

## NCWM Board of Directors 2022 Interim Meeting Agenda

Mr. Ivan Hankins, NCWM Chairman  
Iowa

The Board of Directors (hereinafter referred to as the "Board") will address the following 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 three letters of an item's reference key are assigned from the Subject Series List. The next 2 digits represent the year the item was introduced. 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 the 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 may decide to accept items for discussion that are not listed in this document, providing they meet the criteria for exceptions as presented in *NCWM Policy 3.1.4. Handbooks, Procedures to Modify Handbooks*. 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. Suggested revisions are shown in **bold face print** by ~~striking-out~~ information to be deleted and underlining information to be added. Requirements that are proposed to be nonretroactive are printed in *bold faced italics*. Additional letters, presentations and data may have been part of the committee's consideration. Please refer to [www.ncwm.com/publication-15](http://www.ncwm.com/publication-15) to review these documents.

All sessions are open to registered attendees of the conference. If the Board must discuss any issue that involves proprietary information or other confidential material; that portion of the session dealing with the special issue may be closed if (1) NCWM Chairman or, in their 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 table. 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 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**

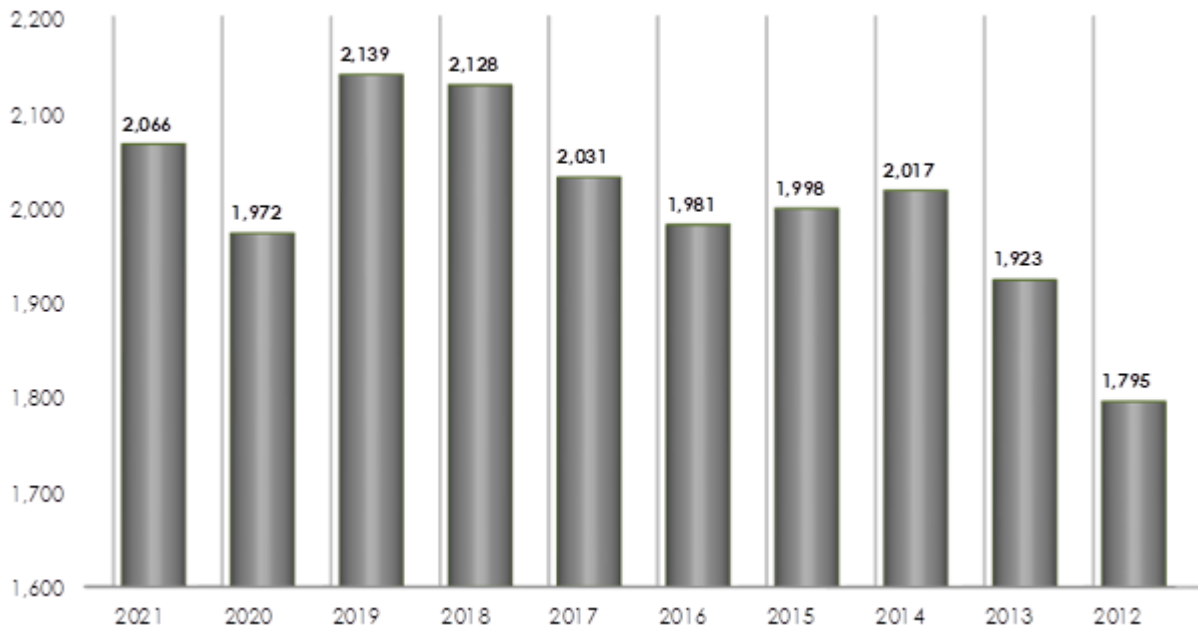
3 The chart and graph below show NCWM membership levels as of October 1 of recent years by membership categories.  
 4 October 1 is the lowest level of membership for every fiscal year because it is the day that any memberships that were  
 5 not renewed become lapsed. Significant growth is realized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

**Annual Membership Totals**

<b>Year Type</b>	<b>Oct. 2021</b>	<b>Oct. 2020</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>
Associate	608	607	636	643	658	668	670	698	665
Foreign Associate	91	77	79	70	68	66	58	58	45
<b>Total Associate</b>	<b>699</b>	<b>684</b>	<b>715</b>	<b>713</b>	<b>726</b>	<b>734</b>	<b>728</b>	<b>756</b>	<b>710</b>
State Government	698	614	744	739	615	552	575	580	542
Local Government	389	397	406	412	429	447	444	441	435
<b>Total Active</b>	<b>1087</b>	<b>1011</b>	<b>1150</b>	<b>1151</b>	<b>1044</b>	<b>999</b>	<b>1019</b>	<b>1021</b>	<b>977</b>
NIST	15	16	17	15	15	13	15	1	15
Other Federal Government	7	7	8	10	10	7	10	12	7
Foreign Government	13	13	14	14	13	12	13	14	12
Retired	245	241	235	225	223	216	213	213	202
<b>Total Advisory</b>	<b>280</b>	<b>277</b>	<b>274</b>	<b>264</b>	<b>261</b>	<b>248</b>	<b>251</b>	<b>240</b>	<b>236</b>
<b>Grand Total</b>	<b>2066</b>	<b>1972</b>	<b>2139</b>	<b>2128</b>	<b>2031</b>	<b>1981</b>	<b>1998</b>	<b>2017</b>	<b>1923</b>

1

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



2

3 **ACT-2 I Meetings**

4 The 2022 NCWM Interim Meeting will be held January 9-12, 2022, at the Westin Tampa Waterside, Tampa, Florida.  
5 This newly renovated hotel is edges the shimmering waterfront near celebrated downtown attractions. It is within  
6 steps of the Tampa Convention Center near the Florida Aquarium, Sparkman Wharf, Amalie, restaurants and  
7 entertainment.

8 In July 2022, NCWM will hold the Annual Meeting at the Hotel Murano in Tacoma, Washington. For more  
9 information about this meeting, contact Ms. Elisa Stritt, NCWM Meeting Planner, at (402) 434-4872 or  
10 [elisa.stritt@ncwm.com](mailto:elisa.stritt@ncwm.com).

11 **Interim Meetings:**

- 12 • January 9-12, 2022 Westin Tampa Waterside, Tampa, Florida
- 13 • January 8-11, 2023 Hyatt Regency Hotel, Savannah, Georgia
- 14 • January 7-10, 2024 Royal Sonesta Hotel, New Orleans, Louisiana

15 **Annual Meetings:**

- 16 • July 10-14, 2022 107<sup>th</sup> Annual Meeting: Hotel Murano, Tacoma, Washington
- 17 • July 30-August 3, 2023 108<sup>th</sup> Annual Meeting: Marriott Norfolk Waterside, Norfolk, Virginia
- 18 • July 2024 Central Region Location TBD

19 NCWM strives to plan meetings in locations that have reasonably priced airline service and are within government  
20 per diem rates. The Board also evaluates locations and bids from hotels based on their ability to offer comfortable  
21 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) provided a report during Open Hearings of the 2021 NCWM Annual Meeting. See  
3   Appendix A for a copy of the full report. The Board of Directors expresses appreciation to Dr. Ehrlich for his report  
4   and the important efforts of the NIST, Office of Weights and Measures around the world.

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

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

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

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

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

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

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

37   At the 2021 Annual Meeting, Mr. Chris Guay, CGGT Resources, gave an update on AMC activities. He asked  
38   membership to consider requesting funding assistance for special projects, especially funding for training activities.

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

1 The AMC met during the 2021 Annual Meeting. All Interim and Annual Meeting attendees, especially NCWM  
2 Associate members, are encouraged to attend AMC Meetings. (*See Appendix B for the AMC Meeting Draft Minutes*  
3 *from July 2021.*)

#### 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 after  
9 completing 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. NCWM vets any such proposals 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 five 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 and LP Gas Meter  
24 inspections. Mr. Stephen Benjamin (NC) reported that the next video will be about grain analyzer inspections. Mr.  
25 Benjamin expects the next video to highlight laboratory metrology.

26 The Cannabis Task Group also reports to the Board of Directors. This group is addressing Scale Suitability, Method  
27 of Sale, Packaging, and Labeling, Water Activity in Packaged Products, and Inspector Safety. Mr. James Cassidy  
28 (MA) reported that the Task Group is developing Form 15 proposals to amend NCWM standards in the NIST  
29 Handbooks. This is based on assurance from Dr. Olson (NIST OWM) that NIST will be able to publish the standards.

30 Chairman Mr. Hal Prince (FL) appointed a new Bylaws Review Task Group in August 2020 to also report to the  
31 Board of Directors. Mr. Craig VanBuren (MI) is Chair of this group. The group made recommendations to amend  
32 NCWM Bylaws allow NCWM to conduct virtual voting in the future under certain emergency circumstances. See  
33 Board of Directors Item SPB-21.4 for details.

34 Immediate Past Chairman, Mr. Craig VanBuren (MI) requested anyone with interest in being the Safety Subcommittee  
35 Chair to reach out to him or PDC Chair Mr. Marc Paquette (VT).

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

##### 37 **Promotional Tool Kit Task Group**

##### 38 **Chair**

39 Mr. Stephen Benjamin  
40 North Carolina Department of Agriculture  
41 919-707-3225, [steve.benjamin@ncagr.gov](mailto:steve.benjamin@ncagr.gov)



1 Reporting to the Professional Development Committee:

2 **Safety Subcommittee**

3 **Chair**

4 Mr. John Bell

5 Missouri Department of Agriculture

6 573-751-8599, [johnny.bell@mda.mo.gov](mailto:johnny.bell@mda.mo.gov)

7 **Skimmer Education Task Group**

**Co-Chair**

Ms. Paige Anderson

National Association of Convenience Stores (NACS)

703-518-4221, [panderson@convenience.org](mailto:panderson@convenience.org)

**Co-Chair**

Mr. John McGuire

New Jersey Weights and Measures

501-570-1159, [m McGuire@dca.njoag.gov](mailto:m McGuire@dca.njoag.gov)

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

9 2021 Meetings

10 **WWMA Annual Meeting**

11 September 26-30, 2021

12 Golden, CO

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

14 **NEWMA Interim Meeting**

15 October 5-7, 2021

16 Virtual Meeting

17 Contact: Mr. James Cassidy, [james.cassidy@mass.gov](mailto:james.cassidy@mass.gov)

18 **SWMA Annual Meeting**

19 October 10-13, 2021

20 New Orleans, LA

21 Contact: Dr. Bobby Fletcher, [bfletcher@ldaf.state.la.us](mailto:bfletcher@ldaf.state.la.us)

22 **CWMA Interim Meeting**

23 October 18-21, 2021

24 Wisconsin Dells, WI

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

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

27 **SPB-1 I Strategic Planning**

28 The Board of Directors engaged in strategic planning with the assistance of LBL Strategies, a professional consulting  
29 firm. The process began with an environmental scan of a sampling of membership to help guide the direction of the  
30 plan. The final planning session with LBL strategies was held in November 2019 and their services to NCWM are  
31 concluded.

32 The Board of Directors met with Dr. James Kushmerick, Director of the NIST Physical Measurement Laboratories,  
33 Dr. Olson, NIST OWM Chief and members of the OWM staff on January 24, 2020, prior to the 2020 Interim Meeting.  
34 A second meeting was held with NIST OWM on March 9-10, 2020. Following the March meeting, the Board of  
35 Directors shifted primary focus to keeping NCWM moving forward with operations and its mission during the  
36 pandemic. NCWM and NIST will continue to communicate and will resume work on the planning process when it is  
37 possible to meet in person again.



1 2021 NCWM Interim Meeting: Members reiterated their desire to be informed as the planning process continues.

2 2021 NCWM Annual Meeting: Mr. Prince, NCWM Chair, reported that the Board has put strategic planning on hold  
3 during the pandemic and will resume the process when the Board of Directors and NIST OWM can meet in person.  
4 The Board looks forward to this opportunity to work together with NIST OWM when the work resumes.

5  
6 Attendees expressed appreciation for the engagement and collaboration between the Board and NIST OWM as we  
7 move forward.

8 **SPB-5 I Bylaws, Article IX – Committees**

9 **Source:**

10 NCWM Board of Directors (2020)

11 **Purpose:**

12 Streamline the standards development process by elevating the Fuels and Lubricants Subcommittee into a standing  
13 committee.

14 **Item Under Consideration:**

15 Amend the NCWM Bylaws as follows:

16 **Article IX - Committees**

17 ...

18 **Section 5 - Standing Committees**

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

22 Committee on Specifications and Tolerances;

23 Committee on Laws and Regulations, and

24 **Committee on Fuels and Lubricants**

25 **34.** Committee on Professional Development

26 **Membership**

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

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

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

39 ...

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

2           **A. Laws and Regulations Committee**

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

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

5                     the development and interpretation of uniform laws and regulations;

6                     the study and analysis of bills for legislative enactment;

7                     the establishment and maintenance of published guidelines and other effective means of  
8                     encouraging uniformity of interpretation and application of weights and measures laws and  
9                     regulations; and

10                    liaison with Federal agencies, State agencies, and other groups or organizations on issues within the  
11                    purview of the Committee. This role entails explaining, advocating, and coordinating Corporation  
12                    positions, recommendations, and needs before Federal Government agencies, consumer groups, the  
13                    associate NCWM membership, domestic and international standards organizations, industry, trade  
14                    associations, and others. The goals are to provide and solicit information, develop a spirit of  
15                    cooperation, and promote uniformity with the activities and standards of the NCWM.

16           **B. Specifications and Tolerances Committee**

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

18           Its scope embraces all matters dealing with:

19                     specifications, tolerances, and technical requirements of any kind relating to scales, weights,  
20                     measures, and weighing and measuring devices and accessories, including interpretation of such  
21                     material whenever necessary,

22                     standards and testing equipment for weights and measures officials,

23                     procedures for testing commercial equipment, and

24                     liaison with Federal agencies, State agencies, and other groups or organizations on issues within  
25                     the purview of the Committee. This role entails explaining, advocating, and coordinating  
26                     Corporation positions, recommendations, and needs before Federal Government agencies,  
27                     consumer groups, the associate NCWM membership, domestic and international standards  
28                     organizations, industry, trade associations, and others. The goals are to provide and solicit  
29                     information, develop a spirit of cooperation, and promote uniformity with the activities and  
30                     standards of the NCWM.

31           **C. Fuels and Lubricants Committee**

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

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

34                     **standard specifications for fuels and lubricants,**

35                     **methods of sale for fuels and lubricants,**

36                     **labeling, documentation and terms in the sale of fuels and lubricants,**

37                     **standards for handling and storing fuels and lubricants, and**

38                     **liaison with Federal agencies, State agencies, and other groups or organizations on issues**  
39                     **within the purview of the Committee. This role entails explaining, advocating, and**  
40                     **coordinating Corporation positions, recommendations, and needs before Federal**  
41                     **Government agencies, consumer groups, the associate NCWM membership, domestic and**  
42                     **international standards organizations, industry, trade associations, and others. The goals are**  
43                     **to provide and solicit information, develop a spirit of cooperation, and promote uniformity**  
44                     **with the activities and standards of the NCWM.**

1           **ED.** Professional Development Committee

2           The mission of the Committee is:

3           To provide leadership to develop and implement uniform, quality weights and measures services in the  
4           areas of:

- 5           1. effective program management,  
6           education, and  
7           public relations.

8           ...

9           (Re-letter remaining paragraphs.)

10          **Background/Discussion:**

11          The purpose of the Fuels and Lubricants Subcommittee (FALS) is to provide expertise and support to the Laws and  
12          Regulations (L&R) Committee. The L&R Committee assigns agenda items to FALS for development. FALS then  
13          develops recommendations which they submit back to the L&R Committee for consideration by the general  
14          membership.

15          FALS has grown in terms of membership and challenging issues. The Board believes it is time to consider a more  
16          streamlined approach to standards development using the proven standing committee approach. All would still  
17          participate in the process through open hearings while allowing the smaller standing committee to develop the  
18          recommendations for consideration by the membership. Members outside of the standing committee would qualify  
19          for appointments to task groups to address specific items where the standing committee requests assistance.

20          An additional benefit would be reduced workload for the hard-working L&R Committee.

21          2020 NCWM Interim Meeting: FALS Chair Mr. Bill Striejewski (NV) and various FALS members expressed a desire  
22          to maintain the current structure of the subcommittee reporting to the L&R Committee. Members fear they may lose  
23          their voice in the process with the dissolution of FALS. They do, however, recognize a need to restructure how the  
24          subcommittee conducts business. FALS members also value the Sunday sessions at Interim and Annual Meetings,  
25          where they all come together to discuss items.

26          FALS members and some others of NCWM membership have expressed desire to maintain the subcommittee as a  
27          means of making the standards development more inclusive. FALS has worked over the course of the year since the  
28          January 2020 Interim Meeting to address issues raised with how FALS operates. FALS Chair, Mr. Striejewski  
29          reported significant progress with a draft plan of operations which they will present to the Board upon completion.  
30          The Board will review the report when it is submitted and share it with the L&R Committee for consideration.

31          The Board will retain the proposal as an Informational item to allow FALS time to consider how they might improve  
32          their structure and process.

33          2021 NCWM Interim Meeting: FALS Chair, Mr. Bill Striejewski (NV) reviewed the history of the Subcommittee  
34          and noted its "considerable growth without guardrails." FALS members prefer to keep the Subcommittee structure  
35          and have held numerous meetings over the past year to address issues that led to the proposal to replace it with a Fuels  
36          and Lubricants Standing Committee.

37          Mr. Striejewski formed a Focus Group, Chaired by Mr. Randy Jennings (TN). The goal is twofold: to assuage  
38          concerns both within and without FALS that the lack of structure is hampering effective work, and to give the Board  
39          the confidence to maintain the status of FALS as a subcommittee. The Focus Group has created an outline containing  
40          the following sections:

- 41           • Objective
- 42           • FALS Scope (purpose and duties)
- 43           • FALS Officers
- 44           • FALS Membership (including classification)

- 1 • Meetings
- 2 • Items – Changing Existing, or Proposing New Items
- 3 • Development of New Items by FALS
- 4 • Focus Groups
- 5 • Voting (within FALS)

6 2021 NCWM Annual Meeting: All comments were in support of retaining the Subcommittee structure and efforts by  
7 the Subcommittee to improve efficiencies. FALS has submitted a draft document to the Board for review and  
8 feedback. The Laws and Regulations Committee which oversees FALS will also review the document and provide  
9 feedback to the Board of Directors.

10  
11 The Board will review bylaws and policies to see if there are opportunities to better define structure, process, and  
12 procedures for all subcommittees

### 13 **SPB-21.2 A Bylaws, Article IX – Committees**

14 **Source:**  
15 California Division of Measurement Standards

16 **Purpose:**  
17 Clarity and consistency in Article IX of the NCWM Bylaws.

18 **Item Under Consideration:**  
19 Amend NCWM Bylaws as follows:

## 20 **Article IX - Committees**

21 ...

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

23 ...

#### 24 **H. NTEP Committee**

25 The NTEP Committee annually reports on its activities and makes recommendations to the Board of  
26 Directors. Its scope embraces all matters dealing with:

- 27 1. NTEP process (application, evaluation, certification, maintenance of certificate)
- 28 2. Participating Laboratories and Evaluators
- 29 3. NTEP sectors/workgroups
- 30 4. VCAP
- 31 5. International recognition (OIML, Measurement Canada)

32 **Previous Action:**  
33 (e.g.) N/A

34 **Original Justification:**  
35 This proposal is to make consistent the formatting and reporting requirements in Article IX.

36 Article IX, Sections 1 – 4 includes all committees [standing (L&R, S&T, PDC), nominating, finance, credentials,  
37 AMC, and NTEP]. In Section 5, all committees have reporting requirements except the NTEP Committee.

38 The submitter requested that this item be given Voting status in 2021.

1 **Arguments in Favor:**

2 **Regulatory:**

- 3 • This would make the bylaws more consistent. It looked like there was an omission of the NTEP
- 4 Committee so the this would create consistency in formatting.

5 **Industry:**

- 6 • None

7 **Advisory:**

- 8 • None

9 **Arguments Against:**

10 **Regulatory:**

- 11 • None

12 **Industry:**

- 13 • None

14 **Advisory:**

- 15 • None

16 **Item Development:**

17 The Board of Directors sees merit in the proposal and has assigned it to the Bylaw Review Task Group for further  
18 development.

19 **SPB-21.3 D Bylaws, Article X – Voting System**

20 **Source:**

21 California Division of Measurement Standards

22 **Purpose:**

23 Clarity of terminology in NCWM Bylaws.

24 **Item Under Consideration:**

25 Amend NCWM Bylaws as follows:

26 **Article X - Voting System**

27 ...

28 **Section 9A – Voting – Technical Issues**

29 Only members of the House of Delegates and the House of State Representatives will vote on the technical  
30 issues questions before the Corporation. **Technical issues include, but are not limited to, those relating to**  
31 **agenda items and reports of the standing and NTEP committees, ad hoc committees, subcommittees,**  
32 **task forces, and study groups.** At the conclusion of debate (if authorized) on a motion, there shall be a call  
33 for the vote by voice vote, a show of hands, standing, or electronic count. The requirements for minimum  
34 votes in a house are found in Article X, Section 4.

35 ...

1           **Section 9B – Voting – Business Issues**

2           All members of the Corporation, including Associate Members, will vote on all business issues before the  
3           Corporation. **Business issues include, but are not limited to, the administrative functions of the**  
4           **Corporation such as those relating to the nominations, finance, and credentials committees, and on**  
5           **proposed operational alterations such as shifts of corporate aims and goals or fundamental structural**  
6           **changes.** At the conclusion of debate (if authorized) on a motion, there shall be a call for the vote by voice  
7           vote. In the event that a voice vote is too close to be determined in the opinion of the Chairman, there shall  
8           be a show of hands, standing vote, or machine (electronic) vote count. There is no minimum voting  
9           requirement for any house for business issues.

10          **Previous Action:**  
11          (e.g.)    N/A

12          **Original Justification:**  
13          In Article X – Voting System, a distinction is made between business issues and technical issues. The second  
14          paragraph of Article X, states, "**The NCWM Board of Directors shall determine whether an issue is technical or**  
15          **business in accordance with the policies and procedures of the Corporation.**" There does not appear to be an  
16          NCWM policy as described in Article X that plainly states which issues are technical or business, or the process used  
17          by the Board of Directors its determination.

18          If implemented, the sweeping changes proposed in the 2019 NCWM Strategic Plan would financially impact all  
19          categories of NCWM members. In the July 11, 2019 NCWM letter to Dr. Douglas Olson (NIST OWM) Item #6  
20          would force numerous state weights and measures jurisdictions to undertake lengthy and expensive changes to laws,  
21          regulations, policies, administrative manuals, and public-facing materials, e.g., web content, applications, FAQs, etc.  
22          During this time there could also be an interruption of regulatory oversight which would lead to increased consumer  
23          fraud, an uneven playing field for businesses, and spike in unfair business practices. NCWM members entrust their  
24          Board of Directors to make the right decisions, but there need to be checks and balances to ensure the Board of  
25          Directors does not govern as an oligarchy.

26          If the NCWM Board of Directors does not want to define the terms business issue and technical issue in its bylaws, a  
27          new policy should be created and placed in either Section 1. Administration or Section 2. Meetings. This new policy  
28          should state how the NCWM Board of Directors determines whether an issue is business or technical in nature,  
29          including a complex issue that may have components of both.

30          The submitter requested that this item be given Voting status in 2021.

31          **Arguments in Favor:**

- 32                  **Regulatory:**
- 33                  • The proposal should define Technical Items as related to the handbooks and define all other issues as
  - 34                  Business Items.
  - 35                  • If NCWM copyrights its standards, it could have a negative effect on states that reference NIST
  - 36                  Handbooks. This proposal was brought forward to make that decision a Business Item for a vote of the
  - 37                  General Membership. If the distribution of the handbooks is too controlled, it could be a huge
  - 38                  financial consequence to membership.
  - 39                  • Opening the state law to reference NCWM Handbooks is a dangerous endeavor.

40                  **Industry:**

- 41                  • None

42                  **Advisory:**

- 43                  • Section 9A only applies to technical items before the corporation. They are only before the
- 44                  corporation if presented by a standing committee.

1 **Arguments Against:**

2 **Regulatory:**

- 3 • It is unclear whether the voting system would apply only to the voting session of the NCWM Annual
- 4 Meetings or would extend to the Committees and subgroups as well.
- 5 • If the definition of Business Items is too broad, it could hamper the Board from making any decisions
- 6 without bringing them before the membership. It could create gridlock.

7 **Industry:**

- 8 • None

9 **Advisory:**

- 10 • None

11 **Item Development:**

12 This item has been assigned to the submitter for further development. For more information or to provide comment,  
13 please contact:

14 Ms. Kristin Macey  
 15 California Division of Measurement Standards  
 16 916-229-3000, [kristin.macey@cdfa.ca.gov](mailto:kristin.macey@cdfa.ca.gov)

17 The Board of Directors had a lengthy discussion regarding this item. The Board is uncertain that the proposed  
 18 definitions add clarity and is consequently returning the item to the submitter for further development. Specifically:  
 19 1) the added sentences define technical and business items, but the phrase "not limited to" is ambiguous and would  
 20 likely cause confusion and at the very least leaves room for arbitrary interpretation. 2) The Board of Directors believes  
 21 these changes would have unintended negative consequences including the role of the Board of Directors versus the  
 22 role of the member body.

23 The Board believes the purpose of the bylaws is to define the process for voting on technical versus business items.  
 24 Policy may be a better avenue to guide the Board in its decision-making process. The effort is to define what items  
 25 should fall within the decision process of the Board and what items should be decided by the membership of the  
 26 association.

27 **SPB-22.1 Bylaw Article X – Voting System, Section 6 – Committee Reports**

28 **Source:**

29 Policy and Bylaw Review Task Group

30 **Purpose:**

31 Improve clarity on the requirements and procedures for approving committee reports.

32 **Item Under Consideration:**

33 **Article X - Voting System**

34 ...

35 **Section 6 - Committee Reports**

36 Alternatives that may be used in voting on the reports:

- 37 A. vote on the entire report **at once**,

- 1           B. **vote on the report by separate and distinct parts which can be done by a:**  
2           1. vote on grouped items or sections, **and/or**  
3           2. ~~C.~~ vote on individual items; according to  
4           **a.** ~~1.~~ committee discretion, ~~or~~  
5           **b.** ~~2.~~ on request by a registered attendee~~.,~~ **or**  
6           3. **vote on any remaining item(s) in the report which were not voted on as individual items, grouped**  
7           **items or sections.**

8           **Once a vote on an individual item, grouped item(s) or section(s) is completed that result will stand unless**  
9           **there is a successful action to reconsider a specific vote per Roberts Rules.**

10          **Previous Action:**  
11          N/A

12          **Original Justification:**  
13          There have been questions about the approval process for committee reports. Some felt a failure to approve the overall  
14          report would negate earlier votes on items or sections. Some may be concerned that this is a significant change to the  
15          operating procedures for the conference.

16          **Comments in Favor:**

17                  **Regulatory:**  
18                  •

19                  **Industry:**  
20                  •

21                  **Advisory:**  
22                  •

23          **Comments Against:**

24                  **Regulatory:**  
25                  •

26                  **Industry:**  
27                  •

28                  **Advisory:**  
29                  •

30          **Neutral Comments:**

31                  **Regulatory:**  
32                  •

33                  **Industry:**  
34                  •

35                  **Advisory:**



1 •

2 **Item Development:**  
3 N/A

4 **SPB-22.2 Bylaw Article IX – Committees. Section 5 - part A. Nominating Committee**

5 **Source:**  
6 Board of Directors

7 **Purpose:**  
8 Clarify that Associate members may serve on the NCWM Nominating Committee.

9 **Item Under Consideration:**

10 **Article IX - Committees**

11 **Section 5 - Special Purpose Committees**

12 The Special Purpose Committees consist of the following:

13 **A. Nominating Committee**

14 The Nominating Committee (referenced in Article VI, Section 3) shall be appointed annually by the Chairman  
15 and shall consist of the most recent active Past Chairman of the Corporation as Committee Chairman and six  
16 ~~active~~NCWM members, to include at least one member representing each of the four regions. The nominating  
17 committee shall make recommendations to the Corporation for nominations for the Board of Directors. The  
18 nominating committee shall give due weight and consideration to the recommendation of the Associate  
19 Membership Committee regarding the Associate Director nomination.

20 **Previous Action:**  
21 N/A

22 **Original Justification:**  
23 When the Bylaws refer to "Active" (upper-case "A"), it refers to "individuals in the employ of States, Commonwealths,  
24 Territories, or Possessions of the United States, their political subdivisions, the Navajo Nation, and the District of  
25 Columbia who are actively engaged in the enforcement of weights and measures laws and regulations."

26 When the bylaws use "active" (lower-case "a") it refers to all members in good standing. In defining eligibility to  
27 serve on the Nominating Committee, this amendment would clarify that eligibility is not limited to the "Active" class  
28 of membership. There were occasions in the past where Associate members served on the Committee.

29 **Comments in Favor:**

30 **Regulatory:**  
31 •

32 **Industry:**  
33 •

34 **Advisory:**  
35 •

36 **Comments Against:**

1           **Regulatory:**

- 2           •

3           **Industry:**

- 4           •

5           **Advisory:**

- 6           •

7   **Neutral Comments:**

8           **Regulatory:**

- 9           •

10          **Industry:**

- 11          •

12          **Advisory:**

- 13          •

14   **Item Development:**

15   N/A

16   **FIN – FINANCIAL**

17   **FIN-1           I    Treasurer's Report**

18   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  
19   revenues and realistic on anticipated expenses. The Board of Directors continues to monitor its ability to fully  
20   implement contingency plans based on potential costs compared to reserve funds.

21   The September 30, 2021 balance sheet below provides a comparison with the same time the previous year. Assets are  
22   inflated by the Associate Membership Fund. These funds are accumulated through the additional \$15 dues paid by  
23   associated members and are spent at the discretion of the Associate Membership Committee in accordance with the  
24   Committee Bylaws.

25   Also, the annual audit was conducted by Dana F. Cole & Company as an outside entity, and this provides another  
26   layer of accountability. No concerns arose from this annual audit. Overall, the NCWM's finances are in good order.

<b>ASSETS</b>	<u>September 30, 2021</u>	<u>September 30, 2020</u>
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	50,805.27	38,478.85
Certificates of Deposit	864,507.28	1,235,022.32
Money Market Fund	1,002.61	130,098.77
Checking	24,788.19	26,889.47
Savings	730,899.54	124,904.38
Total Checking/Savings	<u>1,672,002.89</u>	<u>1,555,393.79</u>
Accounts Receivable	16,419.53	3,567.83
Other Current Assets	275,948.95	341,378.39
Other Assets	20,043.95	19,762.66
<b>TOTAL ASSETS</b>	<u><b>1,984,415.32</b></u>	<u><b>1,920,102.67</b></u>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities	<u>180,677.56</u>	<u>172,555.54</u>
Total Liabilities	180,677.56	172,555.54
Equity		
Designated - Associate Membership	50,805.27	38,469.15
Unrestricted Net Assets	1,626,017.78	1,598,931.15
Net Income	<u>126,914.71</u>	<u>110,146.83</u>
Total Equity	<u>1,803,737.76</u>	<u>1,747,547.13</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,984,415.32</b></u>	<u><b>1,920,102.67</b></u>

---

Mr. Ivan Hankins, Iowa | NCWM Chairman  
 Mr. Mahesh Albuquerque, Colorado | NCWM Chairman-Elect  
 Mr. Hal Prince, Florida | NTEP Committee Chair  
 Mr. Craig VanBuren, Michigan | Treasurer  
 Mr. Loren Minnich, Kansas | Active Membership - Central  
 Mr. Marc Paquette, Vermont | Active Membership - Northeastern  
 Mr. Gene Robertson, Mississippi | Active Membership - Southern  
 Ms. Cadence Matijevich, Nevada | Active Membership - Western  
 Dr. Matt Curran, Florida | At-Large  
 Ms. Rebecca Richardson, MARC-IV Consulting | At-Large  
 Mr. Chris Guay, CGGT | AMC Representative

Mr. Don Onwiler, NCWM | Executive Director  
 Dr. Katrice Lippa, NIST, OWM | Executive Secretary  
 Mr. Darrell Flocken, NCWM | NTEP Administrator  
 Ms. Erica Garnier,-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>2</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 (Canada)**

OIML D 11 *General requirements for measuring instruments - Environmental conditions* is a very important document in the OIML system and is used by all 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. Canada just accepted responsibility for this Secretariat from the Netherlands, and it is expected that a new revision cycle of D 11 will be initiated soon. 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 OIML International Recommendations. The current version of D 31 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 D 31 were not fully resolved, a project is now underway to “immediately revise” the document. 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 current publication of OIML Recommendation R 87 “*Quantity of Product in Prepackages*” (equivalent to NIST Handbook 133 “Checking the Net Contents of Packaged Goods”) includes a comprehensive overhaul of the statistical requirements and sampling plans. This Subcommittee is currently working on a project “R87 Prepackage Template”. TC 6 is also responsible for OIML R 79 *Labeling Requirements for Prepackaged Products*. For more information or to participate in the activities of this committee, please contact Dr. Charles Ehrlich (301) 975-4834 or [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov).

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

There has been significant interest in maximizing harmonization between OIML R129 “Multi-dimensional Measuring Instruments” and the US requirements for these instruments. OIML R129 received final CIML approval in November 2020 and was published in December 2020. 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 this document.

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

Revised documents D 35 *Petroleum Measurement Tables* (previously R 63) and D 36 *Pipe Provers for Testing of Measuring Systems for Liquids* (previously R119) both passed their Preliminary Online Ballot in July 2020, received final CIML approval in November 2020, and were published in December 2020. 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.

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

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 soon. The Subcommittee has discussed the importance of revising OIML R 125 *Measuring Systems for the Mass of Liquids in Tanks*, and a 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)**

OIML R 117 *Dynamic Measuring Systems for Liquids Other Than Water* was published in April 2020. The 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). If you would like a copy of R117 or if you have any questions about 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 soon. 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)**

OIML R 137 *Gas Meters* has been published. Extensive United States comments on multiple drafts of R137 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.

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 Recommendation has been published. 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 any of these efforts or if you would like to obtain a copy of any of these gas measurement documents.

### **TC 9 Instruments for Measuring Mass (United States)**

OIML R 60 *Metrological Regulation for Load Cells* was published in Nov 2021, after the completion of a minor revision (called an “update”) of R60. This update included the removal of a requirement to include the OIML Certificate Number on each device. For additional information on TC 9 activities, please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@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 the R 76 Recommendation, the project group has been requested to provide guidance on how to best approach the verification and inspection of measuring instruments in this category. 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 are developing proposals for adding up-to-date software requirements and for considering the inclusion of new test procedures for modules. A first Committee Draft (ICD) of the R 76 revision is under development. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) if you are interested in the effort to revise this document.

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

After a few years of development, OIML R 150 *Continuous totalizing automatic weighing instruments of the arched chute type* received final CIML approval in November 2020 and was published in April 2021. This type of measuring instrument measures the centripetal force on an arched chute. To receive copies of this new document, please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov)

The CIML has approved new projects to revise OIML R 51 *Automatic catch-weighing instruments* and R134 *Automatic instruments for weighing road vehicles in motion and measuring axle loads*. Both of these Recommendations were last approved/published in 2006, and both of the revision projects are currently in the Working Draft stage. Subcommittee meetings to discuss both of these projects were held (virtually) in May 2021. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) if you are interested in the projects to revise either R51 or R134.

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

OIML R 46 *Active Electrical Energy Meters* is undergoing a significant revision. The United States provided comments on the fourth working draft (4WD) of the R46 revision in April 2021. The Project Group has established some Subgroups to work on specific issues related to the revision and the continuing development of R46: (1) Fundamental vs. Harmonic power and Reactive Energy; (2) Smart Street Lighting; and (3) Remote Displays and Meters with Modular Components. The R46 Project Group held a series of (virtual) meetings in 2021. In Oct 2021, the CIML approved a new (separate) project under TC 12 that will develop a new Guide and a new Recommendation for *Electric vehicle charging stations*; the Netherlands will be the Convener for this new project. Please contact Dr. Katya Delak at (301) 975-2520 or [katya.delak@nist.gov](mailto:katya.delak@nist.gov) if you have questions about these projects or would like to participate.

### **OIML CERTIFICATION SYSTEM (OIML-CS)**

OIML has operated a Certificate System for OIML Type Evaluation of Measuring Instruments since 1991. Because of difficulties encountered by the International Bureau of Legal Metrology (BIML) in adequately obtaining and summarizing peer review and/or accreditation data from test laboratories, and also to promote better awareness of the certificate system, an effort to develop a significantly improved and more robust OIML Certification System (OIML-

CS) was started in 2015. After three years of development, implementation of the new OIML-CS began in January 2018. Thirty-seven (37) instrument categories are covered under the OIML-CS; see the OIML website [www.oiml.org/en/oiml-cs/categories](http://www.oiml.org/en/oiml-cs/categories) for the complete list.

The CIML appointed Mr. Mannie Panesar (UK) as the new OIML-CS MC Chairperson for a term of three years that started in January 2021. Dr. Charles Ehrlich (NIST and the U.S. CIML Member) serves on the Management Committee of the OIML-CS. Mr. Darrell Flocken (NCM/NTEP) serves on the Review Committee, which is now part of the Management Committee.

Details and specifics about the OIML Certificate System are available on the OIML website. 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 56<sup>TH</sup> CIML MEETING IN OCTOBER 2021 (HELD ONLINE)

The 56th meeting of the International Committee of Legal Metrology (CIML) was held on 18, 19 and 22 October 2021 as an online meeting due to the COVID-19 pandemic. There were over 160 global participants, from OIML Member States, OIML Corresponding Members, and organizations-in-liaison. The OIML currently has 62 Member States and 63 Corresponding Members, and efforts are ongoing to encourage additional economies to join the Organization.

The CIML President, Dr Roman Schwartz (from PTB in Germany), reported on the major activities that had taken place during the year including the preparation of the budget for the next financial period and closer cooperation with other international organizations. He also presented one of his visions for the future of the OIML, together with the BIPM, to jointly support the worldwide digital transformation process with regard to key metrological processes.

The BIML Director, Mr Anthony Donnellan, reported on the various activities and achievements of the BIML and its staff, particularly the continued efforts to improve the effectiveness of OIML technical work and activities in the Countries and Economies with Emerging Metrology Systems (CEEMS), the OIML Certification System (OIML-CS), World Metrology Day in close cooperation with the BIPM, and work with other liaison organizations. He said that the BIML had introduced initiatives to minimize the impact of the pandemic and to ensure business continuity, and he outlined the budget planning process for the next financial period.

A new online voting system was implemented in 2021 that enabled the CIML and the Conference to approve Resolutions at the end of each meeting session.

The previous-year accounts for 2020 were presented and were then approved by the CIML. Mr Donnellan reported that he believes that the OIML continues to be in a strong financial position. The proposed budget for the period 2022–2025 was examined and approved by the CIML and submitted to the 16th Conference, which also endorsed the future-focused budget.

The Chairperson of the Regional Legal Metrology Organization Round Table, Dr. Charles Ehrlich (U.S. and also the CIML 1st VP), provided an update on the activities of the RLMO RT including an online meeting of the RLMO-RT that was held on 30 Sept 2021. ‘Smart meters’ was a focus of that meeting, along with digitalization in legal metrology. Discussions were also held concerning how both the RLMOs and their individual member countries were coping and operating during the coronavirus pandemic. It was noted that significant progress has been made to improve the functioning and the effectiveness of the RLMO RT in 2020 and 2021. The RLMO Round Table plans in the future to continue to improve the collaboration between the RLMOs – this will include the sharing of training materials and e-learning modules.

The BIML reported on its activities with other organizations-in-liaison (including the BIPM, CECIP, COOMET, EURAMET, IAF, ICUMSA, IEC, SIM and UNIDO). These organizations submitted written reports on their activities.

The BIML gave a report on the progress of the technical work of the OIML and presented lists of high-priority projects and publications; these list were then approved by the CIML.

The following publications were approved by the CIML:

- Revision of R 126 *Evidential breath analysers*; and
- Update of R 60 *Metrological regulation for load cells*.

The following new projects were approved by the CIML:

- New Recommendation *Contact clinical thermometers*;
- New Recommendation *Non-contact clinical thermometers*;
- New Recommendation *Requirements for the evaluation of NIBP simulators used for the testing of automated non-invasive sphygmomanometers*;
- New Guide and Recommendation *Electric vehicle charging stations*;
- New Guide *Guidelines for the evaluation of automated sphygmomanometers using oscillometric signal generators able to generate real-life oscillometric signals*;
- Revision of OIML R 49:2013 *Water meters for cold potable water and hot water*;
- Revision of OIML R 148:2020 *Non-invasive non-automated sphygmomanometers*;
- Revision of OIML R 149:2020 *Non-invasive automated sphygmomanometers*;
- Revision of OIML B 12:2004 *Policy paper on liaisons between the OIML and other bodies*; and
- Update of OIML V 1:2013 *International vocabulary of terms in legal metrology (VIML)*.

The CIML President spoke about communications with OIML stakeholders. He notably mentioned the OIML Bulletin and the ongoing need for more contributions from Members in the form of articles. The concept of “Mentors” to manage specific topics or themes, launched in 2020, has been very successful. The July 2021 Bulletin featured the topic “Digital transformation” and the theme for the October 2021 edition was “Legal metrology for health”.

The Advisory Group on matters concerning Countries and Economies with Emerging Metrology Systems (CEEMS AG) was created by the CIML to provide advice to the OIML on any matter relating to CEEMS. Mr Ian Dunmill, the BIML Assistant Director, gave an update on the activities of the CEEMS-AG. His report stressed that, although no new in-person training activities had been possible in 2021, the development of a new publication “Application of online technology to capacity building and other CEEMS activities” had advanced well and should be completed in the coming year. Work on updating and expanding the OIML’s online training platform was also progressing, and a new initiative of regular one-hour webinars had been started, archives of which would be made available on the OIML website.

The OIML-CS Management Committee Chairperson, Mr Mannie Panesar, reported on the activities of the OIML-CS, including the online MC meeting that had been held in March 2021. He reported that despite the impact of the pandemic, the OIML-CS continues to function well and the number of OIML certificates issued in 2021 is expected to increase significantly when compared with 2020. The CIML approved the OIML-CS Management Committee proposal to allow OIML Issuing Authorities to use ISO/IEC 17020 (with additional requirements) as an alternative to ISO/IEC 17065 to demonstrate competence.

An OIML medal was awarded to Dr Stephan Mieke for his contribution to the work of the OIML. Letters of Appreciation were presented to Mrs Laetitia Delette, Mrs Regina Klüß, Mr Peter Eekhout, Mr Ken Butcher, and Mr Chris Pulham for their contribution to the work of the OIML. The 2021 OIML CEEMS Award was awarded to Mr Sophors Em, of Cambodia, for his outstanding contributions to the work of the OIML.

The 56th CIML Meeting Resolutions, documents, and presentations can be found on the OIML website at <https://www.oiml.org/en/structure/ciml/sites>.

### **III. Report on the 16<sup>th</sup> OIML Conference, October 2021 (held online)**

The Sixteenth International Conference on Legal Metrology (The Conference) was held on 20–21 Oct 2021 as an online meeting. There were over 160 participants from OIML Member States, OIML Corresponding Members, and organizations-in-liaison.

Dr Charles Ehrlich (US, First Vice-President of the CIML) was elected as the Conference President, and Dr Roman Schwartz (Germany, CIML President) and Dr Bob Joseph Mathew (Switzerland, CIML Second Vice-President) were elected as Conference Vice-Presidents.

Dr Roman Schwartz reported on the major activities that had taken place during the five years since the 15th International Conference on Legal Metrology in 2016, including the way in which the OIML had organized its activities during the pandemic – notably by holding its CIML meetings, the Conference, technical meetings, and other meetings online. Dr Schwartz summarized the following for the Conference participants: the financial situation of the OIML organization, the proposal concerning Member State contributions for the financial period 2022–2025, the introduction of the concept of “pillars” in the OIML’s approach to its technical work, activities of the OIML-CS, efforts concerning Countries and Economies with Emerging Metrology Systems (CEEMS), and international cooperation work.

Dr Schwartz described the work undertaken to increase cooperation with other international organizations, notably the International Bureau of Weights and Measures (BIPM), citing World Metrology Day as a prime example of successful cooperation, and also the digital transformation agenda with regard to key metrological processes as another example.

The financial accounts for the period 2016–2020 were presented. The Conference noted that the budget had been managed in conformity with the expenses necessary for carrying out the work of the Organization, and that the accuracy of the report had been certified by annual external audits. The Conference gave its definitive discharge to the CIML President and to the BIML Director for their management of the budget during the financial period. The Conference studied and approved the budget for the 2022–2025 financial period, including the proposal to revise Member State contributions and Corresponding Member fees. The Conference also endorsed the Resolution taken by the CIML concerning the Operating Reserve Fund.

The Conference sanctioned the list of new, revised, and withdrawn publications that had been approved by the CIML over the last five years.

Mr Anthony Donnellan, the BIML Director, reported on the activities and achievements of the BIML and its staff over the five-year period, particularly the continued efforts to improve the effectiveness of OIML technical work and the activities of the OIML-CS. Mr Donnellan discussed the initiatives that had been introduced by the BIML to minimize the impact of the pandemic and to ensure business continuity.

The 16th Conference Resolutions, documents, and presentations can be found on the OIML website at: <https://www.oiml.org/en/structure/conference/sites>.

### **IV. FUTURE OIML MEETINGS**

It is currently planned to hold the 57th CIML Meeting in Suzhou, P.R. China, in October 2022. It is planned to hold the 17th Conference in the year 2025.

## V. 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 SIM Legal Metrology Working Group (LMWG) held its most recent in-person meeting in Cartagena, Columbia. 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. The SIM LMWG elected a new chair in July 2020, Mr. Pedro Pérez Vargas of the Superintendencia de Industria y Comercio in Columbia. 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.

A virtual meeting of the Asia-Pacific Legal Metrology Forum (APLMF) was most recently held on 01-02 Nov 2021. The APLMF Secretariat has now transitioned from New Zealand to Malaysia, with Dr. Osman Zakaria now serving as the APLMF President.

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. 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.



## Appendix B

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

January 28, 2020  
Mr. Bob Weise, Committee Chair  
NW Tank and Environmental Services, Inc.

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

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#### AGENDA

- I. Call to Order
- II. Approval of Meeting Minutes
- III. Financial Condition
- IV. NCWM Industry Representative Reports
  - a) Board of Directors
  - b) Professional Development Committee
  - c) Laws and Regulations Committee
- V. AMC Fund Disbursement Requests
- VI. Filling Vacant Positions
- VII. Old Business
- VIII. New Business
- IX. Adjournment

#### I. CALL TO ORDER

At 7:34 a.m.

#### II. MINUTES APPROVED FROM PREVIOUS MEETING

Approved at 7:37 a.m.

#### III. FINANCIAL CONDITION

##### AMC Account Balance

\$37,620.93

##### Pending Payments

Toolkit Task Group	\$1,660.00
NYS W&M Association	\$4,000.00
Nevada: Western RMAP	\$1,781.72

##### Available Funds

\$30,179.21

Approved Financial Condition at 7:41 a.m.

#### IV. NCWM INDUSTRY REPRESENTATIVES REPORTS

##### a) Board of Directors Report – Chris Guay

- EV Charging Stations – requirements in Handbook 44 vs. cost of compliance. Proposals in some states would exclude Handbook 44 requirements. NCWM will prepare an educational

- background article for newsletter and an educational press release.
  - OIML Standards: Foreign companies want international access to US market, harmonization
  - New Policy: Committee Work Session Protocol on comments during work sessions – "Committee Chairs may request technical clarification from called upon observers during their work sessions." This would eliminate "observers raising their hands" and other committee members asking an observer a question.
  - Professional Certification Program – Jerry Buendel has now taken responsibility from Ross Andersen. Some new topic areas are soon to be released.
  - Testing -- challenge for states wanting to administer testing, but work is underway to work through issues. Some testing centers may charge a fee, especially for private sector employees.
  - Basic competency exams are a challenge for RSA (private sector service providers) employees and new state inspectors to pass since the test content can be broader than their technical niche or specialty.
  - Accreditation of Professional Certification Program -- Signed agreement with accreditation agency to start to evaluate the accreditation process – they are conducting due diligence gap analysis to determine possible process/cost. Question is whether each test category will be a separate accreditation and cost of getting and maintaining accreditation.
  - Board asking question whether FALS should be made a standing committee independent of L&R. Plan is to look at ways to ensure FALS works for all stakeholders.
  - Strategic Plan – Board has last meeting with facilitator in November, will be discussing with members at this meeting. Looking for input.
- b) **PDC Report – Jim Pettinato**
- Looking for Safety Liaison
- c) **L&R Report**  
Nothing to report.

### **Regional Summaries**

**CWMA:**

Nothing to report.

**NEWMA:**

Nothing to report.

**SWMA:**

Nothing to report.

**WWMA:**

Nothing to report.

### **Other Organizations**

**NIST:**

Nothing to report.

**OIML:**

Nothing to report.

**Canada:**

Nothing to report.

### **Membership**

- Nothing to report.



**Future NCWM Meetings**

- 1/10 – 1/13/2021 Interim Meeting St. Pete Beach, FL
- 7/18 – 7/22/2021 Annual Meeting Rochester, NY

**AMC Positions**

- Need Secretary/Treasurer position filled.

**V. AMC FUND DISBURSEMENT REQUESTS**

- None at the time of meeting.
- New Request on 2/10/20 for NJ Weights and Measures to travel to Mettler Toledo facility. \$750.00

**VI. FILLING VACANT POSITIONS**

None.

**VII. OLD BUSINESS**

None.

**VIII. NEW BUSINESS**

- Bob Wiese brought up the Hawaiian metrology lab's metrologist had a medical event. He was wondering if there was a precedent for NCWM or committees providing some form of condolence. Chris Guay to bring up to Board.

**IX. ADJOURNMENT**

At 8:09 a.m.

Respectfully submitted by:  
Mr. Ron Gibson, Vice-Chair

**Associate Membership Committee (AMC) Members**

Office	Name	Affiliation	Term Ends
Chair	Bob Weise	NW Tank & Environmental Services	2020
Vice-Chair	Ron Gibson	Seraphin Test Measure	2020
Secretary/Treasurer	Vacant		2020
Member	Chris Guay	Procter & Gamble, Co.	2020
Member	Rebecca Richardson	MARC-IV Consulting	2022
Member	Prentiss Searles	API	2022
Member	David Calix	NCR Corporation	2023
Member	Bob Murnane	Seraphin Test Measure	2023

**AMC Meeting Attendees**

- Bob Wiese, NW Tank
- Ron Gibson, Seraphin
- Jim Pettinato, TechnipFMC
- Brad Fryburger, Southern IL Scale
- Richard Suiter, Richard Suiter Consulting
- Bill Callaway, Crompco
- Russ Vires, Mettler-Toledo
- Chris Guay, Procter & Gamble
- Brent Price, Gilbarco

