

Appendix B				
Action Items Table				
October 1-2, 2010 NTETC Measuring Sector Meeting				
Agenda Item	Title	Task	Responsible Person(s)	Due Date
1	Table of Key Characteristics of Products in Product Families for Meters Table	Make final editorial changes, (including removing editorial marks, moving heated products, and making general editorial formatting changes) to the table and forward to Chair and NTEP Director for submission to the NCWM NTEP Committee.	Technical Advisor, Tina Butcher	12/1/10
3	Add Testing Criteria to NTEP Policy U “Evaluating electronic indicators submitted separate from a measuring element”	Continue development of checklist, including:	Dan Reiswig, CA DMS	Ongoing
		Contact list of possible Work Group members (as identified by Sector).	Dan Reiswig, CA DMS	1/1/11
		Forward latest draft of checklist AND five areas requiring special attention (identified by Sector) to original Work Group members and list of possible contacts identified by Sector.	Dan Reiswig, CA DMS	1/1/11
		Apprise Chairman, NTEP Director, and Technical Advisor of progress via e-mails or periodic reports.	Dan Reiswig, CA DMS	Ongoing
		Present updated checklist to Sector for review and acceptance.	Work Group	2011 Sector Mtg
4	Policy C - Product Family Table – Change in Upper Limit for Oxygenated Blends – Note 4	Advise original submitter of Sector’s decision.	Technical Advisor, Tina Butcher	12/1/10
5	Electronic Linearization for Positive Displacement Meters	Submit recommendation to modify NCWM Publication 14 to NTEP Committee	Technical Advisor, Tina Butcher	12/1/10
6	Code Reference S.1.6.1. Indication of Delivery – Reference to Indicator Reset	Submit recommendation to modify NCWM Publication 14 to NTEP Committee	Technical Advisor, Tina Butcher	12/1/10
7	Water Meters Checklist	(1) Forward current draft checklist to other companies who hold CA Type Evaluation Program Certificates for Water Meters.	Andre Noel	12/1/10
		(2) Identify areas in NIST H44 Water Meters Code where updates are	Water Meters Checklist Sub-Group:	7/1/11

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		needed to reflect current technology and practices.	Andre Noel Dan Reiswig Jim Welsh (Others Identified)	
		(3) Forward any proposed changes to NIST H44 to the NCWM S&T Committee by developing and submitting an NCWM Form 15.	Water Meters Checklist Sub-Group	7/1/11
		(4) Identify differences between AWWA standards and NIST H44 and consider recommendations for aligning the two documents.	Water Meters Checklist Sub-Group	7/1/11
		(5) Copy the Chairman, Mike Keilty and Technical Advisor, Tina Butcher on communications to the group.	Water Meters Checklist Sub-Group	Ongoing
		(6) Copy Ralph Richter, NIST WMD, U.S. point of contact for OIML R49 with any proposed drafts.	Water Meters Checklist Sub-Group	Ongoing
		(7) Distribute an updated draft for review by the Sector by the 2011 NCWM Interim Meeting.	Water Meters Checklist Sub-Group	01/10/11
		(8) Distribute a final draft for review by the Sector at least one month prior to the 2011 Sector meeting.	Water Meters Checklist Sub-Group	8/15/11
8	Hydrogen Gas-Measuring Devices Checklist	(1) Contact Norm Ingram to request distribution of draft checklist.	Juana Williams, NIST WMD	11/15/10
		(2) Update USNWG on Sector's plans to develop checklist.	Juana Williams, NIST WMD	11/15/10
		(3) Update the checklist to correspond to the 2010 Hydrogen Measuring Devices Code.	Hydrogen Meters Checklist Sub-Group: Mike Keilty, Chairman Dennis Beattie, MC Marc Buttler, Micro Motion Dan Reiswig, CA DMS Juana Williams, NIST	As assigned
		(4) Review the checklist and provide comments to Sub Group Chairman.	Hydrogen Meters Checklist Sub-Group	As assigned
		(5) Schedule web conference call(s) to discuss needed changes.	Sub-Group Chairman	Jan-July 2011

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Agenda Item	Title	Task	Responsible Person(s)	Due Date
		(6) Finalize and present draft to the Sector for consideration.	Hydrogen Meters Checklist Sub-Group	8/15/11
		(7) Monitor USNWG progress on developing test procedures. Begin development of type evaluation test procedures when USNWG completes test procedures work.	Hydrogen Meters Checklist Sub-Group	Ongoing
9	Next Meeting	Identify location and time of next SWMA Meeting and propose location to NTEP Committee	Chair, NTEP Director, Technical Advisor	2011 Interim Mtg
10	G-S.1. Marking (Software) (S&T)	Forward Sector comments to NCWM S&T Committee	Technical Advisor, Tina Butcher	2011 Interim Mtg
11	G-S.8.1. Provision for Sealing (S&T)	Forward Sector comments to NCWM S&T Committee	Technical Advisor, Tina Butcher	2011 Interim Mtg
12	G-A.6. Nonretroactive Requirements (S&T)	Forward Sector comments to NCWM S&T Committee	Technical Advisor, Tina Butcher	2011 Interim Mtg
13	Product Depletion Test (S&T)	Forward Sector comments to NCWM S&T Committee	Technical Advisor, Tina Butcher	2011 Interim Mtg
14	N.5.1. Master Meter Systems- Farm Milk Tanks (S&T)	Forward Sector comments to NCWM S&T Committee	Technical Advisor, Tina Butcher	2011 Interim Mtg
15	S.2.6. Thermometer Well -VTMs (S&T)	Forward Sector comments to NCWM S&T Committee	Technical Advisor, Tina Butcher	2011 Interim Mtg