UNITED STATES
CONSUMER PRODUCT SAFETY COMMISSION
WASHINGTON, DC 20207

CPSC/OFFICE OF THE SECRETARY
1999 JUL 30 P 3: 17

Memorandum

Date: JUL 30 1999

To: The Commission

Through: Sadye E. Dunn, Secretary
Pamela Gilbert, Executive Director
Alan H. Schoem, Director, Office of Compliance

From: Jeffrey S. Bromme, General Counsel
Joseph F. Rosenthal, Attorney

Subject: CPSC/ICPHSO Compliance Workshop

Ballot Vote due AUG 4 1999

The Office of Compliance proposes that the Commission co-sponsor with the International Consumer Product Health and Safety Organization (ICPHSO) an additional Compliance Workshop for manufacturers, importers, distributors, and retailers. The Workshop is intended to impart information on fast track recalls and other issues related to the Commission's responsibilities. 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 September 23, 1999 in Los Angeles. CPSC will provide speakers and unstamped CPSC envelopes to be used by ICPHSO for mailing invitations. All other expenses, including travel and per diem, will be paid by ICPHSO.

A similar "Pilot" Workshop was held with Commission approval in Chicago on May 26, 1999, and the Commission was advised at that time of tentative plans to hold additional Workshops in other cities.

Please indicate your vote on the following options.

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

_____ (Signature) _____ (Date)

NOTE: This document has not been reviewed or accepted by the Commission.
Initial rh **Date** 7/30/99

CPSA 6 (b)(1) Cleared
No Mfrs/PrvtLblrs or Products Identified
____ Excepted by _____
Firms Notified.

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

_____ _____

(Signature) (Date)

United States
CONSUMER PRODUCT SAFETY COMMISSION
Washington, D.C. 20207

MEMORANDUM

DATE: July 26, 1999

TO : The Commission

Through: Jeffrey S. Bromme, General Counsel
Sadye E. Dunn, Secretary
Pamela Gilbert, Executive Director
Alan H. Schoem, Director, Office of Compliance

FROM : Marc J. Schoem
Director
Recalls and Compliance Division

SUBJECT: CPSC/ICPHSO Compliance Workshop

On May 26, 1999 a CPSC/ICPHSO Pilot Compliance Workshop was held in Chicago, Illinois. More than 185 people attended the workshop including, manufacturers, importers, retailers, testing organizations, state officials and others interested in consumer product safety. Many of the firm's who attended have not previously participated in CPSC Compliance workshops. Generally the evaluations submitted by attendees of the Chicago workshop was positive with respect to the workshop meeting their expectations; having their questions answered; providing useful handout information; and the attendees indication that they would recommend this workshop to others.

The International Consumer Product Health and Safety Organization is recommending that a second CPSC/ICPHSO Compliance Workshop be held. A tentative date of September 23, 1999 has been set for training to take place in Los Angeles, California. During this workshop the agenda will be modified to target importers and Customs brokers in an effort to reach a broader audience and inform them of CPSC requirements for imported products. We intend to include U.S. Customs officials from the Port of Los Angeles in our presentation.

The same agreement that covered the pilot workshop would remain in effect. CPSC will provide the speakers and unstamped CPSC envelopes to be used by ICPHSO for mailing invitations. All other expenses, including travel and per diem, will be paid by ICPHSO.

Attached is a list of registrants who attended the Chicago Pilot Workshop in May, 1999 as well as the ICPHSO recommendation and copies of the agreement.

Attachments

NOTE: This document has not been reviewed or accepted by the Commission.
Initial hb Date 7/30/99

CPSA 6 (b)(1) Cleared
7/30/99
No Mfrs/PrvtLblrs or Products Identified
Excepted by

Author: "Mary Ellen R. Fise" <merf@home.com> at INTERNET-MAIL
Date: 7/13/99 10:03 AM
Priority: Normal
TO: "Marc Schoem" <mschoem@cpsc.gov> at internet-mail
CC: "Virginia Spitler" <icphso@aol.com> at internet-mail,
"Ross Koeser" <rkoeser@erols.com> at internet-mail
BCC: Marc J. Schoem at CPSC-HQ2
Subject: Request for CPSC approval of L.A. Compliance Conference

TO: Marc Schoem, Director, Recalls and Compliance Division
Office of Compliance, CPSC

The Board of Directors of the International Consumer Product Health and Safety O anization has voted to approve holding a second CPSC Compliance Training Worksho in Los Angeles, California. A tentative date of September 23, 1999, has been set.

ICPHSO seeks CPSC approval to jointly sponsor this meeting consistent with our p vious agreement, governing the Chicago CPSC/ICPHSO Conference held in May, which ou sent to Ross Koeser on April 6, 1999. Thank you.

Mary Ellen Fise
President
ICPHSO

cc:
Ross Koeser
Virginia Spitler

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 compliance workshop on or about September 23, 1999 in Los Angelese, California. The following is agreed to:

1) ICPHSO will cover all CPSC staff expenses, which will include travel, per diem and two night hotel stay for Marc Schoem or another designated CPSC trainer. Additionally, ICPHSO will cover the travel expenses if a CPSC member is designated as the keynote luncheon speaker.

2) CPSC will be solely responsible for planning and conducting the compliance workshop. ICPHSO will provide technical assistance with needed audio visual equipment and provide copies of hand-outs to be used during the workshop.

3) ICPHSO will be responsible for obtaining a suitable training location and making arrangement for the registration, breaks and lunch to be served during the workshop.

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

Please confirm that this is our agreement by signing below. I look forward to working with you on a successful workshop.

Sincerely,

Marc J. Schoem

Seen and Agreed:

_____ _____

cc: Mary Ellen Fise
President, ICPHSO
Ross Koeser Date

CPSC Compliance Workshop
September 1999
Los Angeles, California

8:00 am - 9:00 am Registration, Continental Breakfast

9:00 am - 9:05 am Welcome

Mary Ellen Fise
President
ICPHSO

9:05 am - 9:50 am New Initiatives - Office Of Compliance

Marc J. Schoem
Director
Recalls and Compliance Division

- Organization
- Special Investigations Unit
- Reporting Requirements
  - Section 15/37 of the CPSA
  - Electronic Reporting
  - Fast Track Product Recall Program
- Consumer Safety Recall Cards/Product Registration

9:55 am - 10:45 am Monitoring Product Regulations/Standards

Frank Nava
Regional Director
Western Regional Center
CPSC

U.S. Customs Service
Representative

- Role of CPSC Field Staff
- U.S. Customs Working With CPSC
- Import Surveillance Program
- Manufacturer and Retailer Responsibility

10:45 am - 10:55am Break

10:55am - 12:00 pm Preparing, Developing and Implementing Successful Recall Programs

Panel Discussion - Marc J. Schoem, Moderator

Manufacturer Representative
Retailer Representative
Recall Consultant

12:00 pm - 1:15 pm Luncheon

Speaker to be announced

1:15 pm - 2:30 pm Preventing Product Recalls

Panel Discussion - Marc J. Schoem, Moderator

Manufacturer Representative
Importer Representative
Retailer Representative
Testing Laboratory Representative

2:30 pm - 3:00 pm Recall Notification
Press Releases
Video News Release
Web Site Notification
Pediatrician Posters
In-store Posters

3:00 pm - 3:15 pm Record Keeping/File Maintenance

3:15 pm - 3:30 pm Wrap Up

Compliance staff: FYI
Attendees at this compliance workshop
MAM 5/27/99

CPSC Compliance Workshop

List of Registrants

May 26, 1999

Chicago, Illinois

Sponsored by ICPHSO

International Consumer Product Health & Safety Organization

CPSC Compliance Workshop
May 26, 1999
Holiday Inn O'Hare International
Rosemont, Illinois

8:00 am - 9:10 am Registration, Continental Breakfast

9:10 am - 9:15 am **Welcome**

Mary Ellen Fise, President
ICPHSO

9:15 am - 10:00 am **New Initiatives - Office of Compliance**

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

- Organization

- Special Investigations Unit

- Reporting Requirements
  - Section 15/37 of the CPSA
  - Electronic Reporting
  - Fast Track Product Recall Program

- Consumer Safety Recall Cards Product Registration

10:00 am - 10:30 am **Monitoring Product Regulations/Standards**

Eric B. Ault, Director
CPSC Central Regional Office
Chicago, Illinois

Merry Fran Tryon, Director
Bureau Of Consumer Protection
Wisconsin Dept. of Agriculture, Trade & Consumer Protection

- Role of CPSC Field Staff

- Role of State and local governments

- Product Surveillance

- Manufacturer and Retailer Responsibility

10:30 am – 10:45 am **Break**

10:45 am - 12:00 pm **Preparing, Developing and Implementing Successful Recall Programs**

Panel Discussion - Marc J. Schoem, Moderator

Joe Newberg, Manager
Product Safety & Government Relations
The Toro Company

George Zelazny, Manager
Product Safety Office
Sears, Roebuck and Co.

Jerry Drobinski, Principal
Revmark

12:00 pm - 1:15 pm **Luncheon**

Pamela Gilbert
Executive Director
CPSC

1:15 pm - 2:15 pm **Preventing Product Recalls**

Panel Discussion - Marc J. Schoem, Moderator

John Baker, Sr. Manager
Merchandise Compliance
Pier 1 Imports

Andrew P. Yokom, Senior Attorney
Spiegel, Inc.

David Schmeltzer, Director
International Consumer Product Safety
Intertek Testing Services

2:15 pm - 2:45 pm **Voluntary Industry Standards**

Marc Schoem
Eric Ault

- Enforcement and Monitoring

2:45 pm - 3:20 pm **Record Keeping/File Maintenance**

Marc Schoem

3:20 pm - 3:30 pm - **Wrap-Up**

Pamela Gilbert
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