **always** possible to verify **compliance to** these requirements during the Initial Verification in the field. Therefore, manufacturers of **NTEP certified** metrological devices (instruments) and/or components (modules) ~~which are subject to influence factors, as defined in NIST Handbook 44,~~ must have a Verified Conformity Assessment Program (VCAP) in place to ensure that these metrological devices and/or components are produced to perform at a level consistent with that of the device and/or component previously certified. The Verified Conformity Assessment Program audit will be at one or more sites as required to verify compliance.

For weighing devices that are subject to influence factors, NTEP will require an ~~initial~~ on-site audit of the manufacturer's quality system and on-site random testing and/or review of a production device(s) (instrument(s)) by the Registrar to verify that all items listed below are currently implemented and functioning to verify compliance to the appropriate sections of *NIST Handbook 44*. **For all other devices, NTEP will require an on-site audit of the manufacturer's quality system.**

It is important for NTEP to know the types of devices included in the VCAP audit and it is for this reason that the certificate holder shall prepare a controlled quality management system (QMS) document listing the range of parameters that cover the devices included in the audit. The certificate holder shall include in this document all certificates and device parameters (For example, **but not limited to:** different models, capacities, **flow rates**, e-min, n-max, sizes-etc.) for the applicable device category. ~~For example, in a load cell audit, a range of capacities of the load cells included in the audit shall be listed in the report.~~ This document shall be available for the VCAP auditor and NTEP upon request and may be included as an annex to the audit report if desired

3.1. Requirements by Device Type

3.1.1. **Weighing** devices that must meet **influence factor testing** ~~this requirement~~ **are limited** to the list below:

- Load Cell (T.N.8.)
- Indicating Elements (T.N.8.)
- Weighing/Load Receiving Elements 2000 lb capacity and less with non-NTEP Load Cells (T.N.8.)
- Complete Scales 2000 lb capacity and less (T.N.8.)
- Automatic Weighing Systems 2000 lb capacity and less (T.7.)
- Belt-Conveyor Scales (weigh-belt systems only) 2000 lb capacity and less (T.3)
- Automatic Bulk Weighing Systems 2000 lb capacity and less (T.7.)

3.1.2. All other weighing and measuring devices must meet the quality control requirements of this policy

3.2. Requirements, The NTEP CC Holder's Control Facility Responsibilities:

3.2.1. A documented Quality Management System governing the design and manufacture of the device.

3.2.1.1 The NTEP CC holder shall prepare documentation of its various quality activities and practices required by this document and by NCWM's Verified Conformity Assessment Program policy and procedures; and shall demonstrate the effective implementation of those activities and practices. This should include (and/or reference) the manufacturer's quality manual, written procedures and work instructions, flowcharts, diagrams, drawings, etc., as appropriate.

3.2.1.2. In addition to the requirements stated in 3.2.1.1., the following requirement apply to devices that requirement influence testing.

..... Renumber, as needed to next proposed change.

3.2.4.1. The NTEP CC holder, **for weighing devices subject to influence factor testing** shall establish a random sampling plan appropriate for the production quantity of the device that is traceable to a nationally recognized quality standard, i.e., Acceptable Quality Level AQL or equivalent, or meet the minimum requirements as defined in Section 21.1.3.5 of this document.

3.2.4.1.1. The NTEP CC holder shall maintain a controlled document listing all the devices, their estimated annual production quantity, the CC number of the device and the date that the device was added to or removed from the sampling plan.

3.2.4.1.2. Devices shall be selected and tested in accordance to NCWM Publication 14 as designated by the established sampling plan.

3.2.4.1.3. Results of the testing, along with values of pertinent control parameters (e.g., time, temperature, humidity, etc.), shall be recorded and shall clearly identify whether the test passed or failed.

3.2.4.1.4. Records shall be made available to the VCAP auditor of test results since the last VCAP audit.

..... Renumber, as needed to next proposed change.

3.5. Sample Sizes:

3.5.1. **For devices subject to influence factor testing,** The following sample sizes are to be used based on annual production.

<u>Units per Year</u>	<u>Minimum Number (total of samples production) per Year</u>
2 – 50	2
51 – 500	3
501 – 35,000	5
35,001+	8

NTEP Verified Conformity Assessment Program Procedures for Private Label Certificate Holders

Manufacturers of Many NTEP certified devices must **ensure that ongoing production of these NTEP certified devices must continue to** meet *NIST Handbook 44, Specifications, Tolerances, and Other Technical Requirements for Weighing and Measuring Devices*, requirements for **influence factors the device type**. It is not **always** possible to verify **compliance to** these requirements during the Initial Verification in the field. Therefore, manufacturers of **NTEP certified** metrological devices (instruments) and/or components (modules), ~~which are subject to influence factors, as defined in NIST Handbook 44,~~ must have a Verified Conformity Assessment Program (VCAP) in place to ensure that these metrological devices and/or components are produced to perform at a level consistent with that of the device and/or component previously certified.

For ~~weighing devices that are subject to influence factors,~~ **for NTEP certified devices** traceable to a private label NTEP Certificate of Conformance, NTEP will require **an on-site audit of** the private label certificate holder **quality system** to verify that the parent certificate holder has complied with VCAP requirements, has a current VCAP audit certificate, the VCAP certification is traceable back to the parent NTEP certificate, and the parent certificate is active.

It is important for NTEP to know the types of devices included in the VCAP audit and it is for this reason that the certificate holder shall prepare a controlled quality management system (QMS) document listing the range of parameters that cover the devices included in the audit. The certificate holder shall include in this document all certificates and device parameters (For example: **but not limited to,** different models, capacities, e-min, n-max, sizes etc.) for the applicable device category. ~~For example, in a load cell audit, a range of capacities of the load cells included in the audit shall be listed in the report.~~ This document shall be available for the VCAP auditor and NTEP upon request and may be included as an annex to the audit report if desired.

3.1. Devices that Must Meet this Requirement are Limited to the List Below:

Load Cell (T.N.8.)

Indicating Elements (T.N.8.)

~~Weighing/Load Receiving Elements 2000 lb capacity and less with non NTEP Load Cells (T.N.8.)~~

~~Complete Scales 2000 lb capacity and less (T.N.8.)~~

~~Automatic Weighing Systems 2000 lb capacity and less (T.7.)~~

~~Belt Conveyor Scales (weigh belt systems only) 2000 lb capacity and less (T.3)~~

~~Automatic Bulk Weighing Systems 2000 lb capacity and less (T.7.)~~

3.2. 3.1. Requirements: The Private Label NTEP CC Holder's Responsibilities:

..... Renumber, as needed to the end of the section.

NCWM 2021 Interim Meeting: The Committee heard no comments regarding this item.

NCWM 2021 Annual Meeting: The Committee heard no comments regarding this item.

NCWM 2022 Interim Meeting: The Committee heard no comments regarding this item.

ADM-21.6 I Revised Administrative Policy, Section 9.2. to Include Action Based on Unpaid Evaluation Fees

Source: NTEP Administrator

Purpose:

Modify NTEP Application Policy to include a decision to reject an application based on the existence of an overdue invoice for evaluation services performed by an NTEP Participating Laboratory or Field Evaluator.

Item Under Consideration:

Amend Administrative Policy, Section 9.2.1 as shown below.

9. Process to Obtaining Type Evaluation and NTEP Certification

The type evaluation process follows a sequence of steps. These are explained further in this section.

The type evaluation process is the first step of regulatory involvement in the legal metrology control system. Test criteria and procedures are contained in *Weighing Devices*, *Measuring Devices* and *Grain Moisture Meters & Near Infrared Grain Analyzers* sections of *NCWM Publication 14*.

9.1. Filing an Application

.....

9.2. Processing an Application

1. The NCWM Coordinator or the NTEP Administrator will review the application and either accept or reject the request. A decision to reject an application ~~is~~ will be based ~~solely~~ upon one or both of the following considerations:

- 1.1. Any overdue invoice from either a participating NTEP Laboratory, or an NTEP Field Evaluator, for services performed on a previous device evaluation, or

- 1.2. The inability of NTEP to perform an evaluation on the device due to lack of procedures in *NCWM Publication 14 Weighing Devices*, *Measuring Devices* or *Grain Moisture Meters & Near Infrared Grain Analyzers*.

2. If accepted, the NTEP Administrator will assign the evaluation to a Participating Laboratory. See *Section 8 Participating Laboratories*.

.....

During the April NTEP Committee Meeting, the Committee Members agreed to add this item to the NTEP Committee Report to receive comments for the NCWM Membership during the remainder of the 2021 and the complete 2022 meeting cycle.

NCWM 2021 Annual Meeting: The Committee heard no comments regarding this item.

NCWM 2022 Interim Meeting: The Committee heard no comments regarding this item.

ADM-22.1 I Enhance VCAP Policy to Include Certification Of A Third Party Testing Laboratory

Source:

NTEP Administrator

Purpose:

This proposal recommends an addition to the VCAP Policy to permit the NCWM certification of a third party laboratory to perform the influence factor testing on device samples provided by the product manufacturer for a company holding an NTEP Certificate of Conformance as the product manufacturer.

The policy addition would create the ability of a third party laboratory to receive NCWM certification to perform influence factor testing on behalf of a company holding an NTEP Certificate of Conformance as the product manufacturer, that does not have in house capabilities to perform the testing.

Item Under Consideration:

Revise paragraph 3.2.14. as follows:

- 3.2.14. If the NTEP CC holder contracts with ~~an~~ a non-NCWM authorized, outside testing facility to conduct the influence factor testing, that facility will be subject to all pertinent VCAP requirements.

Insert the following into paragraph 3.3 and renumber all remaining paragraphs

3.3. Certification of Third Party Testing Laboratory

The following defines the certification requirements to operate a third party laboratory authorized by the NCWM to perform the required influence factor testing, defined in Section 3.1. of this policy by device type.

3.3.1. The laboratory shall have an assigned individual or individuals who is a member of the National Conference On Weights and Measures and is familiar with the influence factors mentioned in Handbook 44 and the conformance testing methods as defined in the NCWM, Publication 14.

3.3.2. The laboratory shall maintain a current copy of the latest edition of Handbook 44 and Publication 14.

3.3.3. The laboratory shall satisfy all VCAP requirements defined in the remainder of the VCAP Policy and related to product sample testing.

3.3.4. The laboratory shall have successfully passed an authorized laboratory audit, performed by an NCWM Technical Employee before representing themselves as an authorized laboratory.

3.3.5. Subsequent audits will be conducted on-site every three years.

~~3.34.~~ Certification Body's Responsibility and NCWM Technical Employee Responsibilities:

Renumber all remaining sections

NCWM 2022 Interim Meeting: Darrell Flocken, (NTEP, Administrator) explained the reason this proposal was developed to assist scale manufacturer's where the purchase of the necessary influence factor testing equipment is a significant cost burden. This proposal permits the certification of a third party testing laboratory.

No comments were received during the Opening Hearings, however, one recommendation was received via email after the conclusion of the meeting. Doug Music (Kansas) suggested that a five year recertification time should be added to the proposal. Based on this suggestion, and to follow current manufacturers subsequent audit timing, paragraph 3.3.5. was added creating a three year audit cycle, as shown above.

Previous proposed wording:

Revise paragraph 3.2.14. as follows:

3.2.14. If the NTEP CC holder contracts with ~~an~~ **a non-NCWM authorized**, outside testing facility to conduct the influence factor testing, that facility will be subject to all pertinent VCAP requirements.

Insert the following into paragraph 3.3 and renumber all remaining paragraphs

3.3. Certification of Third Party Testing Laboratory

The following defines the certification requirements to operate a third party laboratory authorized by the NCWM to perform the required influence factor testing, defined in Section 3.1. of this policy by device type.

3.3.1. The laboratory shall have an assigned individual or individuals who is a member of the National Conference On Weights and Measures and is familiar with the influence factors mentioned in Handbook 44 and the conformance testing methods as defined in the NCWM, Publication 14.

3.3.2. The laboratory shall maintain a current copy of the latest edition of Handbook 44 and Publication 14.

3.3.3. The laboratory shall satisfy all VCAP requirements defined in the remainder of the VCAP Policy and related to product sample testing.

3.3.4. The laboratory shall have successfully passed an authorized laboratory audit, performed by an NCWM Technical Employee before representing themselves as an authorized laboratory.

3.34. Certification Body's Responsibility and NCWM Technical Employee Responsibilities:

Renumber all remaining sections

OTH – OTHER ITEMS

OTH-1 I Electronic Vehicle Fueling Systems (EVFS)

The California Division of Measurement Standards and NTEP Measuring Laboratories are working with U.S. National Work Group Representatives and other experts to develop an NTEP checklist for electronic vehicle supply equipment (EVSE).

In July 2015, the NCWM adopted a tentative code for electronic vehicle fueling systems. The tentative code includes a provision that allows NTEP to accept EVSE for type evaluation to the *Handbook 44* code. The USNWG for EVSE developed the tentative code in *Handbook 44* and has been working to address evaluation criteria (NTEP checklist) and test standards to be used.

The NTEP Measuring Labs discussed the item during their meeting on September 20, 2016. The consensus of the laboratories was that the examination procedure outline developed by the State of California was not in a proper *NCWM Publication 14* checklist format. Another prime issue that is still being developed is the test equipment necessary to test these devices. NTEP cannot evaluate without standards for test equipment. Will NIST traceability be required? The Measuring Laboratories concluded that the present *NCWM Publication 14* checklist for RMFDs would be a good starting point to use in drafting a *NCWM Publication 14* checklist for EVSE. The NTEP Administrator and NTEP Measuring Laboratories recommend the NCWM Board of Directors / NTEP Committee consider establishing an NTEP Work Group or Task Force to address the EVSE issues.

The NTEP Committee agreed with the recommendations of the NTEP Measuring Laboratories and worked to establish a NTEP EVSE Work Group. The NTEP EVSE Work Group was developed with Mr. Andrei Moldoveanu, Senior Program Manager for NEMA appointed as Chair. The Work Group currently consisted of three public sector members and five private sector members representing associate membership.

The NTEP EVSE Work Group (WG) had their kick-off web-based meeting March 14, 2017. The WG had monthly web meetings with the initial goal of having a draft checklist ready for NCWM Board/NTEP Committee review. Significant progress has been made and during the 2018 NCWM Interim Meeting the NTEP Committee reviewed the updated Work Group's draft NTEP checklist. NTEP was given permission to proceed with checklist development and evaluations as deemed appropriate. NTEP is working with NIST/OWM to ensure proper requirements for test standards and test procedures are in place. Some technical policy issues still need to be worked out. Additionally, NTEP found out that many of these devices also have a timing feature to allow a charge for parked time (like a parking meter). NTEP will work to develop a timing feature supplemental checklist to the EVSE checklist.

The California Lab has purchased EVSE test standards for both laboratory and field testing. The test standards are out for certification. NTEP expects to perform the initial evaluation of an EVSE device in early 2020.

For questions on the status of the work group, please contact NTEP Administrator Darrell Flocken at darrell.flocken@ncwm.com.

NCWM 2021 Annual Meeting: The Committee heard no comments regarding this item.

The EVSE Work Group completed the 2nd draft of the NTEP Evaluation Checklist in early November 2020. The checklist is undergoing formatting work. In December 2020, a small group began the final comparison review of the checklist contents to the tentative EVSE Code in *Handbook 44*. Once completed, the checklist will be compared to the California evaluation checklist currently in use to include any additions or corrections learned from their evaluation experience.

NCWM 2021 Interim Meeting: Mr. Darrell Flocken (NTEP Administrator) provided an update on the status of the NTEP Evaluation Checklist for the evaluation of charging systems. Mr. Flocken reported that NTEP had received the most recent draft of the checklist from the EVSE Task Group and has finalized the formatting effort to make it align with that of *NCWM Publication 14 Checklists* for other devices. NTEP's goal is to have a draft Checklist available for NTEP Committee adoption by the Committee's 2021 spring meeting.

NCWM 2022 Interim Meeting: Mr. Darrell Flocken (NTEP Administrator) reported that NTEP began accepting applications for evaluation for AC Chargers on November 1, 2021. It was also reported that NTEP would accept and test data from the California Type Evaluation Program (CTEP) as the basis for issuing the NTEP Certificate of Conformance.

During opening hearings, the Committee received questions related to the possibility of additional NTEP Laboratories performing device evaluations. Darrell commented that the New York Laboratory has the test equipment for AC chargers and was working with the NTEP Evaluator to prepare to accept applications. Two additional requests were made for copies of the application form and test equipment certification. This information will be provided to the individuals after the meeting.

Juana Williams (NIST OWM) asked about the possibility of NTEP performing device evaluation at a location other than an NTEP Laboratory. Darrell reported that evaluations can be performed at other locations providing all test equipment used during the evaluation satisfies the performance, calibration and certification requirements necessary to perform the evaluation.

Mr. Hal Prince, Florida | Committee Chair
 Mr. Ivan Hankins, Iowa | Member
 Mr. Mahesh Albuquerque, Colorado | Member
 Mr. Marc Paquette, Vermont | Member
 Mr. Gene Robertson, Mississippi | Member
 Mr. Darrell Flocken, NCWM | NTEP Administrator

National Type Evaluation Program Committee

Appendix A

NTEP Statistics Report