



Certification Policy Committee  
Conference Call Meeting Minutes  
May 11, 2006

CPC Members Present: John Hogan, Chairman  
Jim Krahn  
Steve Strawn  
Brad Schultz

CPC Members Absent: Jeff Baker

NFRC Staff Present: Jessica Ferris

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1. Meeting called to order by Chair, John Hogan, at 11:40 AM Eastern Time.
  2. Minutes from the April 6, 2006 CPC Conference call were approved as amended.  
M/S/P S. Strawn  
B. Schultz
  3. Unfinished Business
    - A. CAP-2006 Addendum 1: The CPC reviewed the two negatives submitted by Brad Schultz in response to the letter ballot sent to committee members on April 21, 2006.
      - **Negative 1**: Revision to Section 4.1.1.1- Timeline for reporting should remain at thirty (30) days as opposed to fifteen (15).  
**Motion to find negative persuasive**  
M/S J. Krahn  
S. Strawn  
**4-0-0 – Motion passes**
      - **Negative 2**: Revision to Section 4.5.A – Language currently in place should remain.  
**Motion to find negative persuasive**  
M/S J. Krahn  
S. Strawn  
**3-1-0 - Motion passes**

**Motion to approve Addendum 1 of the NFRC CAP-2005 and forward to the Board of Directors for approval.**

**M/S B. Schultz  
J. Krahn**

**4-0-0 – Motion passes**

- B. Revised IA Operations Manual –The revised IA operations manual was re-submitted to the CPC incorporating changes recommended by the committee at the last conference call. The committee completed the review of the manual requesting the following modifications:

- Section 5.A.3.ii shall be struck from the draft and staff shall recommend changes to the NFRC LAP, Section 4.9.2. that would incorporate language requiring that test labs include the completed test submittal form with the test report to the manufacturer and IA.
- Section 8.A and 8.B.5 – phrase, “within 15 days of the date of the report....,” to “within 15 days of the receipt of the report....”

**Motion to approve the revised IA Operations Manual as amended. The manual shall be made effective upon publication and notification to the NFRC Board of Directors.**

**M/S S. Strawn  
J. Krahn**

**4-0-0 – Motion passes**

- C. Revised IA Database Manual: Committee agreed to postpone review of these revisions to the next conference call in June.

4. New Business

- A. Interpretation Request – PCPI 2006-01 – Can Reseller/Distributor names be put on the Temporary Label if the CPD number of the manufacturer is also included?

The Committee agreed to postpone making a determination regarding this request so that further input can be obtained from Membership on this issue during the Labeling Forum scheduled for the CPC July meeting in Minneapolis.

5. Schedule for next conference calls (8:30 AM Pacific/11:30 AM Eastern) and meetings

Thursday, June 1, 2006

Thursday, July 6, 2006

July 24-27 2006 Summer Meeting – Minneapolis, MN

6. Meeting Adjourned at 1:00 PM Eastern.