



UNITED STATES  
 CONSUMER PRODUCT SAFETY COMMISSION  
 WASHINGTON, DC 20207

Memorandum

Date: April 14, 2003

TO : The Commission

THROUGH: Todd Stevenson, Secretary *TS*  
 Patricia Semple, Executive Director *PS*  
 W.H. DuRoss, General Counsel *DR*

FROM : Stephen Lemberg *SL*  
 Assistant General Counsel  
 Office of General Counsel

SUBJECT : CPSC/ICPHSO Regional Workshop

Ballot Vote Due APR 18 2003

OFFICE OF  
 THE SECRETARY

The Office of Compliance proposes that the Commission co-sponsor with the International Consumer Product Health and Safety Organization (ICPHSO) a Regional Workshop and lab tour for manufacturers, importers, distributors and retailers. The Workshop is intended to impart information critical to CPSC stakeholders on issues related to industry and CPSC responsibilities to produce and distribute safe consumer products as well as what steps to take in the event of a recall. The attached materials, including a draft of the proposed agenda, provide more information on the nature of the Workshop.

The Workshop is tentatively scheduled for June 12-13, 2003 in Chevy Chase, Maryland. CPSC will identify and provide speakers and unstamped CPSC envelopes to be used by ICHSO for mailing announcements of the Workshop. All other expenses, including reimbursement for local travel costs, will be paid by ICPHSO in accordance with 31 U.S.C. § 1353.

Similar Regional Workshops were held in 1999 in Chicago, Illinois and Los Angeles, California and the Commission at that time approved by ballot vote the co-sponsorship.

NOTE: This document has not been reviewed or accepted by the Commission  
 Initial SL Date 4/14/03  
 CPSA 3 (b)(7) Cleared  
 No. Mfrs./Prvt. Blrs. e  
 Products Identified  
 Exempted b  
 Firms Notified.

Please indicate your vote on the following options:

- I. Approve the Commission's co-sponsorship of the CPSC/ICPHSO Regional Workshop, in accordance with the attached letter of agreement.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

- II. Do not approve co-sponsorship of the CPSC/ICPHSO Regional Workshop.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



UNITED STATES  
 CONSUMER PRODUCT SAFETY COMMISSION  
 WASHINGTON, DC 20207

Memorandum

Date: April 10, 2003

TO : The Commission

THROUGH: Todd Stevenson, Secretary *TJS*  
 W.H. DuRoss, III, General Counsel *WDR*  
 Patricia Semple, Executive Director *PS*  
 Alan H. Schoem, AED, Compliance *AHS*

FROM : Marc J. Schoem, Director *MJS*  
 Recalls and Compliance Division  
 Office of Compliance

SUBJECT : CPSC/ICPHSO Regional Workshop

Yearly, the Office of Compliance sponsors a half-day workshop at the International Consumer Product Health and Safety Organization's (ICPHSO) Annual Meeting and Symposium in Orlando, Florida. The workshop provides the staff an opportunity to educate and inform our stakeholders on various Compliance issues directly affecting them. ICPHSO has a membership of over 300 manufacturers, importers, retailers, testing laboratories, attorney's, non-profit organizations and others who benefit from hearing about Compliance and other issues at the CPSC. ICPHSO has proposed joining with the Commission to jointly sponsor a mid year regional workshop in the Bethesda, Maryland area to more broadly reach CPSC stakeholders who may not have been able to travel to Orlando, Florida in February. A regional workshop also allows the staff a full day to present relevant material to attendees without the time constraints placed upon the staff at the Annual Meeting and Symposium.

In 1999, the staff conducted two regional workshops in Chicago, Illinois and Los Angeles, California. The Chicago workshop was attended by more than 185 people and the Los Angeles workshop attracted nearly 100 people. The Florida half-day Compliance workshop generally draws more than 200 attendees. Through ICPHSO member feedback we know many representatives of industry are unable to send representatives to the Annual Meeting and Symposium because of the travel costs involved.

I have consulted with staff from EXHR as well as Compliance and we believe it would be beneficial to hold another regional workshop on June 12, 2003 in the Bethesda, Maryland area sponsored jointly with ICPHSO. In addition, we believe it would be productive and informative to have CPSC Engineering Laboratory tours the morning of June 13, 2003 for a limited number of attendees on a first come-first served basis.

NOTE: This document has not been reviewed or accepted by the Commission  
 Initial *MJS* Date *4/14/03*  
 CPSA 6 (b)(7) Cleared *[initials]*  
 No Mfrs/PrvtLbrs or Products Identified  
 Excepted by  
 Products Identified  
 No Mfrs/PrvtLbrs or Products Identified

As in previous regional workshops, ICPHSO will charge nominal fees to attend the workshop to cover expenses and costs associated with the off-site facility. Tentative arrangements are being made with the National 4-H Conference Center on Connecticut Avenue, in Chevy Chase, Maryland to hold the training.

CPSC will identify and provide speakers from within and outside CPSC and unstamped CPSC envelopes to be used by ICPHSO for mailing announcements of the workshop and lab tour. All other expenses, including reimbursement of mileage for local travel costs by CPSC staff will be paid by ICPHSO in accordance with 31 U.S.C. § 1353.

Attached is a tentative proposed agenda for the regional workshop and lab tour as well as a letter of agreement outlining the joint sponsorship conditions.

**Attachments:**

- A – Proposal from ICPHSO for Joint Sponsorship
- B - Gift Memo and Acknowledgement Letter to ICPHSO
- C - Letter of Agreement to ICPHSO for Joint Sponsorship
- D – Draft Workshop Agenda

**ATTACHMENT A**

**Proposal from ICPHSO to Sponsor Regional Training Workshop  
With CPSC**

**Schoem, Marc J.**

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**From:** Ross Koeser [rkoeser@erois.com]  
**Sent:** Thursday, March 27, 2003 3:25 PM  
**To:** Schoem, Marc J.  
**Subject:** Proposal for CPSC/ICPHSO to Co-Sponsor a Regional Compliance Workshop

**TO:** Marc Schoem, Director, Recalls and Compliance Division, CPSC

**FROM:** Ross Koeser, Executive Director, ICPHSO

As a follow up to my meeting with CPSC Chairman Hal Stratton this Autumn, I propose that CPSC and ICPHSO Co-Sponsor a CPSC Regional Compliance Workshop similar to the successful workshops held in Chicago and Los Angeles.

The meeting should be held in the Washington, D.C. area on or about June 12, 2003.

Thanks for your consideration of this matter.

**ATTACHMENT B**

**Gift Memo and Acknowledgement Letter to ICPHSO**



U.S. CONSUMER PRODUCT SAFETY COMMISSION  
WASHINGTON, DC 20207

Patricia Semple  
Executive Director  
Office of the Executive Director

Tel: 301-504-7899  
Fax: 301-504-00124  
Email: psemple@cpsc.gov

Mr. Ross Koeser  
Executive Director  
International Consumer Product Health  
and Safety Organization (ICPHSO)  
P.O. Box 1785  
Germantown, MD 20875-1785

Dear Mr. Koeser:

This is in response to your invitation to Marc J. Schoem to conduct a joint CPSC/ICPHSO Regional Training Workshop in Bethesda, Maryland on June 12-13, 2003.

The Commission is pleased that Marc Schoem will be able to coordinate this regional training.

On behalf of the Commission, I am pleased to accept your offer to reimburse Commission staff for local travel costs so they can participate on the training date. Commission staff will coordinate with you regarding these expenses.

Please let us know if this is not correct.

Sincerely,

Patricia Semple

cc: Robert Waller, President, ICPHSO  
Marc Schoem





UNITED STATES  
CONSUMER PRODUCT SAFETY COMMISSION  
WASHINGTON, DC 20207

Memorandum

Date: April 10, 2003

TO : Patricia Semple  
Executive Director

THROUGH: W.H. DuRoss, General Counsel *W.D.*  
Office of the General Counsel

THROUGH: Alan H. Schoem *AHS*  
Director, Office of Compliance

FROM : Marc J. Schoem *MJS*  
Director, Recalls and Compliance

SUBJECT : Conduct A CPSC/ICPHSO Regional Training Workshop, Bethesda, Maryland  
June 12, 2003 and Lab Tour June 13, 2003

I have been invited to conduct the above referenced regional training being sponsored by CPSC. The International Consumer Product Health and Safety Organization (ICPHSO) has offered to reimburse CPSC panelists and moderators reimbursement of mileage for local travel costs as well as lunch being provided to the attendees at the above referenced conference.

I recommend that you accept the ICPHSO offer to pay the local travel costs and lunch for CPSC panelists and moderators who will be representing the Commission on their program pursuant to the authority for acceptance of travel expenses and meal under 31 U.S.C. 1353. It is my opinion that acceptance of the local travel expenses and meal would not cause a reasonable person with knowledge of all relevant facts to question the integrity of CPSC programs or operations. If a reasonable person with knowledge of all relevant facts would question the integrity of CPSC's programs or operations, I believe the interest of the Commission in educating and informing attendees on CPSC activities outweighs any concern that a reasonable person might have. My recommendation is based on the following facts:

1. **The identity of the non-Federal Source.** The ICPHSO is a tax-exempt organization concerned with the safety of consumer products.
2. **The purpose of the meeting.** CPSC participation at the regional workshop allows staff to communicate directly with industry officials about CPSC and our mission.
3. **The identity of other expected participants.** The attendees at the meetings will be manufacturers, importers, retailers, outside lawyers, testing laboratories, corporate counsel, risk managers, safety and quality assurance personnel and representatives from trade associations.

4. **The nature and sensitivity of any matter pending before CPSC affecting the non-Federal source.** CPSC has no matters pending before it involving ICPHSO.
5. **The significance of the employee's role in such matter(s), if any.** CPSC staff will be representing the Commission staff's position on various compliance and enforcement issues.
6. **The monetary value and character of the travel benefits offered by the non-Federal source.** The monetary value of the travel expense is estimated to total less than \$500.
7. **The acceptance of payment supports CPSC's mission.** Acceptance of the payment supports CPSC's mission in its efforts to educate and inform members of the regulated industries about CPSC and the importance of complying with CPSC's regulations.

**OPTIONS**

1. Accept the ICPHSO offer to pay for local travel costs and a meal for CPSC staff participating as panelists and moderators at the Regional Workshop to be held on June 12, 2003 at the National 4-H Center in Chevy Chase, Maryland.
2. Do not accept the ICPHSO offer to pay for local travel costs and a meal for CPSC staff participating as panelists and moderators at the Regional Workshop to be held on June 12, 2003 at the National 4-H Center in Chevy Chase, Maryland

**EXC RECOMMENDATION**

Accept the ICPHSO offer to pay for local travel costs and a meal for CPSC staff participating as panelists and moderators at the Regional Workshop to be held on June 12, 2003 at the National 4-H Center in Chevy Chase, Maryland. A letter of acceptance is attached for your signature.

**OGC RECOMMENDATION**

- \_\_\_\_\_ Accept payment on behalf of the Commission.  
 \_\_\_\_\_ Not to accept payment on behalf of the Commission.

**DECISION**

APPROVE \_\_\_\_\_

\_\_\_\_\_  
 Patricia Semple

DISAPPROVE \_\_\_\_\_

DISCUSS \_\_\_\_\_

Date: \_\_\_\_\_

Attachments



U.S. CONSUMER PRODUCT SAFETY COMMISSION  
WASHINGTON, DC 20207

Marc J. Schoem  
Director  
Recalls and Compliance Division  
Office of Compliance

Tel: 301-504-7520  
Fax: 301-504-0359  
email: mschoem@cpsc.gov

Mr. Ross Koeser  
Executive Director  
International Consumer Product  
Health and Safety Organization  
P.O. Box 1785  
Germantown, Maryland 20875-1785

Dear Mr. Koeser:

This confirms that the U.S. Consumer Product Safety Commission (CPSC) and the International Consumer Product Health and Safety Organization (ICPHSO) agree to jointly sponsor a Regional Workshop and CPSC Lab tour on June 12 – 13, 2003, in the Bethesda, Maryland area. The following is agreed to:

- 1) ICPHSO will cover all CPSC staff expenses, which includes any local travel costs (mileage reimbursement) for CPSC staff participating as panelists and/or moderators during the Workshop. ICPHSO will also cover any local travel costs (mileage reimbursement) for all CPSC members designated as speakers at the Workshop. In addition, those CPSC staff who will be participating as panelists and/or moderators during the training session will receive a lunch that is being provided to the attendees. CPSC will accept such reimbursements pursuant to 31 U.S.C. § 1353.
- 2) CPSC will be solely responsible for planning and conducting the Regional Workshop including the agenda and the participants. ICPHSO will provide technical assistance with needed audio and audiovisual equipment and provide a syllabus of the course material to be used to all attendees.
- 3) ICPHSO will be responsible for obtaining a suitable training location and making arrangements for the registration, breaks and lunch to be served during the Workshop.

Mr. Ross Koeser

Page 2

- 4) CPSC will assist ICPHSO in identifying appropriate industry members who should receive notice of the workshop. CPSC will provide unstamped envelopes to ICPHSO for their use in notifying industry of the planned Workshop.
- 5) All postage expenses for notice of the meeting is to be paid by ICPHSO.
- 6) ICPHSO will arrange suitable transportation for a limited number of the attendees to participate in a tour of the CPSC laboratory facility in Gaithersburg, Maryland the morning of Friday, June 13, 2003. The number of participants will be decided upon based upon the availability of lab staff to conduct the tour.
- 7) Except as specifically stated in this letter, CPSC will bear no responsibility for any expense associated with this Workshop.

Please confirm your acceptance of our agreement by signing below. I look forward to working with you on a successful Regional Workshop.

Sincerely,

Marc J. Schoem

Seen and Agreed:

\_\_\_\_\_  
Ross Koeser  
Executive Director  
ICPHSO

\_\_\_\_\_  
Date

cc: Robert Waller  
President, ICPHSO

**ATTACHMENT C**

**Letter of Agreement to ICPHSO for Joint Sponsorship**



U.S. CONSUMER PRODUCT SAFETY COMMISSION  
WASHINGTON, DC 20207

Marc J. Schoem  
Director  
Recalls and Compliance Division  
Office of Compliance

Tel: 301-504-7520  
Fax: 301-504-0359  
email: mschoem@cpsc.gov

Mr. Ross Koeser  
Executive Director  
International Consumer Product  
Health and Safety Organization  
P.O. Box 1785  
Germantown, Maryland 20875-1785

Dear Mr. Koeser:

This confirms that the U.S. Consumer Product Safety Commission (CPSC) and the International Consumer Product Health and Safety Organization (ICPHSO) agree to jointly sponsor a Regional Workshop and CPSC Lab tour on June 12 – 13, 2003, in the Bethesda, Maryland area. The following is agreed to:

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Mr. Ross Koeser

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- 7) Except as specifically stated in this letter, CPSC will bear no responsibility for any expense associated with this Workshop.

Please confirm your acceptance of our agreement by signing below. I look forward to working with you on a successful Regional Workshop.

Sincerely,

Marc J. Schoem

Seen and Agreed:

\_\_\_\_\_  
Ross Koeser  
Executive Director  
ICPHSO

\_\_\_\_\_  
Date

cc: Robert Waller  
President, ICPHSO

**ATTACHMENT D**

**Draft Regional Workshop Agenda**



**PROPOSED AGENDA  
CPSC/ICPHSO REGIONAL WORKSHOP  
June 12 – 13, 2003**

**Thursday, June 12, 2003**

**8:00 – 8:30 am    Workshop Registration**

**8:35 – 8:45 am    Welcome – Robert Waller, President, ICPHSO**

**8:45 – 8:55 am    Opening – CPSC Commissioner**

**9:00 – 10:15 am   Panel Discussion  
                         Designing Safety into Consumer Products**

**Likely Panelists – Marc Schoem, Moderator  
                         CPSC Human Factors Representative  
                         Roy Deppa, Assoc. Director, Compliance  
                         Manufacturer Representative**

**10:15 – 10:25 am Morning Break**

**10:30 – 11:00 am Panel Discussion  
                         Avoiding Safety Problems – Utilizing CPSC Data  
                         Sources**

**Likely Panelists – CPSC staff Moderator  
                         CPSC Epidemiology representative  
                         CPSC FOI representative  
                         CPSC Clearinghouse representative  
                         CPSC OGC representative**

**11:00 – 12:15 pm Panel Discussion  
                         Review of Company Data to Determine Reporting  
                         Obligations**

**Likely Panelists - Eric Stone, Dir. Legal Div – Moderator  
                         Manufacturer Representative  
                         Outside Counsel Representative  
                         Retailer Representative**

**12:15 – 12:30 pm      Chairman Address**

**12:30 – 1:30 pm      Lunch**

**1:35 – 2:30 pm      Panel Discussion  
Retailer Obligations –  
Testing/Reporting/Recall Notice**

**Likely Panelists – Alan Schoem, Moderator  
Retailer/Importer Representative  
Retailer Representative  
Private Labeler/Licenser Rep**

**2:30 – 3:30 pm      Panel Discussion  
Developing Adequate Recall Notice**

**Likely Panelists: CPSC Moderator  
OIPA Representative  
Manufacturer Representative  
Retailer Representative**

**3:30 – 3:50 pm – Questions/Answers/Discussion**

**3:50 – 4:00 pm – Closing Remarks – CPSC Commissioner**

**FRIDAY, JUNE 13, 2003**

**8:30 am - Buses Depart for CPSC Lab Tour**

**9:00 am – 10:30 am – Concurrent Lab Tours for two groups**

**11:00 am – Buses Return to Regional Workshop facility**