

# Report of the Board of Directors

Michael Cleary  
Special Assistant Law Enforcement Coordinator  
California Department of Food and Agriculture

Reference  
Key Number

## 100 INTRODUCTION

The Board held its quarterly Board of Directors (BOD) meeting on Saturday, July 7, 2007, and continued that meeting during work sessions throughout the remainder of the Annual Meeting. The Board of Directors and the NTEP Committee invited members to dialogue with the BOD on the following issues: Conformity Assessment, Improving Standards Development, Marketplace Surveys, Membership Marketing, Mutual Acceptance Arrangements, Increasing the Value and Attendance at Meetings, and participation internationally, i.e., OIML, CFTM, APLMF, and USNWG.

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**Details of all Items  
(In order by Reference Key Number)**

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## **1. Improving Standards Development**

Judy Cardin continued her efforts with instructing members on the use of Form 15 and made presentations to the remaining regional associations. The Board reviewed this item in an effort to ensure that the process is simple, clear, and transparent. The next step in the process is to incorporate the feedback received from the regional associations into a “How To” submit a Form 15. The intent is also to develop an online form for submittal.

In addition, the Board is recommending to the standing committees that they encourage members to submit written comments to the appropriate standing committee chair. The standing committee chair, if appropriate, will read the comments during the open hearing. This would include comments from members who are uncomfortable speaking at the microphone.

Since the Interim Meeting, the online overview and how to submit a proposal has been completed. In addition, the online form to submit a proposal has been completed. These items have been posted on the NCWM website under “Submit a Proposal” under the “About NCWM” topic. Editorial changes will also be made to the introduction sections of NIST Handbooks 44 and 130.

## **2. Marketplace Surveys**

At the Interim Meeting, Roger Macey, Branch Chief, California Division of Measurement Standards, gave a PowerPoint presentation of the basic initial data from the recent national marketplace survey. Additional in-depth data will be presented at a later time. The Board welcomes any input from the general membership on the use of the data. The PowerPoint presentation and survey results are contained in Appendices A and B of the Board report. Once the work on this survey is completed, the Board will consider future surveys.

The information from the recent marketplace survey will be put on the website as well as an explanation of the methodology used and the findings. Future survey topics will be selected by the NCWM chairman.

## **3. Meetings**

### *Interim Meetings*

January 27 - 30, 2008	Hyatt Regency Albuquerque, Albuquerque, New Mexico
January 11 - 14, 2009	Hilton Daytona Beach Hotel, Daytona Beach, Florida

### *Annual Meetings*

July 13 - 17, 2008	Sheraton Burlington Hotel & Conference Center, Burlington, Vermont
July 12 - 16, 2009	Marriott Plaza Hotel, San Antonio, Texas
July 11 - 15, 2010	Crowne Plaza St. Paul Hotel, St. Paul, Minnesota

## **4. Membership Marketing**

The outreach efforts have begun to pay dividends. Membership is at its highest point in over four years. The Board has been involved in the following activities:

- Lapsed member letter sent by Mike Cleary
- E-mail campaign
- New membership application has been developed. It is available on the NCWM website as a downloadable PDF or in hard copy from the NCWM office.
- First-timer mentoring by Board at 2006 and 2007 Annual Meeting
- Redesigned presentation for first-timer’s orientation at the Annual Meeting was developed and presented in Salt Lake.

- Online membership applications and renewals
- The Board developed a first-timer's information packet and at-a-glance guide to the conference.
- Dreaded first-timer ribbons have been banished.

Mike Cleary reported that his goal for the past year was membership recruitment, retention and awareness of the significance of the Conference. Chairman Cleary indicated that membership is the highest that it has been since 2003.

## **5. NCWM Website – [www.ncwm.net](http://www.ncwm.net)**

The following website enhancements have been completed:

- Online meeting registration
- Online membership application and renewal

The Board would like to thank the AMC for a generous financial donation to help defray the cost of the website enhancements.

New enhancement suggestions include:

- Photo library
- Online NTEP applications
- Posting presentations from the Interim and Annual Meetings.

Chairman Cleary reviewed the enhancements made to the website. In addition to the items mentioned in the report, the information on how to submit a proposal has been developed and posted as has the information on the Annual Meeting process. The Board would like to see Annual and Interim Meeting presentations archived on the website. The Board has formed a committee to continually assess and make recommendations to enhance the usability of the website and newsletter.

## **6. Participation in International Standard Setting**

Chuck Ehrlich briefed the Board on key activities of OIML and regional legal metrology organizations (see Appendix D).

## **7. Increasing the Value and Attendance at Meetings**

Continued Use of Training Sessions: The Board recognized the value training sessions bring to the Annual Meeting and would like to continue to facilitate these during any available time. To accomplish this, the process will be that the PDC make recommendations to the chairman for topics. The chairman will select the presenters.

The use of Roundtables: The Board recognizes the value of a roundtable discussion format and will try to incorporate it into the first-timers' orientation session at the Annual Meeting.

Specifications & Tolerances Committee (S&T) – The S&T Committee will go first during the open hearings. Their addendum sheet will not be due until 6:00 p.m. on Tuesday.

The Board has recognized the value of posting electronic versions of the presentations made at the Interim and Annual Meetings on the NCWM website. These presentations will be posted on the Conferences page.

Chairman Cleary reviewed the information contained in the Interim Report under this section. There was discussion on whether Thursday's agenda should be moved to Wednesday if the voting moves more quickly. It was decided to follow the schedule as published in the conference agenda. The Board will work in the coming year to make the Annual Meeting schedule more efficient and effective.

## 8. Treasurer's Report

A brief treasurer's report will be included in the Board's agenda during the Annual Meeting. The 2006 Audit Report is included in Appendix C of this report.

### Treasurer's Report

Income (percentage of total income)

Dues	22 %
NTEP	62 %
Conferences	11 %
Publications	3 %

Direct Expense (percentage of direct expenses)

Membership	2 %
NTEP	72 %
Publications	2 %
Conferences	24 %

Overhead Expenses (percentage of overhead expenses)

Staff	43 %
BOD	24 %
Website	9 %
Charge Card Fees	8 %
Other	16 %

Reserves

NCWM currently has \$612,000 in Certificates of Deposit.

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Michael Cleary, California, NCWM Chairman  
Judy Cardin, Wisconsin, NCWM Chairman-Elect  
Don Onwiler, Nebraska, NTEP Chair  
Charles Carroll, Massachusetts  
Joe Gomez, New Mexico  
Jack Kane, Montana  
Randy Jennings, Tennessee  
Steven Malone, Nebraska  
Richard Wothlie, Maryland  
Christopher B. Guay, Procter & Gamble Co.  
Darrell Flocken, Mettler-Toledo, Inc.  
NCWM Staff: Beth Palys, CAE  
NIST: Carol Hockert, Chief, Weights and Measures Division

### Board of Directors

## **Appendix A**

### **NCWM National Survey Survey of Prepackaged Meat and Poultry**

# **National Conference on Weights and Measures**

## **National Survey**

**Presented by Roger Macey, California  
Survey Coordinator**

# **National Conference on Weights and Measures**

## **Survey of Prepackaged Meat and Poultry**

## National Conference on Weights and Measures

### **Criteria:**

Random Weight Packages

Packed,

Weighed,

and Labeled

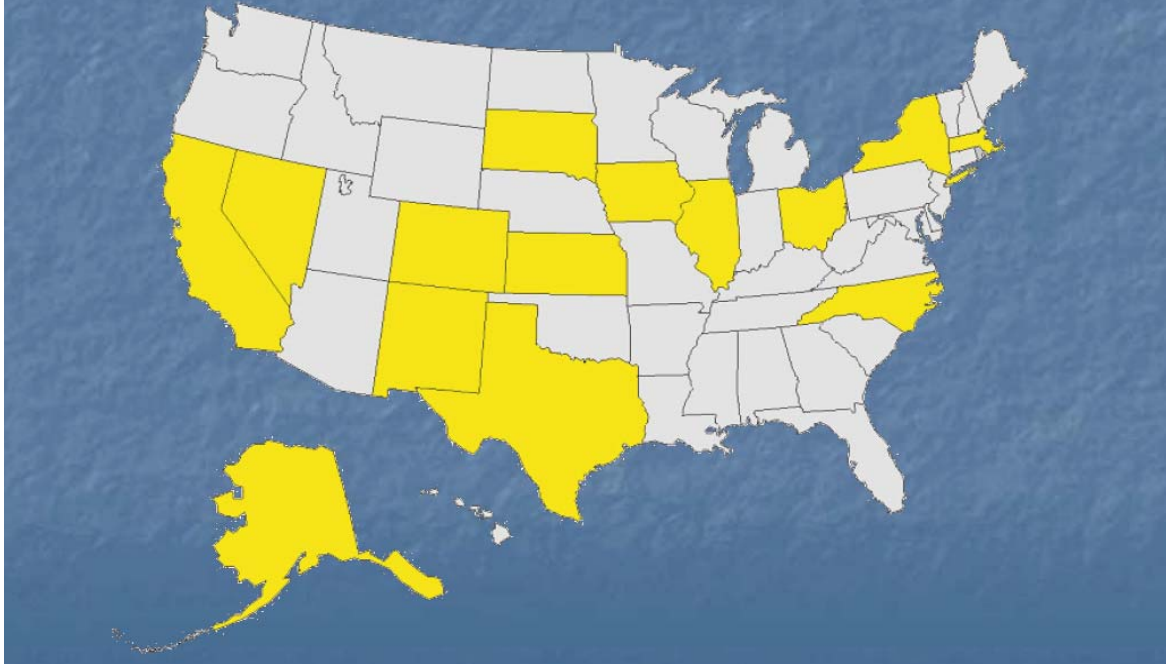
Where Sold

## National Conference on Weights and Measures

### **15 Jurisdictions Participated**

Alaska, California, Colorado, Illinois, Iowa, Kansas, Massachusetts, Nevada, New Mexico, New York (two jurisdictions), North Carolina, Ohio, South Dakota, Texas

## National Conference on Weights and Measures



## National Conference on Weights and Measures

- Each jurisdiction designated a person for training
- NIST developed the inspection form and provided training
- For anonymity each jurisdiction was randomly assigned a letter designation

## National Conference on Weights and Measures

### Protocol

- Check 10 lots each of meat and poultry
- Each lot to be 250 packages or less
- Sample of 12 from each lot
- Unused dry tare to determine net weight

## National Conference on Weights and Measures

10 lots X 15 jurisdictions

= Minimum of 150 meat lots  
and 150 poultry lots

12 samples/lot

= min of 1800 meat packages

= min of 1800 poultry packages



## National Conference on Weights and Measures

### Results

	Meat	Poultry
Lots Tested	204	117
Lots Failed	12	16
Compliance	94%	86%

## National Conference on Weights and Measures

### Reason for Lot Failure

	Meat	Poultry
MAV	4	3
-Avg Error	8	13

## National Conference on Weights and Measures

Minimum of 3600 packages

Actual packages tested

Meat	2448
Poultry	1405
Total	3853 packages

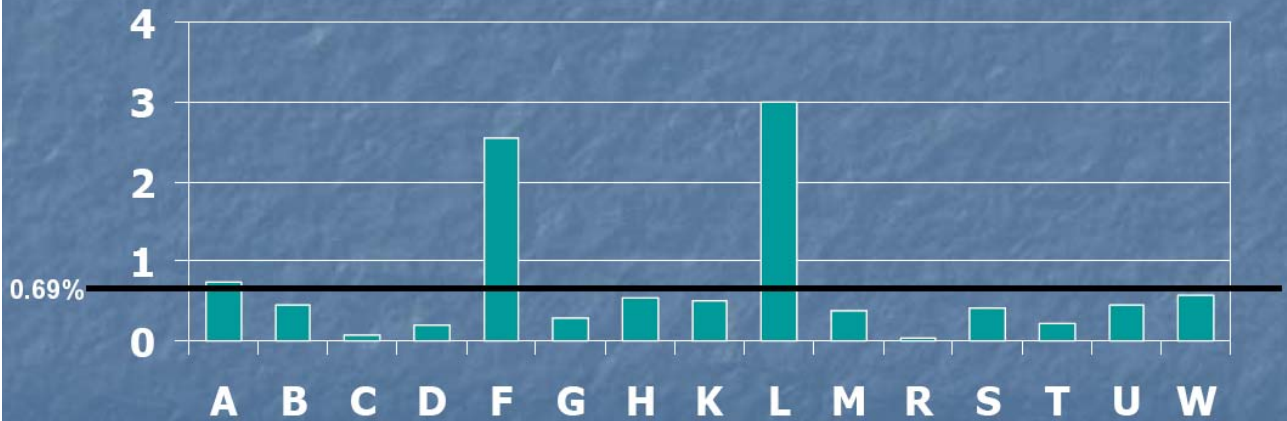
## National Conference on Weights and Measures

Average % Error  
for all Meat Packages was  
0.69 %

# National Conference on Weights and Measures

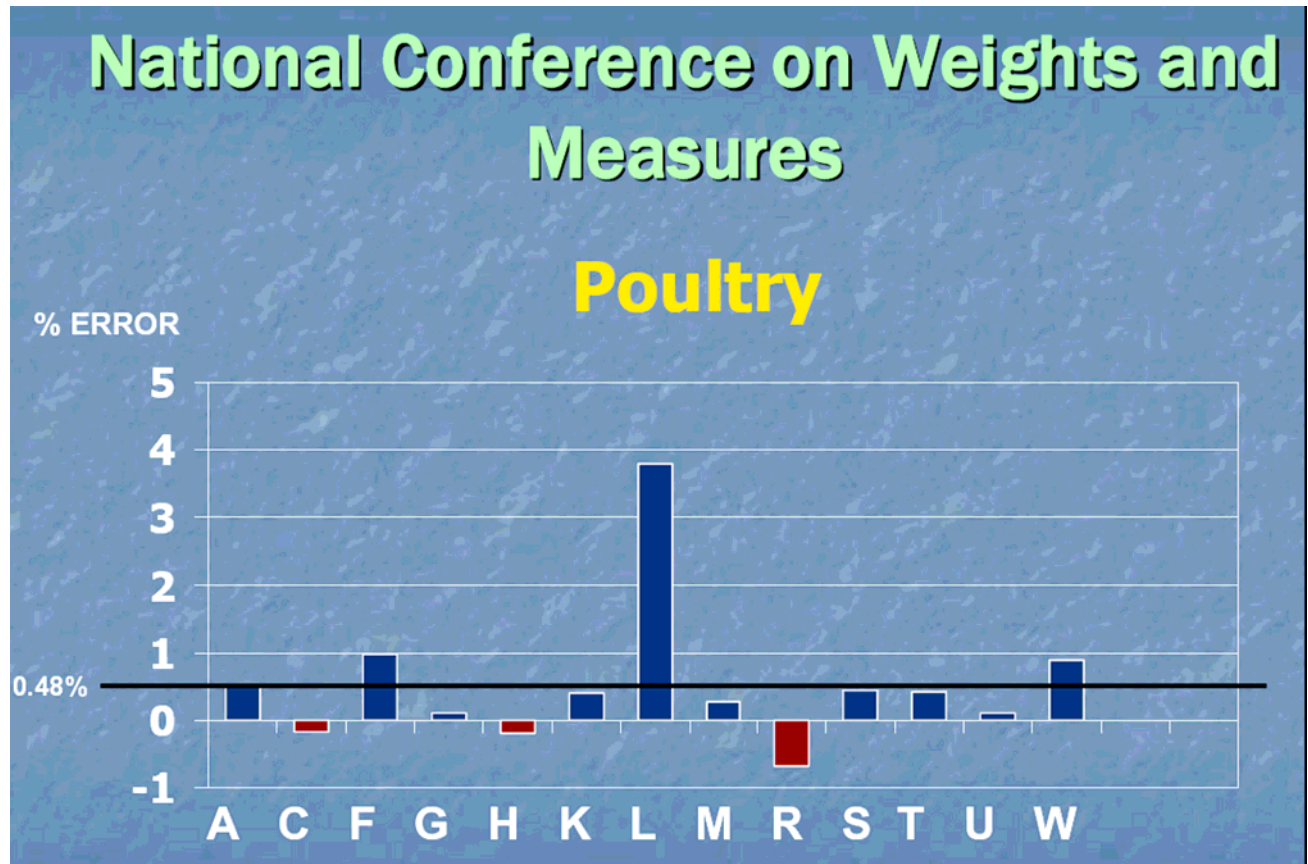
## Meat

% ERROR



# National Conference on Weights and Measures

Average % Error  
for all Poultry Packages was  
0.48 %



- ## National Conference on Weights and Measures
- ### SUMMARY
- Face-to-Face Training Proved Invaluable
  - Data input was problematic
  - Overall, Survey Went Well

# **National Conference on Weights and Measures**

## **National Survey**

Presented by Roger Macey

California Division of Measurement Standards

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## Appendix B

### National Random Market Survey 2006

Jurisdictions	Sample Number	Program Activity Level	% Average Package Error	Average Price / lb	Lots Tested	Lots Passed	% Lots Passed	Lots Failed	= Lots Rejected For = Avg Err Minus	MAV
<b>Meats</b>										
A	120	High	0.73	\$4.07	10	10	100	0	0	0
B	119	High	0.44	\$4.16	10	10	100	0	0	0
C	119	None	0.07	\$3.54	10	6	60	4	3	1
D	119	Med	0.19	\$4.73	10	10	100	0	0	0
F	180	Med	2.54	\$4.09	16	15	94	1	0	1
G	143	High	0.28	\$4.76	12	12	100	0	0	0
H	119	High	0.54	\$4.80	10	10	100	0	0	0
K	419	High	0.50	\$3.99	35	35	100	0	0	0
L	117	High	3.00	\$3.99	10	10	100	0	0	0
M	120	Med	0.38	\$5.47	10	10	100	0	0	0
R	118	Low	0.04	\$4.39	10	8	80	2	1	1
S	116	Low	0.42	\$3.67	10	9	90	1	0	1
T	114	None	0.21	\$4.42	10	9	90	1	1	0
U	274	None	0.44	\$4.17	23	22	96	1	1	0
W	215	Med	0.58	\$4.38	18	16	89	2	2	0
15	2412		0.69	\$4.26	204	192	94	12	8	4
<b>Poultry</b>										
A	119	High	0.49	\$1.58	10	10	100	0	0	0
C	82	None	-0.17	\$2.22	7	4	57	3	2	1
F	47	Med	0.97	\$1.76	4	4	100	0	0	0
G	144	High	0.10	\$1.85	12	12	100	0	0	0
H	103	High	-0.20	\$3.51	9	7	78	2	1	1
K	168	High	0.39	\$2.42	14	13	93	1	1	0
L	104	High	3.79	\$2.21	10	10	100	0	0	0
M	120	Med	0.28	\$2.79	10	10	100	0	0	0
R	118	Low	-0.68	\$2.20	10	3	30	7	6	1
S	65	Low	0.45	\$2.69	6	5	83	1	1	0
T	24	None	0.43	\$1.57	2	2	100	0	0	0
U	156	None	0.10	\$2.40	13	11	85	2	2	0
W	119	Med	0.89	\$1.83	10	10	100	0	0	0
13	1369		0.48	\$2.28	117	101	86	16	13	3

Wednesday, January 17, 2007

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## Appendix C

### Auditor’s Report for 2006

The Board reviewed the Auditor’s report from the 2006 audit year ended September 30, 2006.

#### Statement of Activities Ending September 30, 2006

	2006 Actual	AMC Fund	2006 Budget
<b>Revenue &amp; Support</b>			
Government Dues	\$102,450		\$102,210
Associate Dues	\$ 67,740		\$ 66,215
National Type Evaluation Program	\$458,100		\$462,750
Interim Meeting Fees	\$ 18,374		\$ 21,250
Annual Meeting Fees	\$ 64,783		\$ 69,600
Publications	\$ 22,428		\$ 24,200
Advertising	\$ 750		\$ 850
Investment Return	\$ 28,094		\$ 7,500
Associate Member Fund		<u>\$ 13,440</u>	
Total Revenue & Support	<u>\$762,719</u>	\$ 13,440	<u>\$754,575</u>
<b>Expenses</b>			
<b>Programs</b>			
Membership	\$ 13,091		\$ 12,101
National Type Evaluation Program	\$443,826		\$455,739
Interim Meeting	\$ 45,324		\$ 50,488
Annual Meeting	\$ 85,800		\$ 90,556
Publications	\$ 11,847		\$ 16,140
Newsletter	\$ 14,927		\$ 15,107
Refunds	<u>\$ 625</u>		
Total Programs	\$615,440		<u>\$640,131</u>
<b>Management &amp; General</b>			
Management Fees	\$ 51,267		\$ 51,267
Board of Directors	\$ 24,121		\$ 29,700
Bank Fees	\$ 10,897		\$ 10,200
Website	\$ 12,350		\$ 10,679
Legal & Accounting	\$ 5,861		\$ 6,525
Committee Contingency Fund	\$ 4,227		\$ 5,500
Committee Travel	\$ 1,691		\$ 0
Insurance	\$ 2,057		\$ 2,500
Office Supplies	\$ 2,455		\$ 1,800
Telephone	\$ 576		\$ 1,200
Technology Fee	\$ 1,960		\$ 0
Printing & Duplicating	\$ 1,443		\$ 650
Marketing	\$ 311		\$ 0
Miscellaneous	\$ 600		\$ 0
Postage	\$ 87		\$ 50
Broadcast e-mail	\$ 33		\$ 0
Associate Member Fund		<u>\$ 13,991</u>	
Total Management & General	<u>\$119,936</u>		\$120,071
Total Expenses	\$735,376	\$ 13,991	<u>\$760,202</u>
Change in net assets	\$ 27,343		(551)

BOD 2007 Final Report  
 Appendix C – Auditor’s Report for 2006

	<b>2006 Actual</b>	<b>AMC Fund</b>	<b>2006 Budget</b>
<b>Net Assets, beginning of year</b>	<b>\$604,928</b>	<b>\$5,425</b>	
<b>Net Assets, end of year</b>	<b>\$632,271</b>	<b>\$4,874</b>	
<b><u>Assets</u></b>			
<b>Current Assets</b>			
Cash & Cash Equivalents	\$210,511		
Certificates of Deposit	\$584,992		
Accounts Receivable	\$ 736		
Prepaid Expenses	\$ 2,165		
Interest Receivable	\$ 3,997		
	<hr/>		
Total Assets	\$802,401		
<b>Liabilities &amp; Net Assets</b>			
Accounts Payable	\$ 8,271		
Deferred Dues Revenue	\$156,985		
	<hr/>		
Total Liabilities	\$165,256		
<b>Net Assets</b>			
Unrestricted	\$637,145		
	<hr/>		
Total Liabilities and Net Assets		\$802,401	

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Michael Cleary, California, NCWM Chairman  
 Judy Cardin, Wisconsin, NCWM Chairman-Elect  
 Don Onwiler, Nebraska, NTEP Chair  
 Charles Carroll, Massachusetts  
 Joe Gomez, New Mexico  
 Jack Kane, Montana  
 Randy Jennings, Tennessee  
 Steven Malone, Nebraska  
 Richard Wothlie, Maryland  
 Christopher B. Guay, Procter & Gamble Co.  
 Darrell Flocken, Mettler-Toledo, Inc.  
 NCWM Staff: Beth Palys, CAE  
 NIST: Carol Hockert, Chief, Weights and Measures Division

**Board of Directors**

## Appendix D

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

Weights and Measures Division, NIST

The Weights and Measures Division (WMD) of the National Institute of Standards and Technology (NIST) is responsible for coordinating U.S. participation in OIML and other international legal metrology organizations. Learn more about OIML at the OIML website at <http://www.oiml.org> and the WMD website at <http://www.nist.gov/owm> on the Internet. Dr. Charles Ehrlich, Group Leader of the International Legal Metrology Group (ILMG), can be contacted at [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov) or at (301) 975-4834 or by fax at (301) 975-8091.

*Please note: OIML publications are available without cost at <http://www.oiml.org>.*

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**Table B**  
**Glossary of Acronyms**

BIML	International Bureau of Legal Metrology	IR	International Recommendation
CD	Committee Draft <sup>1</sup>	MAA	Mutual Acceptance Arrangement
CIML	International Committee of Legal Metrology	OIML	International Organization of Legal Metrology
CPR	Committee on Participation Review	PTB	Physikalisch-Technischen Bundesanstalt
DD	Draft Document <sup>2</sup>	R	Recommendation
DR	Draft Recommendation <sup>2</sup>	SC	Technical Subcommittee
DV	Draft Vocabulary <sup>2</sup>	TC	Technical Committee
DoMC	Declaration of Mutual Confidence	WD	Working Draft <sup>3</sup>

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

<sup>2</sup> DD and DR: draft documents approved at the level of the technical committee or subcommittee concerned and sent to BIML for approval by CIML.

<sup>3</sup> WD: 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 Number)**

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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 OIML Technical Committees (TCs) and Technical Subcommittees (SCs) of specific interest to members of NCWM. Also included are schedules of future activities of the Secretariats, the U.S. National Work Groups (USNWGs), and the International Work Groups (IWGs) of the Committees and Subcommittees.

*TC 3/SC 1 “Pattern Approval and Evaluation” (United States)*

The subcommittee approved the U.S. proposal for a combined revision of OIML D 19 “Pattern evaluation and pattern approval” and D 20 “Initial and subsequent verification of measuring instruments and processes” into a single document entitled “Principles of metrological control of measuring instruments: type approval and verification.” Key elements of OIML D 3 “Legal Qualification of Measuring Instruments,” R 34 “Accuracy Classes of Measuring Instruments,” and R 42 “Metal Stamps for Verification Officers” will also be incorporated into the combined revision of OIML D 19 and D 20. The revised documents will incorporate recent developments such as the OIML certificate system, D 27 “Initial verification of measuring instruments utilizing the manufacturer's quality management system,” and the “Framework for a mutual acceptance arrangement (MAA) on OIML type evaluations.” Consideration will be given to the appropriate conformity assessment options developed by the ISO Council Committee on Conformity Assessment (ISO CASCO), including quality systems, product certification, and accreditation. Consideration will be given also to information technology and statistical methods to increase or decrease verification intervals based upon proven instrument performance. For more information on this activity, contact Dr. Ambler Thompson at (301) 975-2333 or at [ambler@nist.gov](mailto:ambler@nist.gov).

*TC 5/SC 2 Software (Germany and BIML)*

All OIML Documents and Recommendations published since 1990 have been reviewed for terms and requirements related to software. The ILMG submitted U.S. comments on a working draft of the document “Software in Legal Metrology” in June 2006. When complete, this document will serve as guidance for OIML technical committees addressing software requirements in Recommendations for software-controlled instruments. The ILMG participated in meetings of the NCWM Software Sector in Annapolis, Maryland, in October 2006. Most recently, the co-secretariat distributed the 1 CD of this document for subcommittee comment in June 2007. Please contact Dr. Ambler Thompson at (301) 975-2333 or at [ambler@nist.gov](mailto:ambler@nist.gov) if you would like a copy of the OIML CD or to participate in this project.

*TC 8/SC 1 “Static Volume and Mass Measurement” (Austria and Germany)*

The Secretariat submitted 2 CD revisions in January 2006 for OIML R 71 “Fixed Storage Tanks,” R 80 “Road and Rail Tankers,” and R 85 “Automatic Level Gages for Measuring the Level of Liquid in Fixed Storage Tanks.” U.S. comments, including those of the American Petroleum Institute, on all three of these documents were sent in April 2006. The Secretariat held a subcommittee meeting in May 2006 in Hamburg, Germany. The United States provided a “no” vote with comments on the 2 CD for R 71 and comments on the 2 CDs of R 80 and R 85. The Secretariat circulated a 3 CD for R 80 in November 2006 and a 3 CD of R 85 in December 2006. U.S. vote and comments on R 80 and R 85 were returned in February 2007, and a subcommittee meeting was held in March 2007 in Vienna, Austria. All three documents were discussed in Vienna. A 3 CD of R 71 was received in July 2007. The next drafts of R 80 and R 85 are expected later in 2007. Please contact Ralph Richter at (301) 975-3997 or at [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) if you would like copies of the documents or to participate in these projects.

*TC 8/SC 3 “Dynamic Volume and Mass Measurement for Liquids other than Water” (United States and Germany)*

OIML R 117 “Measuring Instruments for Liquids other than Water” has undergone an extensive revision, incorporating new instrument technologies and merging the document with OIML Recommendations R 86 “Drum Meters” and R 105 “Mass Flowmeters.” This is a high priority project for OIML. ILMG is working with the USNWG on flowmeters, Germany, and the Netherlands on this effort. Meetings of the USNWG on flowmeters were held during the NCWM Interim Meeting in January 2007 in Jacksonville, Florida, and the NCWM Annual Meeting in July 2007 in Utah. Measurement Canada has been a strong contributor to this effort. A 2 CD of R 117

was circulated to the two international subcommittees and received over 90 % international “yes” votes. In October 2006, the CIML approved the merger of TC 8/SC 3 and TC 8/SC 4; the United States and Germany are now the co-secretariats of the combined TC 8/SC 3. Following the merger, the old subcommittee TC 8/SC 4 was disbanded. Work on R 117-2 “Test Methods” and R 117-3 “Test Report Format” has begun.

OIML member nations have voted on the DR of R 117-1 by postal ballot with over 90 % approval of the 34 nations that voted. Full CIML approval on R 117-1 is expected at the CIML meeting in October 2007. If you have any questions, would like a copy of the R 117-1 DR, or would like to participate in the next phases of this project, please contact Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov.

*TC 8/SC 7 “Gas Metering” (Belgium and France)*

In April 2007, the Secretariat circulated a DR of the Recommendation “Measuring Systems for Compressed Natural Gas (CNG) for Vehicles” and annexes covering performance tests for electronic devices and basic test procedures. The postal ballot on this recommendation failed, but it is anticipated that recommendation will be approved by the CIML in October 2007.

Also in April 2007, a postal ballot was circulated on the DR “Measuring Systems for Gaseous Fuel” and U.S. comments were submitted in June 2007. This Recommendation is intended for large pipelines with large flowrates and high operating pressures, or systems not fitted with diaphragm gas meters. Different types of measuring systems are covered by the Recommendation: measuring systems providing indications of volume at base conditions or mass converted from a volume of gas determined at metering conditions, measuring systems providing directly the mass of gas, and measuring systems providing indication of energy corresponding to a volume at base conditions or a mass of gas. The postal ballot on this recommendation failed, but it is anticipated that recommendation will be approved by the CIML in October 2007. Please contact Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov if you would like to obtain a copy of these documents or if you would like to participate in future work involving gas measurement systems.

*TC 8/SC 8 “Gas Meters” (Netherlands)*

Three recommendations in this subcommittee: R 6 “General provisions for gas volume meters,” R 31 “Diaphragm Gas Meters,” and R 32 “Rotary Piston Gas Meters and Turbine Gas Meters” have been combined into a single revised Recommendation. The United States voted “yes” with comments on the 3 CD of this document in January 2006. The final DR was approved by the CIML at their October 2006 meeting in Cape Town, South Africa, and will be published with the new designation of R 137-1 “Gas Meters.” Development of R 137-2 “Test Methods” is now underway. Please contact Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov if you would like to participate in the R 137-2 project.

*TC 9 “Instruments for Measuring Mass” (United States)*

Now that the revision of R 76 “Non-automatic Weighing Instruments” is complete, the United States will send an inquiry in 2007 to TC 9 members about revising R 60 “Load Cells.” If you would like to participate in the revision of R 60, please contact Steve Cook at (301) 975-4003 or steven.cook@nist.gov.

*TC 9/SC 1 “Nonautomatic Weighing Instruments” (Germany and France)*

The revision of R 76 “Non-automatic Weighing Instruments” is of major importance to U.S. interests because the Recommendation serves as the foundation for a majority of the laws and regulations that govern weighing instruments around the world. The revision includes new language addressing metrological controls for type evaluations, conformity, initial and subsequent inspections, suitability of separable components and requirements for metrological software. The USNWG is being consulted concerning proposals to harmonize Handbook 44 and R 76. The DR of R 76-1 was approved by the CIML in October 2006. Most recently, the United States voted “yes” on the DR of R 76-2 “Test Report Format.” For more information on these efforts, please contact Steve Cook at (301) 975-4003 or steven.cook@nist.gov.

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

The Recommendation R 134-1 “Automatic Instruments for Weighing Road Vehicles in Motion – Total Load and Axle Weighing” was approved by CIML in October 2006 with the agreement that U.S. comments concerning terminology and document scope were to be incorporated before publication. The test report format of this document, R 134-2, has been approved by the subcommittee and is going through a final editorial process at the

BIML. Two other documents in this subcommittee are now under revision. The United States returned comments on the 2 CD of R 106 “Automatic Rail-weighbridges” in November 2006. The subcommittee approved a revision of R 107 “Discontinuous Totalizing Automatic Weighing Instruments (Totalizing Hopper Weighers),” and votes and comments on the DR are due in September 2007. If you would like to receive copies of these documents or work on these projects, Richard Harshman is the contact at (301) 975-8107 or at harshman@nist.gov.

#### *TC 17/SC 1 “Humidity” (China)*

The Secretariat (China) is working closely with the United States and a small IWG to revise OIML R 59 “Moisture Meters for Cereal Grains and Oilseeds.” All drafts have been distributed to the USNWG, which for the most part is a subset of the NTEP Grain Sector. In October 2003, China hosted a meeting of the TC 17/SC 1 subcommittee in Beijing, China, to review and discuss this revised document. A 2 CD that incorporated U.S. comments was circulated in May 2004 by the Secretariat. A meeting of the IWG was held in Paris, France, in September 2004 to resolve conflicts on the document. U.S. comments on the 3 CD of R 59 were returned to the Secretariat in August 2005. A 4 CD was circulated to the IWG in August 2006. U.S. comments on the 4 CD were returned to the Secretariat in November 2006. A TC 17/SC 1 meeting is being hosted by NIST in September 2007 to discuss the 5 CD. Please contact Diane Lee at (301) 975-4405 or at diane.lee@nist.gov if you would like to participate in this work group.

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

A new subcommittee has been formed to study the issues and write a working draft document “Measuring Instruments for Protein Determination in Grains.” Australia is the Secretariat for this new subcommittee. A work group meeting was held in May 2004 in Sydney, Australia. A 2 WD of this document was received in August 2004, and a 3 WD was received in May 2005. A work group meeting was held in June 2005 in Berlin, Germany, to discuss the latest round of comments on the 3 WD. A 1 CD was circulated to the IWG in May 2006. U.S. comments on the 1 CD were returned to the Secretariat in August 2006. A work group meeting was held in September 2006 in Ottawa, Canada, to discuss comments on the 1 CD. A TC 17/SC 8 meeting is being hosted by NIST in September 2007 to discuss the 2 CD. Please contact Diane Lee at (301) 975-4405 or at diane.lee@nist.gov if you would like to participate in this work group.

#### **OIML Mutual Acceptance Arrangement (MAA)**

Note: The report on the OIML Mutual Acceptance Arrangement (MAA) has moved; it can now be found in Item 1. Test Data Exchange Agreements of the NTEP Section of the NCWM Annual Report. For further information on the MAA and its implementation, please contact Dr. Charles Ehrlich at charles.ehrlich@nist.gov or at (301) 975-4834 or by fax at (301) 975-8091.

## **II. Report on the 41<sup>st</sup> CIML Meeting in Cape Town, South Africa, October 18 - 20, 2006**

The CIML gave final approval to the following Recommendations in South Africa:

- R 39 Rockwell hardness machines;
- R 49-1 Water meters intended for the metering of cold, potable water and hot water:
  - Part 1: Metrological and technical requirements;
- R 49-2 Water meters intended for the metering of cold potable water and hot water:
  - Part 2: Test methods;
- R 51-1 Automatic catchweighing instruments:
  - Part 1: Metrological and technical requirements – Tests;
- R 65 Force measuring system of uniaxial material testing machines;
- R 76-1 Non-automatic weighing instruments:
  - Part 1: Metrological and technical requirements – Tests;
- R 82 Gas chromatographic systems for the measuring pollution from pesticides and other toxic substances;
- R 83 Gas chromatograph/mass spectrometer systems for the analysis of organic pollutants in water;
- R 116 Inductively coupled plasma atomic emission spectrometers for the measurement of metal pollutants in water;
- R 134-1 Automatic instruments for weighing road vehicles in motion and axle-load measuring:
  - Part 1: Metrological and technical requirements – Tests;

- R 137-1 Gas Meters:
  - Part 1: Requirements (new Recommendation).

The Committee also approved the withdrawal of R 74 *Electronic weighing instruments*.

The CIML approved the following new work projects:

- New projects of TC 3/SC 5:
  - Revision of B 3 OIML Certificate System for Measuring Instruments;
  - Revision of B 10-1 Framework for a Mutual Acceptance Arrangement on OIML Type Evaluations (MAA);
  - Revision of B 10-2 Checklists for Issuing Authorities and Testing Laboratories Carrying Out OIML Type Evaluations;
- New projects to be allocated by the CIML President to the appropriate TC or SC, based on BIML proposals:
  - Guide for the application of ISO/IEC Guide 62 to the assessment of quality system certification bodies in the field of legal metrology;
  - Guide for the application of ISO 9001 to legal metrology controls;
- New project of TC 16/SC 1:
  - Revision of ISO 3930/OIML R 99 Instruments for measuring vehicle exhaust emissions.

The following work project was withdrawn:

- Project P 6 of TC 3/SC 5: OIML procedure for the review of laboratories to enable mutual acceptance of test results and OIML Certificates of Conformity;

The Committee approved the following proposals:

- When a revision of a publication is published, the previous version remains available on the OIML website, but with an indication that this version has been superseded;
- As long as all the parts of a revised Recommendation included in the Certificate System have not been published, the version referenced in the Certificate System remains applicable;
- When the Certificate System references a revised Recommendation, Certificates may still be issued by reference to the previous version provided the application for a Certificate has been lodged before the publication of the revised version.

#### MAA Resolutions approved by the CIML in South Africa:

- MAA Resolution 2006-1: The BIML will bear the costs of peer assessments and will subsequently invoice the peer-assessed bodies with a lump sum equal to 1500 €per assessor-day.
- MAA Resolution 2006-2: During the period of transition to the MAA for R 60 and R 76 (provisionally set to end December 31, 2008), Issuing Authorities under the OIML Certificate System for Measuring Instruments (OIML Document B 3) are authorized to continue to issue OIML Certificates of Conformity according to OIML B 3.
  - Issuing Participants in the R 60 and R 76 DoMCs are not authorized to continue to issue basic OIML Certificates for OIML type evaluations unless the application was received before the publication of the DoMC (September 2006).
  - The termination date of this transition period will be reviewed by the CIML at its 43<sup>rd</sup> Meeting based on a BIML report on operation, experience, and feedback from industry.
- MAA Resolution 2006-3: The R 49 DoMC will continue to move forward despite the fact there is only one potential Issuing Participant.

The CIML instructed TC 3/SC 5 to consider the rules for appointing new Issuing Authorities after the transition period mentioned in the MAA Resolution 2006-2 above, and to propose an appropriate solution for approval by the Committee.

### Report of the Work Group on “Conformity to Type”

The Committee took note of the report given by Mr. Grahame G. Harvey, WG Convener, on the meeting held on October 14, 2006, and instructed the WG to continue its work as proposed during the meeting.

The Committee instructed the Bureau and the TC 3 Secretariat (Metrological control) to review the work and organizational structure of TC 3, including that of its subcommittees and the WG on Conformity to Type.

#### Positions filled:

The Committee elected Mr. Grahame Harvey (Australia) as CIML Second Vice-President. He will take over his duties immediately.

On the proposal of the CIML President, the Committee appointed Mr. Willem Kool as BIML Assistant Director to fill the position of the retiring Mr. Szilvássy in 2007.

### **III. Future CIML Meetings**

The 42<sup>nd</sup> CIML Meeting will be hosted by the People’s Republic of China in October 2007 in Shanghai, China. The CIML accepted Australia’s invitation to hold the 13<sup>th</sup> Conference and 43<sup>rd</sup> CIML Meeting in Sydney, Australia, in 2008.

### **IV. Regional Legal Metrology Organizations**

#### SIM Workshop on Fuel Dispensers

Wayne Stiefel participated in the workshop and made presentations on audit trail security and software developments in OIML and the NWCM. The workshop was held September 15, 2006, at INMETRO Brazil and was attended by 32 representatives from 16 countries: Antigua & Barbuda, Brazil, Chile, Costa Rica, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Paraguai, St. Kitts & Nevis, St. Lucia, St. Vincent, Trinidad & Tobago, United States, and Uruguay. Other topics covered included The Mercosul Draft Directive on Fuel Dispensers – based on OIML R 117 and the Mexican process for prototype fuel dispenser hardware and software approval by CENAM.

#### Meeting of the SIM General Assembly

ILMG participated in the SIM General Assembly which convened September 16 - 17, 2006, in Rio de Janeiro, Brazil. Dr. Huberto S. Brandi, Director of Scientific and Industrial Metrology at INMETRO Brazil, was elected President. The next SIM General Assembly meeting will be held in September 2007 in Ottawa, Canada.

#### APLMF Meeting

The 13<sup>th</sup> APLMF Meeting was held November 15 - 17, 2006, in Singapore. The United States was represented by Dr. Charles Ehrlich, who serves as Chairman of the APLMF Work Group on Mutual Recognition Arrangements. APLMF conducted six training courses/seminars in 2006, including one on the verification of CNG Fuel Dispensers at which the two instructors were from the California Division of Measurement Standards. A seminar on the Singapore Authorized Verifier Scheme was held to announce and describe this new program in Singapore, where private organizations are empowered to conduct verifications under the supervision of the Singapore regulatory authority, SPRING Singapore. A workshop on Metrology of Agricultural Products and Foods was held February 7 - 9, 2007, in Thailand. The Peoples Republic of China announced that it would take over the Presidency and Secretariat of APLMF in 2007. The next meeting of APLMF will be in late October 2007 in Shanghai, China.



## **Appendix E**

### **Final Report of the NCWM Associate Member Committee (AMC)**

**Salt Lake City, UT  
Minutes, July 9, 2007**

#### **CALL TO ORDER:**

Chairman Langford called the meeting to order at 12:12 p.m.

#### **APPROVAL OF JANUARY 21, 2007, MINUTES:**

The minutes of the January 21, 2007, meeting were read, Cullen Casey made a motion to approve the minutes, and Bob Reinfried seconded it. A vote was taken, and the minutes were approved.

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

Darrell Flocken, the Associate Membership Representative on the NCWM Board of Directors, gave a report about Board activities:

- Automatic temperature compensation is the hot topic of this meeting. Mike Cleary represented the NCWM in a congressional hearing in Washington, DC, a few weeks ago. Since then the NCWM has received several letters from various state representatives voicing their support or opposition to the item.
- Judy Cardin reported that an electronic version of Form 15 is now available on the NCWM website. The form can be completed and submitted online. A few cleanup items are left to complete this task, but they do not impact the use of this form now.
- NIST WMD reported that they have established two directors' workshops to be conducted this year. NIST has also scheduled a Handbook 133 Train-the-Trainer class for later this year.
- The Board has decided to move ahead with a second marketplace survey. While not 100 % complete with the past survey, it was believed they could do the initial development work for the second survey to keep the process moving.
- Management Solutions (Beth) was happy to report that membership levels are up, with current membership of just over 2600. This is the highest level since 2003.
- The Board was asked to develop a position on individual companies or organizations sponsoring NCWM events or individual events occurring at the same time and location as the NCWM conference. The reason for this issue was based on the NCWM's liability and perceived influence - real or not. The Board of Directors did not believe it was their responsibility to limit or prevent such events but agreed these events would not be included in the NCWM agenda and the Conference agenda should include a statement something to the effect that a meeting or event not mentioned in the agenda is not sanctioned by the NCWM. If additional discussions are required, this should be the responsibility of the AMC.
- On a sad note, Darrell Flocken reported that Sam Chappell passed away last week.

- To end his report Darrell had some good news; this is his last report as his 3-year term representing the AMC on the Board of Directors ends at the end of this Conference. He would like to thank the AMC for providing him with this opportunity and hopes he met our expectations. Darrell leaves the AMC in the very capable hands of Bob Murnane, our new Board of Directors AMC representative.

**FINANCIAL CONDITION**

Chairman Langford reported the following fund balance:

<b>Income:</b>	
Balance 1/31/07	\$17,999.91
Revenue: 2/1/07 - 6/30/07	345.00
	135.00
	120.00
	75.00
<b>Total Income:</b>	<b>\$18,674.91</b>
<b>Disbursements:</b>	
2/27/07 Website enhancements	\$2,500.00
6/6/07 - 6/30/07 CO Dept of Agriculture training	1,500.00
<b>Total Disbursements:</b>	<b>\$4,000.00</b>
<b>Ending Balance 6/30/07</b>	<b>\$14,674.91</b>

\$10,000 was set aside for the special event.

**AMC FUND DISBURSEMENT REPORTS:**

**2007 TRAINING FUNDS REPORT**

Chairman Langford mentioned a letter from Kristin Macey, Chief, CO Department of Agriculture Measurement Standards, thanking the AMC for the \$1500 funds for training. A copy of this letter was made available for anyone to review. (A copy of this letter is printed at the end of the AMC Report, Appendix E.)

**TRAINING REQUEST**

There were three requests submitted:

- Craig Leisy, Consumer Affairs Unit, Seattle, WA  
 Requested \$500 to be used for travel and *per diem* expenses for training and certification for two new weights and measures inspectors.
- Kirk Robinson, Washington Department of Olympia, WA  
 Requested \$2084 for the following: \$1400 for lodging (*per diem*); \$434, travel costs for instructor; \$100, training facility rental; and \$150, training materials.
- Charles Carroll, MA Division of Standards  
 Requested \$1000 to be used for training school held in conjunction with the NEWMA Annual conference.

Chairman Langford suggested that: 1) Craig Leisy’s \$500 request be denied; however, Craig would be contacted to notify him why his request was denied and give him a chance to resubmit his request for funds for training only; 2) Kirk Robinson’s request for \$2084 be reduced to \$684 for the instructor, training facility rental and training materials; 3) Charles Carroll’s \$1000 request be approved. Mike Gaspers put Chairman Langford’s suggestion in the form of a motion, and Bob Murnane seconded the motion. A vote was taken and the motion passed.

**SPECIAL EVENT**

A discussion for increasing the Association Membership dues and for increasing the amount given to the special event function was discussed. Darrell Flocken informed the AMC of the number of members for the previous years which were:

Year	Members
2003	953
2004	837
2005	829
2006	837
2007	863

Rich Davis made a motion to increase the Association Membership dues by \$10, which would raise the Association Membership dues to \$25 above the annual dues. Darrell Flocken seconded the motion and the motion passed. Rich Davis made another motion to increase the AMC maximum contribution for the special event from \$10,000 to \$12,000 or 60 % of the cost, whichever is less. Bob Murnane seconded the motion. A vote was taken and the motion passed.

**OLD BUSINESS:**

No old business.

**NEW BUSINESS:**

Dave Wankowski, Kraft Foods Inc., volunteered to fill the vacancy of the AMC member representative on the PDC. Bob Murnane, Seraphin Test Measures, will be the AMC member representative on the BOD.

Non-sanctioned events was discussed. Mike Gaspers make a motion to strongly discourage hospitality suites, and Bob Murnane seconded this motion. A vote was taken and the motion passed by a vote of thirteen to three.

Mike Gaspers was elected to the position of Secretary/Treasurer of the AMC.

Dave Wankowski and Doug Biette were elected to five-year terms on the AMC Board.

**ADJOURNMENT:**

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,  
Stephen Langford, Chair,  
Paul Lewis, Secretary-Treasurer

**Members in Attendance at the  
Associate Membership Committee (AMC) Meeting  
July 9, 2007**

Stephen Langford - Cardinal Scale, Chairman  
Chris Guay - Procter & Gamble, Vice Chairman  
Paul Lewis - Rice Lake Weighing Systems, Secretary-Treasurer

Doug Biette – Sartorius North America  
Cullen Casey – Walz Sclaes  
Richard Davis – Georgie-Pacific  
Darrell Flocken - Mettler-Toledo  
Mike Gaspers – Farmland Foods, Inc.  
Jim Hewston – Scale Source  
Zina Juroch – Pier 1 Imports  
Monica Hammond – DHL Express, Inc.  
Tom Herrington - Nestle Foods  
Dennis Kolsun – H.J. Heinz Co.  
Monte Martinson – Norac, Inc.  
Bob Murnane - Seraphin Test Measures  
Pete O’Bryan - Foster Farms  
Dan Okon – United Parcel Service  
Bob Reinfried – Scale Manufacturers Association  
Mike Rude – Norac, Inc.  
Mark Schwarte – Accu-Sort  
Lou Straub - Fairbanks Scales  
Dave Wankowski – Kraft Foods Inc.  
Nate Wieselquist – Sick, Inc.

\*Beth Palys – NCWM Headquarters also attended this meeting

## Letter from Kristin Macy

*Kristin J. Macey  
Measurement standards Chief  
Colorado Department of Agriculture  
3125 Wyandot St  
Denver, CO 80211*

*May 15, 2007*

*Dear NCWM AMC Members:*

*Thank you for your support to Colorado Measurement Standards for our Grain Moisture Meter (GMM) and Handbook 44 Scales Code/Retail Computing classes held in Denver last week. It was an incredible opportunity to receive general training on Handbook 44, the Scales and GMM codes, the devices themselves and GMM laboratory practices. I have received numerous comments from attendees about the detail and quality of content.*

*We are fortunate that NIST has such competent staff to assist state and local jurisdictions achieve uniformity in their regulatory work. We are also most grateful to the AMC Committee; the \$1,500 we received helped offset our training costs immensely. Forty (40) attendees representing four weights and measures jurisdictions (AZ, CO, KS and WY) and numerous scale service companies attended one or both classes. That's a big bang for the training buck!*

*Sincerely,*

*Kristin Macey*

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