

Instructions for Completing the Report

For items designated **Voting** by NCWM:

- Express regional support as written
- Express regional support with recommended modifications
- Express regional opposition or concern and a recommendation to downgrade to Informational, Developing, or Withdrawn, **OR**
- Take no regional position on the item.

For items designated **Informational, Assigned** or **Developing**:

- Provide comments and suggestions to improve the item and, if appropriate, recommend a status change,
- Recommend the item be withdrawn with justification, **OR**
- Indicate that the item was reviewed and there were no comments.

For **New Items** which have no assigned status:

- Forward the item to NCWM with comments and recommended status of Voting, Informational, Assigned, Developing, **OR**
- Do not forward to NCWM and provide justification for this action. In this instance, you will recommend a Withdrawal of the item in case it was forwarded to NCWM by another region, **OR**
- Select the final option of “No Recommendation”. This option is used when the region lacks insight on whether the proposal has merit. The proposal will not be forwarded to NCWM by your region.

1. Provide the recommendation to NCWM for each item along with comments to appear in NCWM Publication 15.
2. If your region receives any additional new items after this agenda was distributed, copy an item template and paste as needed at the end of this report to record them.
3. You may update the Table of Contents:
 - a. Right-click inside the Table of Contents
 - b. Select “Update Field”
 - c. If prompted, select “Update entire table”
4. To indicate recommended item status:
 - a. Double-click square next to desired status
 - b. Under “Default value” select Checked
 - c. Select OK
5. Make any corrections to the committee chair (on the first page) and the committee members (listed at the end of the report).
6. If you find any errors in the document, please submit a separate copy to don.onwiler@ncwm.com with track changes.

Return final reports as soon as possible to don.onwiler@ncwm.com. Your reports will be posted on the regional website.

NEWMA Professional Development Committee (PDC) 2022 Annual Meeting Agenda

Ms. Elizabeth Lambert, Committee Chair
Missouri

INTRODUCTION

The PDC Committee (hereinafter referred to as the “Committee”) submits this Committee Interim Report for consideration by National Conference on Weights and Measures (NCWM). This report contains the items discussed and actions proposed by the Committee during the January Interim Meeting. The report will address the following items in Table A during the Annual Meeting. Table A identifies the agenda items by reference key, title of item, and page number and addresses the appendices by appendix designations and page number. The acronyms for organizations and technical terms used throughout the report are identified in Table B. The first three letters of an item’s reference key are assigned from the Subject Series List. The status of each item contained in the report is designated as one of the following status: **(D) Developing Item:** the Committee determined the item has merit; however, the item was returned to the submitter or other designated party for further development before any action can be taken at the national level; **(A) Assigned Item:** the committee has assigned development of the item to a recognized subcommittee or task group within NCWM. **(I) Informational Item:** the item is under consideration by the Committee but not proposed for Voting; **(V) Voting Item:** the Committee is making recommendations requiring a vote by the active members of NCWM; **(W) Withdrawn Item:** the item has been removed from consideration by the Committee.

Some Voting Items are considered individually; others may be grouped in a consent calendar. Consent calendar items are Voting Items that the Committee has assembled as a single Voting Item during their deliberation after the Open Hearings on the assumption that the items are without opposition and will not require discussion. The Voting Items that have been grouped into consent calendar items will be listed on the addendum sheets. Prior to adoption of the consent calendar, the Committee will entertain any requests from the floor to remove specific items from the consent calendar to be discussed and voted upon individually.

Committees may change the status designation of agenda items (Developing, Assigned, Informational, Voting and Withdrawn) up until the report is adopted, except that items which are marked Developing, Informational or Withdrawn cannot be changed to Voting Status. Any change from the Committee Interim Report (as contained in this publication) or from what appears on the addendum sheets will be explained to the attendees prior to a motion and will be acted upon by the active members of NCWM prior to calling for the vote.

An “Item Under Consideration” is a statement of proposal and not necessarily a recommendation of the Committee. Suggested revisions are shown in **bold face print** by ~~striking out~~ information to be deleted and **underlining** information to be added. Requirements that are proposed to be nonretroactive are printed in **bold faced italics**. Additional letters, presentations and data may have been part of the Committee’s consideration. Please refer to <https://www.ncwm.net/meetings/annual/publication-16> to review these documents.

All sessions are open to registered attendees of the conference. If the Committee must discuss any issue that involves proprietary information or other confidential material; that portion of the session dealing with the special issue may be closed if (1) the Chairman or, in his absence, the Chairman-Elect approves; (2) the Executive Director is notified; and (3) an announcement of the closed meeting is posted on or near the door to the meeting session and at the registration desk. If possible, the posting will be done at least a day prior to the planned closed session.

Note: It is policy to use metric units of measurement in publications; however, recommendations received by NCWM technical committees and regional weights and measures associations have been printed in this publication as submitted. Therefore, the report may contain references to inch-pound units.

Subject Series List

Education	EDU Series
Program Management.....	PMT Series
Other Items.....	OTH Series

**Table A
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Reference Key	Title of Item	PDC Page
EDU – EDUCATION		3
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**Table B
Glossary of Acronyms and Terms**

Acronym	Term	Acronym	Term
CWMA	Central Weights and Measures Association	OWM	Office of Weights and Measures
NCWM	National Conference on Weights and Measures	PDC	Professional Development Committee
NEWMA	Northeastern Weights and Measures Association	SWMA	Southern Weights and Measures Association
NIST	National Institute of Standards and Technology	WWMA	Western Weights and Measures Association
SETG	Skimmer Education Task Group		

Details of All Items
(In order by Reference Key)

EDU – EDUCATION

EDU-1 I Professional Certification Program

CWMA Report: EDU-1
Regional recommendation to NCWM on item status:
<input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda

<input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda <input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i> <input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i> <input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i> <input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i>
<p>Comments and justification for the regional recommendation to NCWM: <i>(This will appear in NCWM reports)</i></p> <p>Mr. Charles Stutesman (Kansas) stated that he supports the Professional Certification Program but he has some suggestions. He would like to see some mechanism to provide education on the questions missed on the exam. He would like to see the membership work together with NIST to provide materials to help in preparing the trainees for the test. Mr. Stutesman acknowledged there has been a decline in the certificates awarded since the onset of proctoring.</p>

EDU-2 I Training

<p>CWMA Report: EDU-2</p>	
<p>Regional recommendation to NCWM on item status:</p> <input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda <input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda <input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i> <input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i> <input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i> <input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i>	
<p>Comments and justification for the regional recommendation to NCWM: <i>(This will appear in NCWM reports)</i></p> <p>Mr. Charles Stutesman (Kansas) reported that he loves the training provided by NIST but occasionally travel is a problem for them due to federal government shutdowns and other unforeseen circumstances. He reiterated that this travel restriction is due to no fault of NIST. Mr. Stutesman provided that he believes it is time for NCWM to develop a training program and the conference has the opportunity to do so because of the active membership and the subject matter experts within the regions. He mentioned manufacturers could help fund the program. Mr. Stutesman added that in 2019 Kansas hosted a VTM and Loading Rack training, which was so popular that registration had to be closed and additional attendees had to be turned away. He noted that many of the trainings that need to be held in-person do not occur very often.</p> <p>Mr. Mike Harrington (Iowa) agreed with Mr. Stutesman’s comments and suggested that the NCWM training would complement the Zoom and online trainings offered instead of replacing them. He likes that classes are offered which require registration and attendance online but would also like to see some videos or trainings that could be watched/taken at the individual’s pace. Mr. Harrington complemented NIST specifically on the Search and Seizure training.</p> <p>Ms. Lisa Warfield (NIST OWM) provided comment that NIST is back to offering in-person trainings and continuing to follow CDC guidelines. She noted that NIST is always welcoming to new training ideas. Ms.</p>	

Warfield stated that funding is not an issue for NIST.

Mr. Loren Minnich (Kansas) representing the Board of Directors, shared that he is glad to hear NIST is back to holding in-person trainings. He commented that NCWM is currently working to establish supplemental trainings.

EDU-3 I Instructor Improvement

CWMA Report: EDU-3

Regional recommendation to NCWM on item status:

- Recommend as a Voting Item on the NCWM agenda
- Recommend as an Information Item on the NCWM agenda
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(To be developed by an NCWM Task Group or Subcommittee)
- Recommend as a Developing Item on the NCWM agenda
(To be developed by source of the proposal)
- Recommend Withdrawal of the Item from the NCWM agenda
(In the case of new proposals, do not forward this item to NCWM)
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Comments and justification for the regional recommendation to NCWM: (This will appear in NCWM reports)

Mr. Charles Stutesman (Kansas) suggested it is time for NCWM to follow NIST in creating a train the trainer program. He commented that the conference or regions could work to develop a solid instructor program. Lastly, Mr. Stutesman expressed some concern about the maturation of the of members of the association and the affect that will have on the knowledge base of the association without a training program to pass information along.

EDU-4 I Recommended Topics for Conference Training

CWMA Report: EDU-4

Regional recommendation to NCWM on item status:

- Recommend as a Voting Item on the NCWM agenda
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- Recommend as a Developing Item on the NCWM agenda
(To be developed by source of the proposal)
- Recommend Withdrawal of the Item from the NCWM agenda
(In the case of new proposals, do not forward this item to NCWM)
- No recommendation from the region to NCWM
(If this is a new proposal, it will not be forwarded to the national committee by this region)

Comments and justification for the regional recommendation to NCWM: (This will appear in NCWM reports)

Committee Chair, Elizabeth Lambert (Missouri), asked the region for training suggestions.

Mr. Loren Minnich (Kansas) suggested the idea of training on precision scales.

PMT – PROGRAM MANAGEMENT

PMT-1 I Safety Awareness

CWMA Report: PMT-1
<p>Regional recommendation to NCWM on item status:</p> <p> <input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda <input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda <input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i> <input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i> <input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i> <input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i> </p>
<p>Comments and justification for the regional recommendation to NCWM: (This will appear in NCWM reports)</p> <p>Committee Chair, Elizabeth Lambert (Missouri), read a message from Mr. John Bell (Missouri), Safety Subcommittee Chair and Regional Safety Liaison. In his message, Mr. Bell noted the results of the safety survey will be presented at the National Conference in July. He also reminded everyone to pass along safety emails to inspectors and use the safety resources on the NCWM website.</p> <p>Ivan Hankins (Iowa) suggested that safety is often overlooked and a program may see some success in obtaining program needs by pairing the need with how it could assist with safety concerns.</p> <p>Mr. Konrad Crockford (North Dakota) provided comment that environmental challenges that could lead to slips, trips, and falls are other safety concerns and mechanisms to prevent them should be put in place.</p>

PMT-2 I Skimmer Education Task Group

CWMA Report: PMT-2
<p>Regional recommendation to NCWM on item status:</p> <p> <input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda <input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda <input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i> <input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i> <input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i> <input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i> </p>
<p>Comments and justification for the regional recommendation to NCWM: (This will appear in NCWM reports)</p> <p>Mr. Mike Harrington (Iowa) representing the Skimmer Education Task Group, noted that the task group has not made any progress since the NCWM interim meeting but believes John McGuire (New Jersey) may be working on finding a speaker for the NCWM annual meeting. He mentioned he believes there is renewed interest in retail motor fuel dispenser security with the roll-out of EMV for retail motor fuel dispensers and the addition of security for</p>

retail motor fuel dispensers found in 2022 Handbook 44 Liquid Measuring Device Code. Lastly, Mr. Harrington stated the three major Iowa stations have reported \$1 million losses each due to skimmer pay backs.

Mr. Konrad Crockford (North Dakota) noted he would like to have some resources for station owners to learn about skimmers especially now that stations may now be responsible for skimmer charges.

Mr. Ivan Hankins (Iowa) stated that something similar to what Mr. Crockford suggested is currently being put together within a field training manual for retail motor fuel dispensers.

Ms. Elizabeth Lambert, Missouri | Committee Chair

Ms. Brenda Geist, Kansas | Member

Mr. Brian Fuller, Iowa | Member

Mr. Ryan Rogers, Hoidale Company | AMC Representative

Mr. Scott Ferguson, Michigan | NCWM Representative

Professional Development Committee

Appendix A

Summary of NIST OWM Training Conducted in 2021

(PDC Agenda Item EDU-2)

Summary of NIST OWM Training Conducted in 2021			
Area/Course Name	Start Date	Location	No. of Students
Laboratory Metrology			
Fundamentals of Metrology & LAP Problems Preparation	1/12/21 & 5/11/21	Web-based	6
Regional Measurement Assurance Programs			
MidMAP	10/24/21	Web-based	25
NEMAP	08/02/21	Web-based	21
SEMAP	03/22/21	Web-based	32
SWAP	08/30/21	Web-based	25
WRAP	05/03/21	Web-based	22
Webinars			
Basic Uncertainty Concepts	05/20/21	Web-based	8
Contract Review	03/11/21	Web-based	8
Contract Review	07/29/21	Web-based	5
Document Control and Record Keeping	03/04/21	Web-based	10
Document Control and Record Keeping	07/22/21	Web-based	6
Info Hour – Assessing Field Standards for Calibration & Use (3 sessions: 6/22/21; 9/21/21; & 11/9/21)	06/22/21	Web-based	172
Software Verification & Validation	06/10/21	Web-based	9
State Laboratory Annual Submission Process	07/01/21	Web-based	58
Laws and Metric Program			
Packaging & Price Verification			
Handbook 130 – Examination Procedure for Price Verification <i>5 Sessions:</i> 1/21/2021; 2/16/2021; 4/14/2021; 7/14/2021; 10/1/2021	5 Sessions Jan to Oct 2021	Web-based	Total 178
Handbook 130 – Overview of the Uniform Packaging and Labeling Regulation <i>4 Sessions:</i> 2/17/2021; 4/15/2021; 7/15/2021; 10/7/2021	4 Sessions Feb to Oct 2021	Web-based	Total 156
Handbook 133 – How to Test Animal Bedding <i>4 Sessions:</i> 2/24/2021; 4/28/2021; 7/13/2021; 10/20/2021	4 Sessions Feb to Oct 2021	Web-based	Total 71
Handbook 133 – Overview of Handbook 133 <i>5 Sessions:</i> 2/18/2021; 4/19/2021; 7/27/2021; 8/26/2021; 10/14/2021	5 Sessions Feb to Oct 2021	Web-based	195
Weights and Measures Inspections – Evidence, Search and Seizure, and Due Process <i>5 Sessions:</i> 1/26/2021; 2/23/2021; 4/22/2021; 7/1/2021; 10/26/2021	5 Sessions Jan to Oct 2021	Web-based	Total 183
LPG (Propane) -Verifying the Net Contents of 20 lb Cylinders (Part 1) - NEW <i>4 Sessions:</i> 6/30/2021; 7/26/2021; 8/24/2021; 10/21/2021	4 Sessions Jun to Oct 2021	Web-based	Total 338
Metric Education			
Info Session – Metric Education Resources	05/22/21	Web-based	5

CWMA PDC 2022 Annual Meeting Report Template
 Appendix A – Summary of NIST OWM Training Conducted in 2021

	09/11/21	Web-based	4
	09/29/21	Web-based	6
Info Session – Metric Estimation	08/14/21	Web-based	6
	09/15/21	Web-based	3
Measurement System Basics – SI and US Customary Units for Regulatory Officials	08/26/21	Webinar	23
Legal Metrology Devices			
No training seminars were offered in 2021.	--	--	--

Appendix B

NIST OWM Training: Future Plans – Updated Information (PDC Agenda Item EDU-2)

No current commitments to in-person training for 2021

- All in person field inspection classes postponed until further notice

Training in FY 2022

- Travel restrictions may lift later this summer
- Continuing to assess as the situation unfolds
 - Local pandemic restrictions
 - Travel restrictions for training staff and students
- Unclear how pandemic related restrictions will affect NIST OWM’s future in-person training for all programs
 - Impact of social distancing requirements on classroom size, configuration, and ability to present to groups of students
- Lab Metrology Program closely watching NIST OWM policies regarding hosting events in-person

Training Going Forward

- Will continue to offer virtual training
- Plan to expand available virtual training topics
- Experimenting with available technology and tools to best incorporate elements of “hands on” in-field inspection training

Virtual Training Space

- Significant progress on outfitting a virtual training space at NIST for OWM’s use in delivering virtual training
 - Small group within OWM has been working with their NIST staff to plan this effort
 - Space has been allocated and equipment purchases are in progress
 - Significant support from the Physical Measurement Laboratory (OWM’s larger operating unit)
 - Looking forward to beginning work on this space

OWM Trainers

- Participating in a variety of training courses as part of their professional development
 - Virtual training design, development, and delivery

Considering Development of Hybrid Courses

- For uses during and after pandemic
- Virtual sessions coupled with hands-on sessions using virtual technology and/or local on-site trainers to help facilitate

See OWM Calendar of Events for Upcoming Training

- www.nist.gov/newsevents/upcomingevents/org/6436
- Note: A series of three new webinars planned on the topic of LPG Cylinder Refilling
 - LPG (Propane) – Verifying the Net Contents of 20 lb Cylinders (Part 1)” already in progress with several upcoming sessions

