



## **Invitation to Attend Kick-off Meeting**

### **Developing an American National Standard – Sustainability Assessment for Resilient Floor Coverings**

The Resilient Floor Coverings Institute (RFCI) is working with NSF International (NSF) to develop a standard entitled “Sustainability Assessment for Resilient Floor Coverings”. Ideally, the standard will serve two purposes: 1) to provide a transparent and fair means of assessing the environmental impact of resilient flooring products, and 2) create a resource for resilient flooring manufacturers that provides as much guidance and information as practicable to teach users of the standard about the elements of sustainable design and manufacturing of resilient flooring. The goal is to create a standard with metrics that are relevant, measurable, and economically feasible. It is also important that the standard include a reporting format which is easily understood by end-users in order to learn the differences in environmental impacts in resilient flooring products.

### **Kick-Off Meeting Details**

A kick-off meeting has been scheduled for May 22-23, 2008 at NSF International located at 789 N. Dixboro Road, Ann Arbor, Michigan. The meeting will be held **Thursday May 22, 2008 from 1:00 pm – 5:00 pm (ET), and Friday May 23, 2008 from 8:30 am – 1:00 pm (ET)**. The meeting agenda is in development and will be provided to participants at a later date.

NSF is reserving a block of rooms at the Holiday Inn listed on the attached map. To reserve your room at the NSF discount rate of \$66, please call the hotel at 734-769-9800. Please inform the reservationist that you are attending the NSF May 22-23 Resilient Flooring meeting to ensure that you receive the discount rate. This rate includes breakfast and shuttle service from the hotel to NSF International will also be provided.

**Please RSVP your attendance by April 30, 2008.** You may RSVP to the attention of Jane Wilson by sending a fax (734-827-6155) or e-mail (Wilson@nsf.org).

A map is also attached to provide you with directions to NSF International and the designated hotel (marked “A” on the map). The closest major airport is Detroit Metropolitan (DTW), which is a 30-minute drive from Ann Arbor.

If you are not able to travel to the meeting, teleconference and web-based access will be available. Information on accessing the meeting remotely will be provided with the meeting agenda at a later date.

Thank you in advance for your participation. We look forward to meeting with you.

## **The Standard Development Process**

NSF is a not-for-profit organization, founded in 1944, and accredited by the American National Standards Institute (ANSI) to develop American National Standards. ANSI's accreditation verifies that NSF develops standards in a manner to ensure openness and due process allowing for equity and fair play. NSF has developed over 50 voluntary American National Standards under the scope of public health and safety. NSF/ANSI Standards are developed through involvement of those who are directly and materially affected by the scope of the standard. The process ensures balanced input from industry representatives, public health/regulatory officials, and users/consumer representatives. Information about NSF and the standard development process can be found at <http://www.nsf.org>.

In June 2007, NSF registered Draft Standard for Trial Use, NSF 332 Sustainability Assessment for Resilient Floor coverings with ANSI for a three year trial use period. The draft NSF 332 will serve as the starting point for the formal standards development project.

## **Commitment**

Stakeholders will be invited to participate in a variety of activities associated with the development of the standard. Most of the committee interaction will take place via conference calls and through NSF's online workspace at <http://standards.nsf.org>. NSF will provide meeting scheduling and administrative support. Please refer to the table below for tasks and the amount of time estimated for each activity.

<b>Anticipated commitments</b>	<b>Estimated time</b>
Two face-to-face meetings at NSF International facility in Ann Arbor, MI	Two meetings, 1.5 days each meeting; 25 hours
Participating on subcommittee teleconferences	1.5 to 2 hours per month for duration of project
Reviewing background information and draft language or approaches for standard in order to make informed choices, amend, comment and vote on drafts	1.5 to 2 hours per month for duration of project
Additional time gathering data or information from your organization or voluntary research on behalf of standards committee	Variable

**M14**

Jackson Rd.

Ann Arbor/Saline Rd.

State St.

Plymouth Rd.

Green Rd.

Geddes

Washtenaw

**I-94**

**US23**

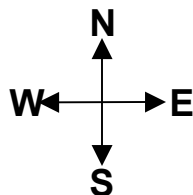
Exit 41

**NSF**

Exit 39

Exit 180

Detroit Metro Airport



NSF International  
World Headquarters  
789 N. Dixboro Rd.  
Ann Arbor, MI 48105  
734.769.8010  
734.769.0109 (general fax)

**TRANSPORTATION**

**Telephone/Fax**

Custom Transit.....734.971.5555

Ann Arbor Metro .....734.507.9220

4- star Airport Service .....734.260.3232

**LODGING**

**Telephone/Fax**

A. Microtel Inns and Suites  
3610 Plymouth Rd.....734.997.9100

Holiday Inn North Campus  
3600 Plymouth Rd.....734.769.9800 / 761.1290

B. Hawthorn Suites  
3575 Green Court.....734.327.0011 / 327.6109

C. Hampton Inn  
2300 Green Rd.....734.996.4444 / 996.5666