



Certification Policy Committee

Wednesday, June 30th – Conference Call Minutes
11:00 AM – 1:00 PM EDT

Chair: *Steve Johnson – Andersen Windows, Inc.*

Vice Chair: *Brad Schultz – Associated Laboratories, Inc.*

1. Chair S. Johnson called the meeting to order at 11:05 AM EDT.

COMPANY	NAME	PRESENT
WESTLab	Jeff Baker	X
Andersen	Steve Johnson (C)	X
Marvin	James Krahn	X
ALI	Brad Schultz (VC)	
Jeld-Wen	Steve Strawn	X
WinBuild	Bipin Shah	X

Others present: S. Wendt

2. The agenda was reviewed and approved as presented.
3. The minutes from June 16, 2010 conference call were reviewed and approved.

MOTION: Strawn / Krahn move to approve the minutes from June 16, 2010 conference call.
Motion passes unanimous voice vote.

4. Unfinished Business

- a. IG Certification Training for IAs – S. Johnson Steering Committee responses to be ratified by the Board
- i. S. Johnson provided a narrative on the Steering Committee’s recommendations for IG Extension Guidelines.
 - ii. Staff will discuss with J. Hill
- For Suppliers: **Once an extension is granted, staff will contact all NFRC IAs and the requestor. The requestor will then notify all their clients of the extension. Those clients who are NFRC licensees will then notify their IAs of product lines affected by the extension. Once a quarter the IA will provide to NFRC staff a list of extensions that they have on file.**
 - Uncertified IG: **A 1 year maximum grace period may apply to uncertified IG inventory, but not to exceed July 1, 2011. The requestor shall provide documentation of the existing uncertified inventory as of July 1, 2010 to NFRC.**
 - Foreign manufacturers: **Relates to uncertified IGs regardless of where the IG is manufactured. A 1 year maximum grace period may apply to uncertified IG inventory, but not to exceed July 1, 2011. The requestor shall provide documentation of the existing uncertified inventory as of July 1, 2010 to NFRC.**
 - July 1, 2010 deadline: **July 1 deadline must be enforced. On audits after July 1, 2010 the licensee must demonstrate compliance or provide documentation of approved extension request.**
 - How many extensions to allow: **Will be handled case by case, the timing of which is not to exceed July 1, 2011.**

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- Deadline become firm with no extensions: **NFRC will enforce this requirement as of July 1, 2010. This requirement will be stringently enforced as of July 1, 2011 but there will be exceptions and those will be addressed by the CPC on a limited and case by case basis as they occur.**
- De-listed or de-certified if they do not have IG certification validation: **If a manufacturer is not in compliance or does not have an extension request, their products will become de-listed or de-certified by July 1, 2010.**
- Penalties for non-compliance with the IG certification requirement: **Language specific to IG certification will be added to NFRC's Compliance and Monitoring Program (CAMP) document.**
- Those members that are compliant on July 1, 2010: **The Steering Committee will continue to brainstorm this question.**

b. IG Certification Extension Requests

i. 2010-146

MOTION: Strawn / Krahn move to approve extension until April 1, 2011 one year from original request, with request that they work with their IG Certification program to ensure they meet the deadline. Motion Passes 1-0-1 (JBaker).

c. IA Operations Manual

- i. Staff provided a report on the status of the following: private labeler, in-plant inspections, CPD options not certified but listed (no add'l guidance – J. Krahn will make sure this is on the steering committee),
- Private Labeler Program
 - A fee structure was developed and forwarded to Steering Committee by NFRC Staff Monday, June 28, 2010.
- IG Certification in-plant inspection requirements already in Appendix C but revised.
- IG Certification: CPD would give false information if that MFG is not supplying/selling the glass because of the lack of IG Certification. J.Krahn to request agenda item for Steering Committee on the issue of Non-Certified IGs in the CPD.
 - J. Krahn to verify this is brought to next Steering Committee call.
 - Is IG Cert a requirement? Stipulation to be placed in IA ops manual.
- Schedule I for listing of IG Cert program per plant revisions sent to NFRC Staff for review
 - Changes to CPD would need to be done: forwarded to S. Hanlon.
 - Concerns for comment field being filled out, suggestion to populate CPD in comment filed, it's going to take time. (added language, "Upon completion of each plant inspection,")
 - This may be too broad of a request, is the requirement the individual glazing options or in just the product line comments? NFRC Staff to write language and propose to CPC that IAs can use in general, "provide information" – to what extent, what information is wanted?

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- NFRC Staff to verify: EPA requiring all products that make Energy Star be verified in CPD. (EPA requiring products that make Energy Star be the only options listed in the CPD)
 - Appendix B: Added note under title.
- d. Rotation of IAs on Policy Committees
 - i. NFRC 710: Operations Policies Manual
 - Revision Section 2.2.7.2.1 with formation for Certification Policy Committee included.
 - Allow other committees to adopt language – and consider using structure.

MOTION: Baker / Strawn Motion to approve structure of CPC in 2.2.7.2.1. and forward to Legal Affairs Committee for review and submittal to the BOD. Motion passes by unanimous voice vote.

- Staff to write letter and forward to Legal Affairs Committee: G. Stone - Chair.

The remaining business items will be discussed at the next call.

5. New Business
 - a. NFRC Memo – Periodic Reviews
 - To be handled by emails to include all CPC.
7. Next scheduled conference call Monday, July 12, 2010: 11:30 am – 1:30 pm EDT.
 - a. Staff to propose 2:00-4:00 EDT Strawn/Shah/Schultz (travel and APC call conflicts)
8. Next scheduled interim conference call Wednesday, August 4, 2010: 11:30 am – 1:30 pm EDT
9. The meeting was adjourned at 1:10 PM EDT