

## NCWM Board of Directors 2020 Interim Meeting Agenda

Mr. Craig VanBuren, Chairman  
Michigan

### INTRODUCTION

The Board of Directors will hold its quarterly meeting on Saturday and Sunday, January 25-26, 2020 and continue that meeting during work sessions throughout the remainder of the Interim Meeting. The Board will conduct Open Hearings for the items in Table A during the Interim Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The first four digits of an item's reference key are assigned from the Subject Series List. The acronyms for organizations and technical terms used throughout the agenda are identified in Table B. In some cases, background information will be provided for an item. The fact that an item appears on the agenda does not mean it will be presented to National Conference on Weights and Measures (NCWM) for a vote. The Board will review its agenda and may withdraw some items, present some items for information meant for additional study, issue interpretations, or make specific recommendations for change to the publications identified which will be presented for a vote at the Annual Meeting. The Board may also take up routine or miscellaneous items brought to its attention after the preparation of this document. The Board has not determined whether the items presented will be Voting or Informational in nature; these determinations will result from their deliberations at the Interim Meeting.

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*.

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

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**Subject Series List**

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Activity Reports..... ACT Series

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

Financial ..... FIN Series

Other Items ..... OTH Series

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**Table A  
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**Table B**  
**Glossary of Acronyms and Terms**

<b>Acronym</b>	<b>Term</b>	<b>Acronym</b>	<b>Term</b>
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**

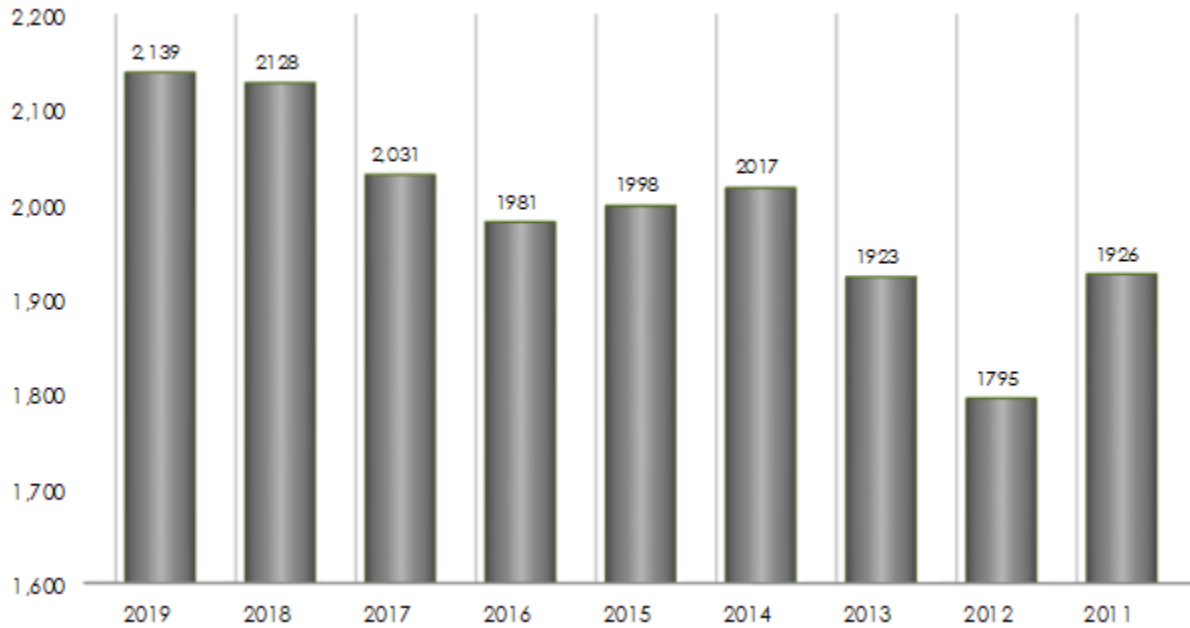
3 The chart and graph below show NCWM membership levels as of October 1 of recent years by membership categories.  
 4 It should be noted that October 1 is the lowest level of membership for every fiscal year because it is the day that any  
 5 memberships that were not renewed become lapsed. Significant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

**Annual Membership Totals**

<b>Year Type</b>	<b>Oct. 2019</b>	<b>Oct. 2018</b>	<b>Oct. 2017</b>	<b>Oct. 2016</b>	<b>Oct. 2015</b>	<b>Oct. 2014</b>	<b>Oct. 2013</b>	<b>Oct. 2012</b>	<b>Oct. 2011</b>
Associate	636	643	658	668	670	698	665	695	701
Foreign Associate	79	70	68	66	58	58	45	40	50
<b>Total Associate</b>	<b>715</b>	<b>713</b>	<b>726</b>	<b>734</b>	<b>728</b>	<b>756</b>	<b>710</b>	<b>735</b>	<b>751</b>
State Government	744	739	615	552	575	580	542	381	475
Local Government	406	412	429	447	444	441	435	450	464
<b>Total Active</b>	<b>1150</b>	<b>1151</b>	<b>1044</b>	<b>999</b>	<b>1019</b>	<b>1021</b>	<b>977</b>	<b>831</b>	<b>939</b>
NIST	17	15	15	13	15	1	15	16	16
Other Federal Government	8	10	10	7	10	12	7	11	10
Foreign Government	14	14	13	12	13	14	12	6	12
Retired	235	225	223	216	213	213	202	196	198
<b>Total Advisory</b>	<b>274</b>	<b>264</b>	<b>261</b>	<b>248</b>	<b>251</b>	<b>240</b>	<b>236</b>	<b>229</b>	<b>236</b>
<b>Grand Total</b>	<b>2139</b>	<b>2128</b>	<b>2031</b>	<b>1981</b>	<b>1998</b>	<b>2017</b>	<b>1923</b>	<b>1795</b>	<b>1926</b>

1

**Annual Membership Totals as of October 1, Each Year**



2

3 **ACT-2 I Meetings**

4 In January 2020, NCWM will hold the Interim Meeting at the Mission Inn Hotel, Riverside California. Riverside is  
 5 a quaint, lovely downtown with plenty of restaurants. The historic Mission Inn is stunning and will provide a unique  
 6 and memorable experience. For more information about this meeting, contact Ms. Elisa Stritt, NCWM Meeting  
 7 Planner, at (402) 434-4872 or [elisa.stritt@ncwm.com](mailto:elisa.stritt@ncwm.com).

8 The 105<sup>th</sup> NCWM Annual Meeting will be held at the Hotel Murano in Tacoma, Washington. The property overlooks  
 9 Commencement Bay and Mount Rainier. There are dozens of eclectic shops and eateries to choose from within just a  
 10 few blocks. Tacoma is filled with unique sculptures and artwork along the streets, including a bridge with 100 feet of  
 11 blown glass displayed. For more information about this meeting, contact Ms. Elisa Stritt, NCWM Meeting Planner,  
 12 at (402) 434-4872 or [elisa.stritt@ncwm.com](mailto:elisa.stritt@ncwm.com).

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 • January 7-12, 2022 Westin Tampa Waterside, Tampa Florida

17 **Annual Meetings:**

- 18 • July 12-16, 2020 105<sup>th</sup> Annual Meeting: Hotel Murano, Tacoma, Washington
- 19 • July 18-22, 2021 106<sup>th</sup> Annual Meeting: Hyatt Regency Hotel. Rochester, New York
- 20 • July 2022 To be determined in the Southern region.

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

1   **ACT-3           I    Participation in International Standard-Setting**

2   Dr. Charles Ehrlich (NIST OWM) will provide a report during Open Hearings of the 2020 NCWM Interim Meeting.  
3   A report is also included as an appendix to this agenda of the Board of Directors. (*See Appendix A.*) The Board of  
4   Directors expresses appreciation to Dr. Ehrlich for his report and the important efforts of the NIST Office of Weights  
5   and Measures around the world.

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

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

9   Approximately 35% of NCWM membership are Associate members. The Associate Membership Committee (AMC)  
10   is organized under the Bylaws of the National Conference on Weights and Measures, Inc. Also, AMC operates by its  
11   own Bylaws which are available on the Committee page of [www.ncwm.com](http://www.ncwm.com). AMC meets at least 2 times per year in  
12   conjunction with NCWM Interim and Annual Meetings and all are invited to attend. It consists of between 5 and 10  
13   members who, amongst themselves, elect officers to serve as Chair, Vice-Chair, and Secretary/Treasurer. See  
14   Appendix B for information on current members and officers.

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

17   The NCWM membership dues for Associate members of \$90 are \$15 higher than that for Active or Advisory members.  
18   The extra \$15 is not for NCWM but rather is placed in a separate account referred to as the AMC Fund. The AMC  
19   has the discretion to allocate the funds in various ways. One means of allocating these funds is to provide grants in  
20   support of weights and measures training. The Committee receives applications and awards training grants from the  
21   AMC fund following their "Guidelines for Selection and Approval of Training Funds" which are posted on the  
22   Committee’s webpage on [www.ncwm.com](http://www.ncwm.com). Downloadable applications for training grants and reimbursement forms  
23   are also available at this site.

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

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

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

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

1 The AMC met during the 2020 Interim Meeting on Tuesday morning January 28 at 7:30 a.m. All annual meeting  
2 attendees, especially NCWM Associate members are encouraged to attend AMC Meetings. (See Appendix B for the  
3 AMC Meeting Draft Minutes from July 2019.)

#### 4 **ACT-5 I Task Groups, Subcommittees, Steering Committees**

##### 5 **Focus Groups, Task Groups, Subcommittees, Steering Committees:**

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

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

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

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

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

29 At the 2019 NCWM Annual Meeting, Chairman Gurney announced the formation of a "Field Reference Standards  
30 Task Group" to be chaired by Mr. Jason Glass (KY). This task group will report to the Specifications and Tolerances  
31 Committee and is charged with developing items contained in Block 1 of the S&T Committee agenda.

#### 32 Reporting to the Board of Directors:

##### 33 **Promotional Tool Kit Task Group:**

###### 34 **Chair**

35 Mr. Stephen Benjamin  
36 North Carolina Department of Agriculture  
37 Phone: (919) 707-3225  
38 Email: [steve.benjamin@ncagr.gov](mailto:steve.benjamin@ncagr.gov)

##### 39 **Cannabis Task Group:**

###### **Co-Chair**

Mr. James Cassidy  
Massachusetts Standards Division  
Phone: (617) 349-6133  
Email: [jcassidy@cambridgema.gov](mailto:jcassidy@cambridgema.gov)

###### **Co-Chair**

Mr. Charles Rutherford  
CPR Squared, Inc.  
Phone: (612) 655-5494  
Email: [charlie@cprquaredinc.com](mailto:charlie@cprquaredinc.com)

1       **State Outreach Task Group:**  
2               **Chair**

3               To be determined

4       Reporting to the Laws and Regulations Committee:

5               **Fuels and Lubricants Subcommittee:**

6                       **Chair**

7                       Dr. Bill Striejewske  
8                       Nevada Division of Measurement Standards  
9                       Phone: (775) 353-3792  
10                      Email: [wstriejewske@agri.nv.gov](mailto:wstriejewske@agri.nv.gov)

11              **Packaging and Labeling Subcommittee:**

12                     **Chair**

13                     Mr. Christopher Guay  
14                     Procter and Gamble Co.  
15                     Phone: (513) 983-0530  
16                     Email: [guay.cb@pg.com](mailto:guay.cb@pg.com)

17       Reporting to the Specifications and Tolerances Committee:

18              **Credit Card Skimmer Task Group:**

19                     **Chair**

20                     Mr. Hal Prince  
21                     Florida Department of Agriculture and Consumer Services  
22                     Phone: (850) 921-1570  
23                     Email: [harold.prince@FDACS.com](mailto:harold.prince@FDACS.com)

24              **Weigh-in-Motion Vehicle Scale Task Group:**

25                     **Co-Chair**

                      Mr. Alan Walker  
                      Florida Bureau of Standards  
                      Phone: (850) 274-9044  
                      Email: [alan.walker@FDACS.gov](mailto:alan.walker@FDACS.gov)

**Co-Chair**

                      Mr. Tim Chesser  
                      Arkansas Bureau of Standards  
                      Phone: (501) 570-1159  
                      Email: [tim.chesser@aspb.ar.gov](mailto:tim.chesser@aspb.ar.gov)

26              **Field Reference Standards Task Group**

27                     **Chair**

28                     Mr. Jason Glass  
29                     Kentucky Department of Agriculture  
30                     Phone: (502) 573-0303  
31                     Email: [jason.glass@ky.gov](mailto:jason.glass@ky.gov)

32       Reporting to the Professional Development Committee:

33              **Safety Subcommittee:**

34                     **Chair**

35                     To be determined

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

2 **2020 Meetings**

3 **NEWMA Annual Meeting**

4 May 4-7, 2020

5 Sarasota Springs, NY

6 Contact: James Cassidy, [james.cassidy@state.ma.us](mailto:james.cassidy@state.ma.us)

7 **CWMA Annual Meeting**

8 May 18-21, 2020

9 Wisconsin Dells, WI

10 Contact: Sherry Turvey, [sherry.turvey@ks.gov](mailto:sherry.turvey@ks.gov)

11 **WWMA Annual Meeting**

12 Sept. 27-Oct. 1, 2020

13 Golden, CO

14 Contact: Mahesh Albuquerque, [mahesh.albuquerque@state.co.us](mailto:mahesh.albuquerque@state.co.us)

15

16 **SWMA Annual Meeting**

17 October 4-7, 2020

18 Washington, D.C.

19 Contact: Stephen Benjamin, [steve.benjamin@ncagr.gov](mailto:steve.benjamin@ncagr.gov)

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

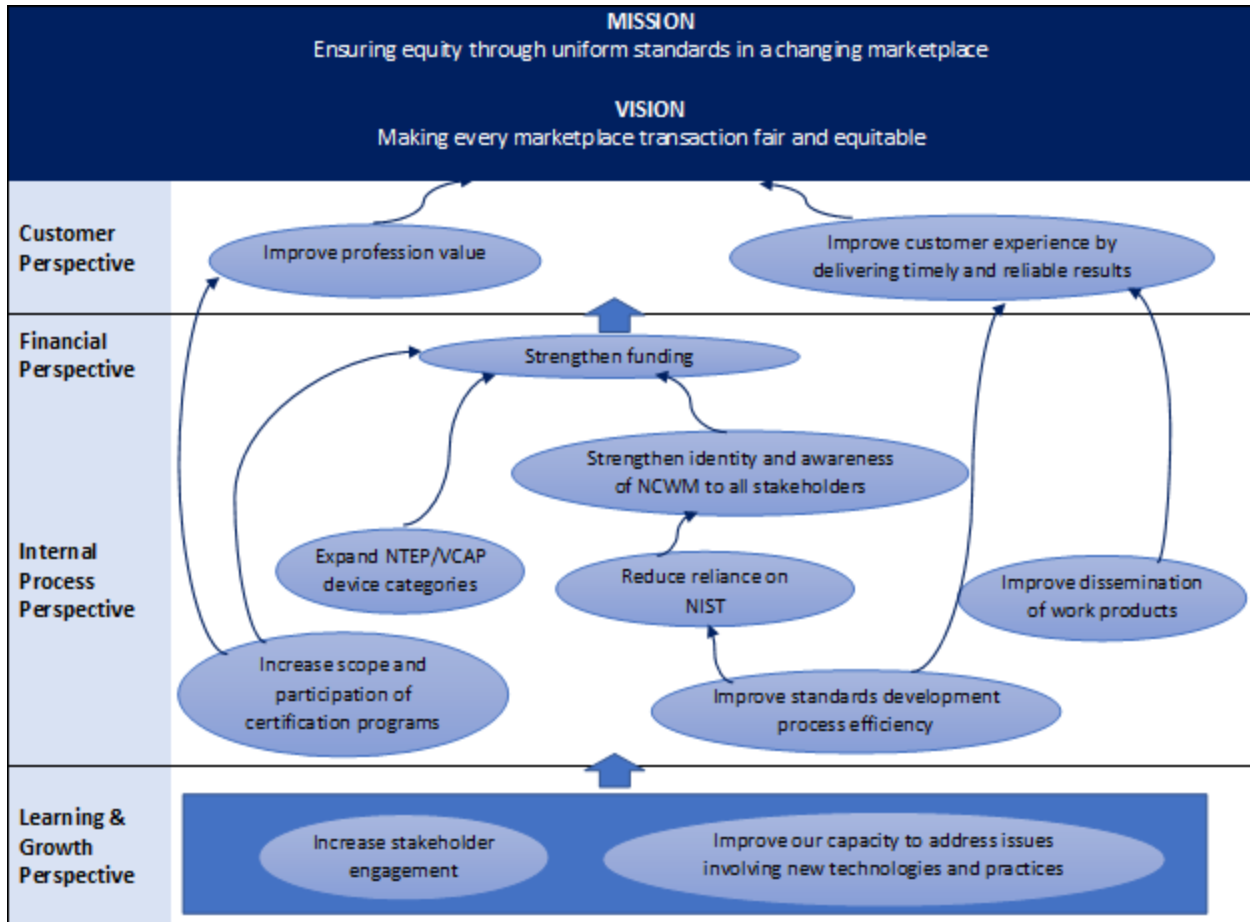
21 **SPB-1 I Strategic Planning**

22 The Board of Directors is engaged in strategic planning with the assistance of LBL Strategies, a professional  
23 consulting firm. The process began with an environmental scan of a sampling of membership to help guide the  
24 direction of the plan. The final planning session with LBL strategies was held in November 2019.

25 Through the planning process, the board has established a “strategy map” to guide the organization toward its mission  
26 and vision. The main elements of the strategy map are:

- 27
- Learning and Growth Perspective,
  - 28 • Internal Process Perspective,
  - 29 • Financial Perspective, and
  - 30 • Customer Perspective





1  
 2 Chairman Craig VanBuren and the Board of Directors will provide more details and discussion of the new strategic  
 3 plan at 9:00 a.m. Wednesday, January 29, 2020, at the NCWM Interim Meeting in Riverside, California.

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

5 **Source:**  
 6 NCWM Board of Directors (2016)

7 **Purpose:**  
 8 Assess the NCWM standards development process to determine ways to improve efficiency and participation.

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

15 The Charter Team has offered two concepts for consideration by the Board. Concept 1 is a series of recommendations  
 16 to improve our existing process for standards development. Some of those recommendations have already been put in  
 17 place while others will require further discussion. Concept 2 is to hold voting sessions at both, the January and July  
 18 meetings of NCWM.

1 Concept 1: Improving the Current Model

- 2 - Better controls of time for presentations and comments during open hearings
- 3 - Managing testimony on Informational, Assigned and Developing items
- 4 - Reformatting of Publications 15 and 16 by grouping similar items
- 5 - Limitations on the ability to carry over items to the next year
- 6 - Increased emphasis on committee training
- 7 - Increased structure for subgroups such as task groups
- 8 - Regional committee training
- 9 - Improved quality of new proposals and the evaluation of them by regional associations.
- 10 - Improved committee reports that provide concise summaries and rationale

11  
12 Concept 2: Voting Twice Each Year

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

17  
18 The recommendations contained in Appendix C of the Board Report from the Charter Team will be considered as part  
19 of the strategic planning process and these two items may be merged in the future. Ross Anderson, retired, expressed  
20 appreciation for the flexibility to allow a developing item to be upgraded to informational status by a committee as  
21 late as December based on new information received from the developer. He believes items should not be brought to  
22 a vote until a consensus has been reached as opposed to just requiring a majority. Kurt Floren, LA County requested  
23 serious consideration of the recommendation to vote twice per year. This would require a vote of the membership to  
24 amend the bylaws. The further discussion addressed the need to ensure that all regions have the chance to vet proposals  
25 and that an item not be adopted until it has been addressed at least 2 national meetings.

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

27 **Source:**

28 Committee Development Focus Group (2019)

29 **Purpose:**

30 Improve committee report formats to be more consistent and concise in how detail is provided for agenda items  
31 without sacrificing relevant content.

32 **Item Under Consideration:**

33 Adopt the following format for agenda items of the NCWM Standing Committees and Board of Directors for proposals  
34 to amend *Handbooks 44, 130 and 133*, NCWM bylaws and policies, and *NTEP Publication 14 Administrative Policy*.

35 **[Item No.] [Status] [Title]**

36  
37 **Source:**

38 [Organization and year introduced into NCWM's agenda]

39 **Purpose:**

40 [Concise statement of intent, such as problem being fixed]

41 **Item under Consideration:**

42 [Proposed Language]

43 **Previous Action:**

44 (e.g.) 2016: Informational  
45 2017: Voting – Returned to Committee  
46 2018: Voting

1 **Original Justification:**  
2 [From Form 15]

3 **Arguments in Favor:**

- 4 **Regulatory:**
- 5 • A
- 6 • B
- 7 • C

- 8 **Industry:**
- 9 • A
- 10 • B
- 11 • C

- 12 **Advisory:**
- 13 • A
- 14 • B
- 15 • C

16 **Arguments Against:**

- 17 **Regulatory:**
- 18 • A
- 19 • B
- 20 • C

- 21 **Industry:**
- 22 • A
- 23 • B
- 24 • C

- 25 **Advisory:**
- 26 • A
- 27 • B
- 28 • C

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

31 **Regional Associations' Comments:**  
32 [Refresh each year based on regional reports]

33 **Background/Discussion:**

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

- 39 1. Open Hearing Protocol for Committee Chairs
- 40 2. Work Session Protocol for Standing Committees
- 41 3. Proper handling of Amendments from the floor during Voting Sessions

1           4. Improved Format for Agenda Items  
2

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

- 5           • The justification that was provided by the submitter
- 6           • Arguments received by the committee in favor
- 7           • Arguments received by the committee against
- 8           • Committee deliberation and recommendations.

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

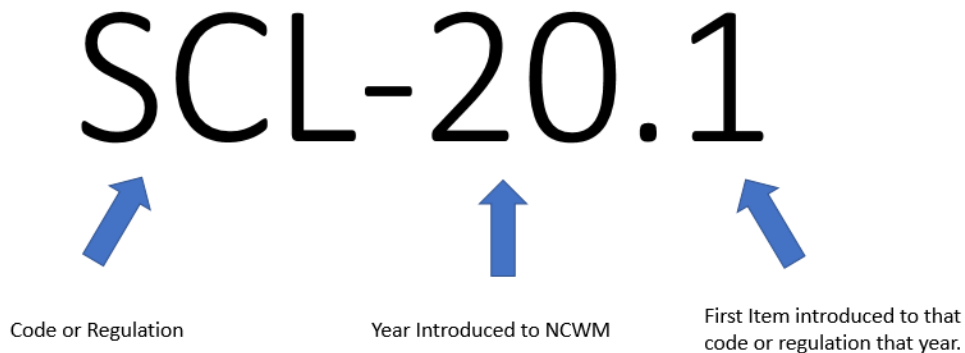
- 10          • Chronological Development: The focus group believes that the report should describe how the item evolved  
11           chronologically, but that it should not repeat the same comments from one meeting to another.
- 12          • Specific Comments: The focus group does not believe it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

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

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

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

31  
32 At the 2019 Annual Meeting, the board presented a new item numbering format that will allow an item to remain  
33 unchanged for the lifespan of the proposal as shown here:



34 In this example, this is the first item introduced for 2020 to amend the Handbook 44 Scale Code.

1 Members requested that the items continue to be presented in the order reflecting the flow of the code or regulation  
2 being amended. There was some discussion of adding additional coding to identify more specifically the section of a  
3 code or regulation being amended. In general, the body supports the new numbering system. It will not affect how  
4 item blocks are organized and efforts will be made to continue mapping how items have been moved to blocks.

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

6 **Source:**  
7 Board of Directors (2019)

8 **Purpose:**  
9 Establish a Vice Chairman for standing committees and encourage the progression of each committee member into  
10 the chairmanship position.

11 **Item Under Consideration:**  
12 Amend the NCWM Bylaws as follows:

13 **Article IX - Committees**

14 **Section 2 - Standing Committees**

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

- 18 1. Committee on Specifications and Tolerances;
- 19 2. Committee on Laws and Regulations, and
- 20 3. Professional Development Committee.

21 **Membership**

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

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

31 **Except as noted, each standing committee annually selects one of its active members, preferably its senior**  
32 **member, to serve as its chairman and also select a vice-chair. The vice-chair shall assist the chair during**  
33 **open hearings and committee work sessions.**

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. To get the full benefit of the experience, the Board believes that one should have a progression through  
38 the 5-year term, culminating with committee chairmanship.

39 This proposal establishes that preference in chair selection while still allowing the committee the flexibility in who it  
40 chooses as its chair each year. This proposal also establishes a vice-chair position, also selected by the committee to  
41 assist the chair in their duties.

1 Originally, the proposal designated the chair as the senior-most committee member, created a vice-chair position for  
2 next-in-line, and assigned duties to the vice-chair to serve as a scribe for the committee, as follows:

3 ~~Except as noted, each standing committee annually selects one of its active members, preferably its senior~~  
4 ~~member, to serve as its chairman. Standing Committee members shall serve 5-year terms, with the Active~~  
5 ~~voting member having the greatest Committee seniority serving as Committee Chair and the Active~~  
6 ~~member having the second-most seniority serving as Vice-Chair. When the senior-most Active member of~~  
7 ~~the Committee has already served as Committee Chair, the next most senior Active member who has not~~  
8 ~~served as Chair and the Vice-Chair should be the Committee member most likely to be Committee Chair~~  
9 ~~the following year. The Vice-Chair member assists the Chair during open hearings and committee work~~  
10 ~~sessions by serving as the scribe and committee report developer.~~

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

17 Due to concerns from membership, the proposal has been modified to remove scribe duties for the vice-chair. The  
18 Board will continue to consider options for a permanent scribe for each of the standing committees. The scribe should  
19 be one who does not participate in the discussions, but rather reflects the discussions in reports and follows the  
20 direction of the committee in this regard. Another goal is to bring consistency in style and format to committee reports  
21 year-to-year. All committee members remain responsible for keeping notes in these sessions.

22 **SPB-5 Bylaws, Article IX - Committees**

23 **Source:**  
24 Board of Directors (2020)

25 **Purpose:**  
26 Streamline the standards development process by elevating the Fuels and Lubricants Subcommittee into a standing  
27 committee.

28 **Item Under Consideration:**  
29 Amend the NCWM Bylaws as follows:

30 **Article IX - Committees**

31 .  
32 .  
33 .

34 **Section 1 - Standing Committees**

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

- 38 1. Committee on Specifications and Tolerances;
- 39 2. Committee on Laws and Regulations, and
- 40 3. Committee on Fuels and Lubricants
- 41 34. Committee on Professional Development

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

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

12          Except as noted, each standing committee annually selects one of its active members, preferably its senior  
 13          member, to serve as its chairman.

- 14          .
- 15          .
- 16          .

17           **Section 5 - Duties and Fields of Operation of Board of Directors and Committees**

18           **A. Laws and Regulations Committee**

19           The Laws and Regulations Committee annually presents a report for Corporation action.

20           Its scope embraces all matters within the area of weights and measures supervision including:

- 21           1. the development and interpretation of uniform laws and regulations;
- 22           2. the study and analysis of bills for legislative enactment;
- 23           3. the establishment and maintenance of published guidelines and other effective means of  
 24           encouraging uniformity of interpretation and application of weights and measures laws and  
 25           regulations; and
- 26           4. liaison with Federal agencies, State agencies, and other groups or organizations on issues within the  
 27           purview of the Committee. This role entails explaining, advocating, and coordinating Corporation  
 28           positions, recommendations, and needs before Federal Government agencies, consumer groups, the  
 29           associate NCWM membership, domestic and international standards organizations, industry, trade  
 30           associations, and others. The goals are to provide and solicit information, develop a spirit of  
 31           cooperation, and promote uniformity with the activities and standards of the NCWM.

32           **B. Specifications and Tolerances Committee**

33           The Specifications and Tolerances Committee annually presents a report for Corporation action.

34           Its scope embraces all matters dealing with:

- 35           1. specifications, tolerances, and technical requirements of any kind relating to scales, weights,  
 36           measures, and weighing and measuring devices and accessories, including interpretation of such  
 37           material whenever necessary,
- 38           2. standards and testing equipment for weights and measures officials,
- 39           3. procedures for testing commercial equipment, and
- 40           4. liaison with Federal agencies, State agencies, and other groups or organizations on issues within  
 41           the purview of the Committee. This role entails explaining, advocating, and coordinating  
 42           Corporation positions, recommendations, and needs before Federal Government agencies,  
 43           consumer groups, the associate NCWM membership, domestic and international standards  
 44           organizations, industry, trade associations, and others. The goals are to provide and solicit  
 45           information, develop a spirit of cooperation, and promote uniformity with the activities and  
 46           standards of the NCWM.

1           **C. Fuels and Lubricants Committee**

2           **The Fuels and Lubricants Committee annually presents a report for Corporation action.**

3           **Its scope embraces all matters dealing with:**

- 4           1. **standard specifications for fuels and lubricants,**
- 5           **methods of sale for fuels and lubricants,**
- 6           2. **labeling, documentation and terms in the sale of fuels and lubricants,**
- 7           3. **standards for handling and storing fuels and lubricants, and**
- 8           4. **liaison with Federal agencies, State agencies, and other groups or organizations on issues**
- 9           **within the purview of the Committee. This role entails explaining, advocating, and**
- 10          **coordinating Corporation positions, recommendations, and needs before Federal**
- 11          **Government agencies, consumer groups, the associate NCWM membership, domestic and**
- 12          **international standards organizations, industry, trade associations, and others. The goals are**
- 13          **to provide and solicit information, develop a spirit of cooperation, and promote uniformity**
- 14          **with the activities and standards of the NCWM.**

15          **ED. Professional Development Committee**

16           The mission of the Committee is:

17           To provide leadership to develop and implement uniform, quality weights and measures services in the

18           areas of:

- 19           1. effective program management,
- 20           2. education, and
- 21           3. public relations.

22           .

23           .

24           .

25          **Background/Discussion:**

26          The Fuels and Lubricants Subcommittee (FALS) was formed to provide expertise and support to the Laws and

27          Regulations (L&R) Committee. The L&R Committee assigns agenda items to FALS for development. FALS then

28          develops recommendations which they submit back to the L&R Committee for consideration by the general

29          membership.

30          FALS has grown in terms of membership and challenging issues. The board believes it is time to consider a more

31          streamlined approach to standards development using the proven standing committee approach. All will still

32          participate in the process through open hearings while allowing the smaller standing committee to develop the

33          recommendations for consideration by the membership. The new standing committee would have the ability to request

34          temporary task groups in the same manner as other committees where assistance is needed.

35          An additional benefit would be reduced work load for the hard-working L&R Committee.

36          **FIN – FINANCIAL**

37          **FIN-1           I    Treasurer’s Report**

38          NCWM operates on a fiscal year October 1<sup>st</sup> through September 30<sup>th</sup>. Budgets are set to be conservative on projected

39          revenues and realistic on anticipated expenses. The Board of Directors continues to monitor its ability to fully

40          implement contingency plans based on potential costs compared to reserve funds. An annual audit was conducted by



1 Dana F. Cole & Company as an outside entity and this provides another layer of accountability. No concerns arose  
2 from this annual audit.

3 The September 30, 2019 balance sheet below provides a comparison with the same time the previous year. Assets are  
4 inflated by the Associate Membership Fund. These funds are accumulated through the additional \$15 dues paid by  
5 associated members and are spent at the discretion of the Associate Membership Committee per Committee Bylaws.  
6 Overall the NCWM's finances are in good order. This concludes the financial report.

<b>ASSETS</b>	<b>September 30, 2019</b>	<b>September 30, 2018</b>
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	26,745.67	24,453.27
Certificates of Deposit	1,226,591.66	1,370,513.69
Money Market Fund	1,839.56	0.00
Checking	26,459.41	23,214.41
Savings	206,907.06	248,085.12
Total Checking/Savings	<u>1,488,543.36</u>	<u>1,666,266.49</u>
Accounts Receivable	6,389.19	4,399.10
Other Current Assets	313,545.38	58,593.90
Other Assets	18,447.47	33,180.30
<b>TOTAL ASSETS</b>	<b><u>1,826,925.40</u></b>	<b><u>1,762,439.79</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities	188,219.82	201,777.20
Total Liabilities	<u>188,219.82</u>	<u>201,777.20</u>
Equity		
Designated - Associate Membership	26,745.34	24,453.27
Unrestricted Net Assets	1,512,586.35	1,439,404.68
Net Income	99,373.89	96,804.64
Total Equity	<u>1,638,705.58</u>	<u>1,560,662.59</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,826,925.40</u></b>	<b><u>1,762,439.79</u></b>

Mr. Craig VanBuren, Michigan | NCWM Chairman  
Mr. Hal Prince, Florida | NCWM Chair-Elect  
Mr. Stephen Benjamin, North Carolina | 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. Gene Robertson, Mississippi | Active Membership - Southern  
Ms. Rebecca Richardson, MARC-IV Consulting | At-Large  
Ms. Rachelle Miller, Wisconsin | 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](http://www.oiml.org) and about NIST, OWM at [www.nist.gov/owm](http://www.nist.gov/owm). Dr. Charles Ehrlich, Program Leader of the International Legal Metrology Program, can be contacted at (301) 975-4834 or [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov).

**Note:** OIML publications are available electronically without cost at [www.oiml.org](http://www.oiml.org).

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**Table B**  
**Glossary of Acronyms and Terms**

<b>Acronym</b>	<b>Term</b>	<b>Acronym</b>	<b>Term</b>
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 <sup>1</sup>	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 <sup>2</sup>	SC	Technical Subcommittee
DoMC	Declaration of Mutual Confidence	SIM	Inter-American Metrology System
DR	Draft Recommendation <sup>2</sup>	TC	Technical Committee
DV	Draft Vocabulary <sup>3</sup>	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 <sup>3</sup>

<sup>1</sup> 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.

<sup>2</sup> 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.

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

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

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## **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 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](mailto: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)**

OIML D 31 *General Requirements for Software-controlled Measuring Instruments* serves as guidance for the software requirements in all of the OIML International Recommendations.

The recent effort to revise D31 is now complete. The Document passed the PG vote on the 2CD in February 2019, passed its CIML Preliminary Ballot in July 2019, and received final CIML approval in October 2019. The revised D31 was published on the OIML website in December 2019. The document now includes methods/means of software verification and improved harmonization of terminology. 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.

Because some issues in the last revision cycle in OIML D31 were not fully resolved, it was agreed that the document would enter an “immediate revision” following publication. This project has now started, and parties interested in these OIML software efforts should contact Dr. Katya Delak at (301) 975-2520 or [katya.delak@nist.gov](mailto:katya.delak@nist.gov) if they have questions or would like to participate.

### **TC 6 Prepackaged Products (South Africa)**

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

The latest edition of OIML Recommendation R 87 “*Quantity of Product in Prepackages*” (equivalent to NIST Handbook 133 “Checking the Net Contents of Packaged Goods”) was published in 2016. This 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. A new Project was approved at the CIML meeting in 2019 on “R87 Prepackage Template”.

The latest edition of OIML R 79 *Labeling Requirements for Prepackaged Products* was published in 2015. 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](mailto:kbutcher@nist.gov).

### **TC 7/SC 5 Multi-dimensional Measuring Instruments (Australia)**

There is significant interest in maximizing harmonization between OIML R129 “Multi-dimensional Measuring Instruments” and the US requirements for these instruments. The comment period on the 3CD revision of OIML R129 closed in January 2019. Canada became the Co-Convener with Australia on this project and hosted the Project Group’s first meeting in Ottawa in May 2019. Almost all the international comments received on the 3CD were resolved at the meeting in Ottawa, and the 4CD package of R129 was distributed in December 2019. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like copies of the documents or to participate in this project.

### **TC 8 Measurement of Quantities of Fluids (Japan)**

In June 2019, Japan distributed the First Committee Draft (1CD) 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 1CD of a revision of R 119 *Pipe Provers for Testing of Measuring Systems for Liquids* in June 2019 -- this document is important for other OIML Recommendations involving liquid measurement. The comments received on the 1CDs have been resolved, and the 2CD packages of both of these documents were distributed in December 2019. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto: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 in early 2020. 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](mailto: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)**

OIML R 117 *Dynamic Measuring Systems for Liquids Other Than Water* received final CIML approval in October 2019 and will be published in early 2020. This recent project to revise R117 fully harmonized all three parts of the Recommendation and added new annexes 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 passed the CIML Preliminary Ballot in

September 2019. If you have any questions about R117 or the systems that it covers, please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto: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 in 2020. To obtain more information or to participate in this project, please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto: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](mailto: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 revised Recommendation has been published on the OIML website. To obtain more information on this effort, please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto: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) has been approved and published. For more information on TC 9 activities, please contact Mr. John Barton at (301) 975-4002 or [john.barton@nist.gov](mailto:john.barton@nist.gov).

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

A project to revise OIML R 76:2006 *Non-automatic weighing instruments* is in progress. 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 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. The second Working Draft (2WD) of R76 was distributed in June 2018, and a first Committee Draft (1CD) is expected in summer, 2020. Please contact Mr. Ken Butcher at (301) 975-4859 or [kbutcher@nist.gov](mailto: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 second committee draft (2CD) of this new document was distributed in December 2018, and the

3CD was distributed to the PG for vote and comment in August 2019. The 3CD passed the PG vote in November 2019, with a significant number of comments, and so a 4CD is expected in early spring, 2020. To receive copies of the documents concerning this project or to obtain more information on the work of this subcommittee, please contact Mr. Ken Butcher at (301) 975-4859 or [kbutcher@nist.gov](mailto:kbutcher@nist.gov).

The Preliminary Ballot of OIML R 61 *Automatic gravimetric filling instruments* received final CIML approval and has been published. 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. A 3WD is under development, and is expected in spring 2020. Please contact Mr. Ken Butcher (301) 975-4859 or [kbutcher@nist.gov](mailto:kbutcher@nist.gov) if you are interested in the project to revise this document.

## **TC 12 Instruments for measuring electrical quantities (Australia)**

OIML R 46 *Active Electrical Energy Meters* is undergoing revision. The United States provided comments on the second working draft (2WD) of R46 that was distributed in February 2019 and participated in the Project Group meeting that was held in May 2019 in Helsinki, Finland. The Project Group has established four Subgroups to work on specific issues related to the revision and continuing development of R46: (1) Electric Vehicle (EV) Charging Stations; (2) Fundamental vs. Harmonic power and Reactive Energy; (3) Smart Street Lighting; and (4) Remote Displays and Meters with Modular Components. The next R46 Project Group meeting is scheduled for 18-20 May 2020 in Delft, The Netherlands. Please contact Dr. Katya Delak at (301) 975-2520 or [katya.delak@nist.gov](mailto:katya.delak@nist.gov) if you have questions about this project or would like to participate.

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

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

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

The OIML Recommendation *Measuring Instruments for Protein Determination in Grains* was published as OIML R 146 on the OIML website in 2016. Please contact Ms. G. Diane Lee at (301) 975-4405 or [diane.lee@nist.gov](mailto:diane.lee@nist.gov), if you would like more information on this Recommendation.

## **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 October 2018 issued ninety-four (94) 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 of the 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) entered 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](http://www.oiml.org), for a complete list) entered 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 thirty-seven (37) instrument categories will transition from Scheme B to Scheme A by January 1, 2021. Between October 2018 and November 2019 five (5) NTEP certificates for load cells were issued on the basis of test data obtained under the OIML-CS.

At the 2019 CIML meeting Mr. Cock Oosterman (NMi, Netherlands), who was serving as the Management Committee Chairperson, announced that he was leaving that position, and Mr. Bill Loizides (CIML Member from Australia), who had been serving as the Deputy, has temporarily assumed the Chairmanship. Dr. Charles Ehrlich of NIST, and U.S. CIML Member, serves on the Management Committee of the OIML-CS. Mr. Darrell Flocken of NCWM/NTEP serves on the Review Committee, which is now part of the Management Committee. Dr. Ehrlich and Mr. Flocken will attend the 3<sup>rd</sup> Annual Meeting of the OIML-CS in New Delhi, India, in March 2020.

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

## **II. REPORT ON THE 54<sup>TH</sup> CIML MEETING IN BRATISLAVA, SLOVAK REPUBLIC, IN OCTOBER 2019**

The 54th CIML Meeting was held from 22–25 October 2019 in Bratislava, Slovak Republic and was hosted by the Slovak Office of Standards, Metrology and Testing (UNMS). 52 Member States were present or represented together with 11 Corresponding Members, and representatives from organizations in liaison.

The CIML President, Dr. Roman Schwartz (Germany), reported on OIML activities during the last year and presented his vision for the future of the Organization. Dr. Bobjoseph Mathew (Switzerland) was elected as the CIML Second Vice-President for a six-year term.

The new BIML Director, Mr. Anthony Donnellan, reported on the activities and achievements of the Bureau and its staff, including: efforts to improve the effectiveness of OIML technical work and activities, efforts related to Countries and Economies with Emerging Metrology Systems (CEEMS), the OIML Certification System (OIML-CS), World Metrology Day, and work with liaison organizations. Mr. Donnellan also emphasized the cost-saving measures the Bureau has implemented.

The OIML currently has 61 Member States and 61 Corresponding Members and efforts are ongoing to encourage new economies to join the Organization.

The accounts for 2018 were approved and Mr. Donnellan reported that the Organization continues to be in a strong financial position.

The BIML reported on its activities with organizations in liaison. Additionally, Dr. Yukinobu Miki presented a summary of the discussions held during the Regional Legal Metrology Organizations (RLMO) Round Table held earlier in the week. Dr. Martin Milton, the BIPM Director, presented a detailed report on the BIPM's activities over the past year, focusing on the very successful revision of the SI and the BIPM's collaboration with the BIML, most notably World Metrology Day.

Other organizations in liaison (CECIP, IAF, ILAC, OECD and UNIDO) also reported on their activities.

At the meeting, the CIML approved the following publications:

- Revision of D 31 *General requirements for software-controlled measuring instruments*;
- New Document D 33 *Reference standard liquids (Newtonian viscosity standard for the calibration and verification of viscometers)*;
- New Document D 34 *Conformity to Type (CTT) - Pre-market conformity assessment of measuring instruments*;
- Revision of B 6 *Directives for OIML technical work*;
- New Basic Publication B 20 *Rules for the use of OIML logos*;
- New Basic Publication B 21 *Framework for OIML Training Centers and OIML Training Events*; and
- Revision of R 117 *Dynamic measuring systems for liquids other than water*.

Also, at the meeting, the CIML approved the following new projects to be initiated:

- Revision of D 31 *General requirements for software-controlled measuring instruments* (immediate revision);
- New publication: *R 87 prepackage template*;
- Revision of R 142 *Automated refractometers: Methods and means of verification*;
- New publication *Rotary viscometers - Determination of dynamic viscosity - Verification method* ; and
- Revision of B 11 *Rules governing the translation, copyright and distribution of OIML Publications*.

The BIML gave a report on the work of high-priority projects and provided a summary of its training program for Project Group conveners. A discussion took place on the OIML Bulletin and the need for more contributions from the Membership in the form of articles.

Mr. Peter Mason, vice-chairperson of the CEEMS Advisory Group (AG), delivered a report on the activities of this AG, including the meeting that was held earlier in the week. His report focused on progress related to the 2018 CIML resolution concerning CEEMS. In addition, Mr. Mason provided a report on the outcomes of the e-Learning Workshop that was also held earlier in the week. Following the resignation of Mr. Pu (P.R. China), Mr. Mason was appointed as chairperson of the CEEMS AG, and Dr. Peter Ulbig (Germany) was appointed as vice-chairperson.

Mr. Cock Oosterman, OIML-CS Management Committee (MC) Chairperson reported on the activities of the OIML-CS, including the MC meeting that was held in March 2019. His report highlighted the increased participation in the OIML-CS, promotion and awareness-raising activities, and the key issues that the MC will be addressing in the future.

OIML medals were awarded to Mrs. Lagauterie (France), to Dr. Borzyminski (Poland) and to Dr. Miki (Japan) in recognition of their outstanding contributions to international legal metrology. A Letter of Appreciation was presented to Mr. Oosterman in recognition of his work as OIML-CS MC Chairperson.

The 54th CIML Meeting Resolutions, documents and presentations can be found on the OIML website at:

<https://www.oiml.org/en/structure/ciml/sites>

### **III. FUTURE OIML MEETINGS**

The 16th International Conference and 55th CIML Meeting will be held in Suzhou (near Shanghai), P.R. China, in October 2020.

### **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 Gaithersburg, Maryland at NIST in (September 2018) and in Santa Cruz, Bolivia (September 2019).

The SIM Legal Metrology Working Group (LMWG) held its most recent meeting in Cartagena, Columbia, in conjunction with the 2017 CIML Meeting. 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. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) for more information on SIM and the activities of the SIM LMWG.

The 26th Meeting of the Asia-Pacific Legal Metrology Forum (APLMF) was hosted by Vietnam and was held in November 2019. 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.

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](mailto:ralph.richter@nist.gov) for more information on APLMF and the 2020 APLMF Annual Meeting which is being planned to be hosted by the Republic of the Philippines.

## **Appendix B**

### **Associate Membership Committee (AMC) Agenda and Draft Meeting Minutes**

July 17, 2019  
Mr. Mark Flint, Chair  
Archer Daniels Midland

#### **CALL TO ORDER**

Secretary Ron Gibson called the meeting to order at 8:00 a.m.

In the Absence of Committee Chair and Vice Chair. Bob Murnane volunteered to run meeting

#### **MINUTES**

A copy of the January 2019 meeting minutes was distributed. These minutes were reviewed, and a motion was made by Bob Murnane to approve the minutes as written. With no further discussion the minutes were approved unanimously.

#### **FINANCIAL CONDITION**

- a) AMC has a total of \$31,331.82 available
- b) There are \$12,877.50 in pending approved payments
- c) Toolkit Task Group
- d) NEWMA: HB 133
- e) NY State W&M Association
- f) Kansas: VTM/Loading Training
- g) NIST:C-RMAP
- h) Michigan: Motor Oil Training
- i) \$18,454.32 is available for consideration of new or amended applications
- j) Not Yet Approved Applications: NYS W&M Association June 2020
- k) Motion to approve financial statement. Motion approved by unanimous vote.

#### **BOARD OF DIRECTORS REPORT**

Chris Guay, the Associate Membership Representative on the NCWM Board of Directors gave a report concerning BOD activities. A few of the items are repeated below.

- Julie Quinn has retired from Minnesota and resigned from the NCWM Board's At-Large position
- Shelly Miller (Wisconsin) has been named to complete the rest of the At-Large term starting at the end of the 2019 Annual Meeting.
- Georgia Harris retired from NIST on 6/22 after working over 29 years at OWM.
- NIST has started delivering W&Ms field training via webinar, with sessions on Packaging & Labeling and Price Verification conducted in 2019 and a Handbook 133 session planned for later this year.
- NIST is changing the Federal Register notices it publishes regarding NCWM meetings to make it clearer that NIST they can propose and take positions on items.
- New BIML Director is Anthony Donnellan (from Australia) replacing Steve Patoray for a 5 year term.
- New NTEP position has been filled and will be announced within the next month.
- New NCWM website will be rolled out either in September or January (don't want to rollout during the prime NTEP registration timeframe). Website needed to be rebuilt since service from the previous host was becoming more difficult/expensive.
- Board is working on surveys on metrics of Weights and Measures programs (being led by Oregon) and fuel programs (being led by California). Data will be available to members.

BOD 2020 Interim Meeting Agenda  
Appendix B – AMC Agenda and Draft Minutes

- NCWM will reach out to accreditation bodies to look at ways to accredit our certification programs.
- Western Meeting: (September 8-12, 2019) Park City, UT
- Southern Meeting: (October 5-9, 2019) Knoxville, TN
- Central Interim: (October 21-23, 2019) Springfield, IL
- Northeast Interim: (October, 2019) CT

**PROFESSIONAL DEVELOPMENT REPORT**

- One item that came up was the impediment imposed by requirement for proctor and ways that could get around that. There were several good suggestions made including using an external commercial learning center of some type as a partner or taking advantage of existing state or federal organizations that have testing processes in place and borrowing their process
- Another thing that came up there was the survey on the exams and I think we've all kind of reached an agreement on what that survey is going to look like. There will be two areas where a test or exam taker can add text comments, one on the test content and one on the process of taking that there.
- Julie Quinn asked if there might be some other way to have a prerequisite for the advanced classes as people that are obviously very qualified. So I can take the basic before they can take the advanced courses for niche.
- Michelle Wilson brought up that external trainers are critical to being able to provide training to make sure that we have some way to certify them as, as qualified trainers.
- Review of the organization processes in the certificate system was offered as an idea, a session on diving into new innovations or new areas of metrology or inviting a specific new industry member
- There was one comment that, uh, if we're going through the effort of, of observing daily routines and, and recommending best practices for those daily routines that we need to make sure we have some way to communicate that larger group shouldn't be just one jurisdiction. Doing that study and making those observations and making corrections suggestions or the way

**AMC FUND DISBURSEMENT REPORT**

New funds requests have been received. NY State Training for June 2020 for \$4,000.

**CURRENT STANDING COMMITTEE REPRESENTATIVES**

- Chris Quay – Proctor Gamble: represents the AMC on the Board of Directors. His term Expires 07/2020.
- James Pettinato - FMC Technologies Measurement Solutions, Inc.; represents the AMC on the Professional Development Committee. Expires 07/2023.
- Prentiss Searles – API; represents the AMC on the Laws & Regulations Committee. Expires 07/2022.

**OLD BUSINESS**

None to report.

**NEW BUSINESS**

- Voting for Funding for NY State Training for June 2020 for \$4,000
- Motion to approve funding for NY funding. Motion approved by unanimous vote.

**ADJOURNMENT**

With no further new business Bob adjourned the meeting at 8:52 a.m.

Respectfully submitted,  
Ron Gibson, Secretary, AMC

**AMC MEMBERS AND OFFICERS EFFECTIVE 07/17/2019:**

Chair: Mark Flint  
Vice-Chair: Bob Weise  
Sect/Treas: Ron Gibson

**MEMBERS**

Bob Weise	2020
Ron Gibson	2020
Mark Flint	2020
Rich Shipman	2020
Christopher Guay	2020
Robert Murnane:	2023
Prentis Searles	2022
David Calix	2023

**THE FOLLOWING INDIVIDUALS WERE IN ATTENDANCE:**

<b>Name</b>	<b>Representing</b>
Bill Callaway	Crompco
Jim Pettinato	Technic FMC
Michael Gaspers	Smithfield Foods
Kornell Gallon	Zennor USA
Greg VanderPlatts	State of Minnesota
Alan Walker	State of Florida
Marc Buttler	Emerson
Brent Price	Gilbarco Inc
Richard Suiter	Richard Suiter Consultants
Jay Lubecki	City of Milwaukee
Randy Perez	City of Milwaukee
Rob Kieser	City of Milwaukee
Mike Otzelberger	City of Milwaukee
Richard Shipman	Rice Lake Weigh Systems
Rachelle Miller	State of Wisconsin
Jim Hewston	JA King
Rebecca Richardson	M4/NBB





## **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 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

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 21<sup>st</sup> 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;<sup>1</sup>
- (b) the unit price;<sup>1</sup>
- (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*<sup>1</sup>**  
**[Non-retroactive January 1, 2022]**  
**(Amended 20XX)**

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<sup>1</sup> 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;<sup>1</sup>
- (b) the gross weight or tare weight;<sup>1</sup>
- (~~b~~c) the unit price;<sup>1</sup>
- (~~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]*

<sup>1</sup> 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;<sup>1</sup>
- (b) the gross weight or tare weight;<sup>1</sup>
- (c) the unit price;<sup>1</sup>
- (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 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;<sup>1</sup>
- (b) the unit price;<sup>1</sup>
- (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*<sup>1</sup>**  
**[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.



