

CWMA Professional Development Committee (PDC) 2023 Interim Meeting Report

Mr. Brian Fuller, Committee Chair
Iowa

INTRODUCTION

The PD Committee will address the following items in Table A during the Interim Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The first four digits of an item's reference key are assigned from the Subject Series List. The acronyms for organizations and technical terms used throughout the agenda are identified in Table B. In some cases, background information will be provided for an item. The fact that an item appears on the agenda does not mean it will be presented to National Conference on Weights and Measures (NCWM) for a vote. The Committee will review its agenda and may withdraw some items, present some items for information meant for additional study, issue interpretations, or make specific recommendations for change to the publications identified which will be presented for a vote at the Annual Meeting. The Committee may also take up routine or miscellaneous items brought to its attention after the preparation of this document. The Committee may decide to accept items for discussion that are not listed in this document, providing they meet the criteria for exceptions as presented in Section H of the introductions to *Handbook 44* and *Handbook 130*. The Committee has not determined whether the items presented will be Voting or Informational in nature; these determinations will result from their deliberations at the Interim Meeting

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***.

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) NCWM Chairman or, in their absence, NCWM 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 table. 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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Appendices

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| A | EDU-2: Summary of NIST OWM Training Conducted in 2019 | A493 |
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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)

1 **EDU – EDUCATION**

2 **EDU-1 I Professional Certification Program**

3 The NCWM offers nine professional certification exams and two basic competency exams. The certification exams
4 include Retail Motor Fuel Dispensers, Vehicle-Tank Meters, Small Capacity Scales, Medium Capacity Scales, Large
5 Capacity Scales, Precision Scales, LPG and Anhydrous Ammonia, Price Verification and Basic Package Checking.
6 Reporting on the Precision Scales exam begins this year. The competency exams include Basic Weighing Devices
7 and Basic Liquid-Measuring Devices. Professional certifications must be renewed every five years and NCWM
8 notifies candidates whose certificates have expired.

9 Proctoring was initiated as a first step towards accreditation of the certification program. Each organization is required
10 to register the proctors they intended to use. Proctor qualifications are different for basic competency exams and
11 professional certification exams so two lists of proctors are maintained. To eliminate conflicts of interest, proctors for
12 professional certification exams must not be immediate supervisors of the candidate. Virtual proctoring was initiated
13 in May 2021 and offered at no cost to members through the end of December 2021.

14 The requirements for proctors are posted on the NCWM website at <https://www.ncwm.com/proctoring>. Guidance for
15 virtual proctoring can be found on the same webpage and more detailed information, including a helpful YouTube
16 video on preparing for proctoring can be found on the ProctorU website at [https://support.proctoru.com/hc/en-
17 us/articles/360043565051-Exam-Day-What-to-Expect-](https://support.proctoru.com/hc/en-us/articles/360043565051-Exam-Day-What-to-Expect-).

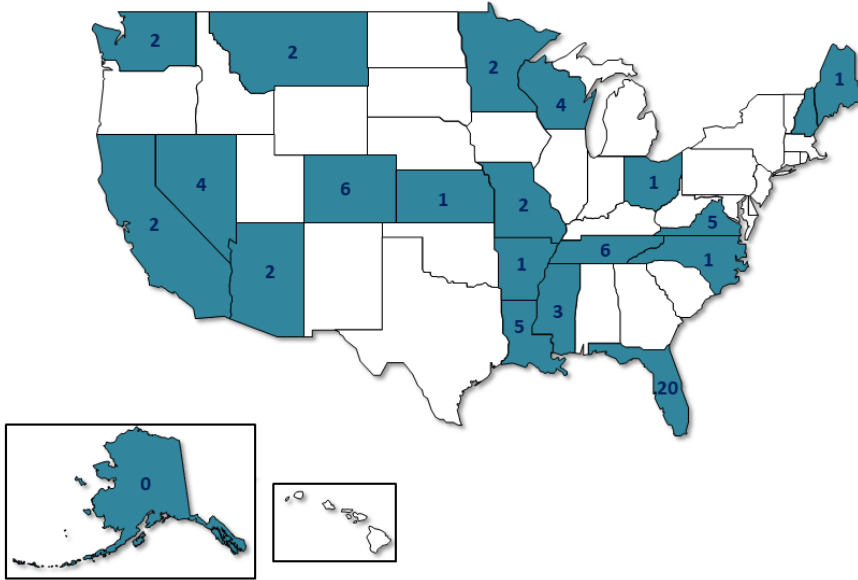
18 **Number of States with Proctors and number of Proctors.** (As of November 2021)

| | Professional Certification | | Basic Certification | |
|----------|----------------------------|----------|---------------------|----------|
| | States | Proctors | States | Proctors |
| FY 17-18 | 7 | 17 | 10 | 39 |
| FY 18-19 | 11 | 28 | 14 | 57 |
| FY 19-20 | 16 | 37 | 18 | 70 |
| FY 20-21 | 17 | 41 | 19 | 73 |
| FY 21-22 | 19 | 44 | 20 | 78 |

19

1 **Proctors per state – Basic Competency Exams:**

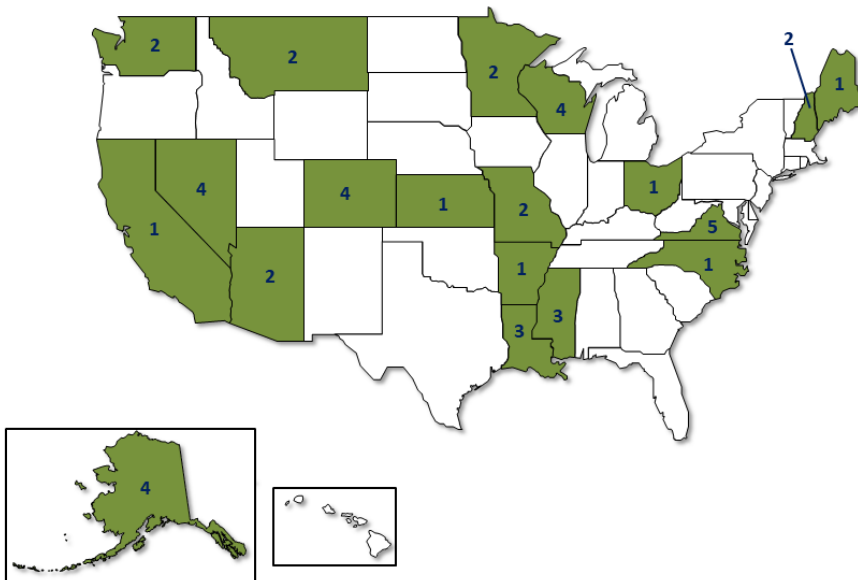
Distribution of Certified Proctors per State: Basic Competency Exams
Updated: November 2022



2

3 **Proctors per state – Professional Certification Exams:**

Distribution of Certified Proctors per State: Professional Certification Exams
Updated: November 2022



4

1 The table below shows the number of virtual and in-person proctored tests completed in FY 21-22.
2

| | In-person | Virtual |
|--------------------------------|------------------|----------------|
| Professional Certification | 84 | 8 |
| Basic Competency Certification | 50 | 5 |

3
4 **Status of Current Tests**

5 The NCWM has issued 1267 professional certificates since program inception through September 30, 2021. Of the
6 certificates issued, fifteen have been issued to individuals in the private sector. There has been a significant decline
7 in participation in the program. It appears that the decline coincides with the requirement to proctor exams and the
8 pandemic. Some of the certificates have reached their 5-year expiration and certificate holders will need to seek
9 recertification.

10 **NCWM Professional Certificates**

11 The table below shows the number of certificates awarded over the past ten years and the cumulative total since
12 program inception.

| | FY 12-13 | FY 13-14 | FY 14-15 | FY 15-16 | FY 16-17 | FY 17-18 | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Certificates Awarded | 105 | 62 | 198 | 140 | 142 | 257 | 53 | 56 | 60 | 56 |
| Cumulative | 243 | 305 | 503 | 643 | 785 | 1042 | 1095 | 1151 | 1211 | 1267 |

13
14 The table below shows the states using the professional certification program and the number of certificates earned
15 since program inception and includes expired certificates. The Committee applauds these states and encourages
16 increased use of the certification program.

| State | Certificates | State | Certificates | State | Certificates |
|--------------|---------------------|--------------|---------------------|--------------|---------------------|
| Minnesota | 153 | Arizona | 28 | Wyoming | 7 |
| Missouri | 143 | Nevada | 28 | Arkansas | 6 |
| Louisiana | 109 | Maine | 26 | Delaware | 4 |
| Wisconsin | 96 | New Mexico | 25 | Michigan | 3 |
| Maryland | 79 | New York | 19 | South Dakota | 3 |
| Virginia | 70 | Colorado | 18 | Montana | 2 |
| Alaska | 57 | Connecticut | 15 | Oregon | 2 |

| | | | | | |
|----------------|----|---------------|----|---------------|---|
| Mississippi | 56 | Private | 15 | Tennessee | 2 |
| North Carolina | 56 | Ohio | 14 | New Hampshire | 1 |
| Washington | 50 | Idaho | 11 | West Virginia | 1 |
| Kansas | 46 | Massachusetts | 11 | | |
| California | 41 | Pennsylvania | 8 | | |
| Nebraska | 33 | Vermont | 8 | | |

1

2 **NCWM Basic Competency Certificates**

3 The table below shows the number of basic competency certificates awarded since program inception.

| | FY 17-18 | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | Cumulative |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Basic - Measuring | 0 | 40 | 14 | 5 | 7 | 66 |
| Basic - Weighing | 1 | 30 | 11 | 12 | 9 | 63 |
| Total Awarded | 1 | 70 | 25 | 17 | 16 | 129 |

4

5 The table below shows those states with individuals holding a basic competency certificate. The Committee applauds
6 these states and encourages increased use of the certification program nationwide

| State | Certificates | State | Certificates |
|--------------|---------------------|--------------|---------------------|
| Louisiana | 59 | Nevada | 2 |
| Tennessee | 42 | Nebraska | 2 |
| Alaska | 7 | Arkansas | 1 |
| Colorado | 5 | Kansas | 1 |
| Private | 1 | Montana | 1 |
| Florida | 3 | | |

7

8 **NCWM Meeting Comments:**

9

10 NCWM 2023 Interim Meeting: During the 2023 Interim Meeting an updated presentation was provided by Jerry
11 Buendel, (Exam Coordinator). Mahesh Albuquerque (CO) thanked Jerry and the committee for the work done on
12 advancing the certification program and appreciated the extension to the service organizations. He also suggested we
13 consider general industry as a potential source of input for the development of exams. Scott Simmons (CO) echoed
14 Mahesh’s comments and feels they have benefitted greatly from the program and having these credentials lends weight
15 to the department. One issue they have encountered is that their proctors aren’t typically full-time and may not be
16 fully familiar with NCWM and our processes for testing. Also, the online process via Proctor U resulted in issues due
17 to a required plug-in not being able to be installed on individual’s government computers due to departmental IT
18 policy, so a home computer had to be used. Also, the process did not seem particularly user-friendly. Additionally,
19 some of the forms were not compatible with the version of the Office suite on the computer in use. Scott would like

1 to see the limitations on proctoring by individuals in chain-of-command be relaxed to allow proctoring by certified
 2 proctors within the organization. David Deroche (LA) testified that the time for taking the test might be too short, and
 3 that the expanding handbook makes it difficult to complete the test within the time allotted. He asked how these time
 4 limits are being determined. Also, he indicated that the lack of feedback after testing was not particularly helpful
 5 especially if the test taker failed. Jerry responded to the test time question by indicating that most of those that pass
 6 complete the test well before time expires, and not many timeouts occur. Ivan Hankins (IA) referred the body to the
 7 online versions of field training manuals covering various sections of HB44 that could be used in place of a hard copy
 8 or at least be used as a training resource for inspectors. Brent Ricks (MT) followed up and thanked Ivan for the training
 9 materials mentioned above. Montana is troubled by non-resident personnel coming into service national chain devices
 10 etc. and finds the certification program useful to control this. Brent feels we're on the right track with the certification
 11 program. Doug Musick (KS) feels like the bar may be being set too high for some of the target audience e.g., service
 12 companies. (Not the test itself, the process.) Ray Woolfolk (Alaska) stated Alaska was having difficulty with arranging
 13 proctors, and echoed Scott's suggestion of allowing proctors from within the organization. He also indicated that they
 14 are pleased with the exam content. Vince Wolpert (AZ) likes the exams however, proctoring is an issue. Long travel
 15 times to get to a proctor makes the online option a valuable new approach. Also, cross-certification between states is
 16 still something he'd like to see. David Deroche (LA) returned to the microphone to question the content that may not
 17 be applicable to their state but is included in the test along with the pertinent material. More resources to prepare or
 18 learn HB44 material would be helpful. Greg Vander Platts (MN) echoed that proctoring is a bit of a challenge still.
 19 Joe Smith (WI) echoed proctoring is a challenge and it would be better to allow W&M staff to act as proctors even if
 20 they are in the same department. Tim Chesser (AR) echoed Scott Simmons suggestion for internal proctoring.

21 In the work session, the Committee discussed allowing employees from within the Weights and Measures authority
 22 to qualify as proctors for both the professional certification and the basic competency exams. The PDC recommends
 23 the BOD consider allowing this moving forward. Also, the PDC will work to resolve the concerns related to the limited
 24 feedback on failed test questions provided by the current process.

25 2023 Annual Meeting: Jerry Buendel (Retired), Professional Certification Program coordinator, gave an update on the
 26 professional certification program. He discussed the new exams for Registered Service Agents (RSAs) coming online
 27 this year, as well as the proctoring requirement adopted in 2018, and the new proctoring options that have been made
 28 available within the program. Tim Chesser (AR) thanked the subject matter experts who participated in the test
 29 development and recognized the effort. He also asked whether the RSAs passing the test would be given something
 30 (e.g. a hard copy of a certification letter) to prove that they had passed an exam.

31

32 **Regional Association Comments:**

33 WWMA 2022 Annual Meeting: The committee heard no comments on this item. The committee noted that Jerry
 34 Buendel is seeking subject matter experts to assist in the development of the NCWM RSA exams.

35

36 The WWMA PD Committee recommends this as an informational item on the NCWM agenda.

37

38 SWMA 2022 Annual Meeting: The PDC heard no comments on this item and recommends that the data be updated
 39 and that the item remain an informational item.

1 CWMA 2022 Interim Meeting: Ivan Hankins (IA) commented that CWMA used to have a certification program for
2 service industry and suggested that as a region, we could resume this and include inspectors in the training to have
3 some consistency between the states for service companies. There are some 10 question tests available that some states
4 use currently. Several states agreed they would be interested in resuming this test. Loren Minnich (KS) wondered if
5 any states have utilized the national tests since the proctoring requirement was put into place. Greg VanderPlaats (MN)
6 stated Minnesota used the professional certifications prior to the introduction of proctoring. Since proctoring has taken
7 affect, they have had a hard time finding proctors. He suggests doing away with proctoring. Joe Smith (WI) agreed with
8 ending the proctoring requirement.

9 The CWMA PD Committee recommend this as an informational item on the NCWM agenda

10 NEWMA 2022 Interim Meeting: Marc Paquette (Vermont) provided an overview for this item. Cheryl Ayer (New
11 Hampshire) reported that she had attended a meeting with NCWM Executive Director Don Onwiler and Certification
12 Exam Coordinator Jerry Buendel to address specifics of the Registered Service Agent exams. Ms. Ayer commented
13 that the ability to tailor the exams for the needs of individual states would be greatly beneficial. She added that the
14 ability to add state specific questions and how long the certifications are valid for each jurisdiction would be very
15 helpful.

16
17 The NEWMA PD Committee recommends this item as informational on the NCWM agenda.

| |
|--|
| 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> |
| Comments and justification for the regional recommendation to NCWM: (This will appear in NCWM reports) |
| Greg Vanderplaats, Minnesota, Proctoring policy for professional certification exams has changed and is posted on NCWM website. Now allowing Proctors within the program as long as there is no conflict of interest. Mike Harrington, Iowa. Iowa is happy with the changes to the policy and their program will now be participating. Greg Vanderplaats, Minnesota, Jerry Buendel working to use the state specific exams for RSA testing. RSA tests for HB 44, RFMD, Retail Scales are written and in testing. |

18

19 **EDU-2 I Training**

20 The purpose of this item is to share best practices and approaches to training in response to the broad training needs
21 of weights and measures jurisdictions and to serve as a link to various training materials on the web.

22 At the 2023 Interim Meeting, Mrs. Tina Butcher (NIST OWM) provided the following “Summary of NIST OWM
23 Training Conducted in 2022.” Mrs. Butcher also provided an update on plans for OWM training in 2023 and other
24 work underway at NIST to assist weights and measures jurisdictions and industry representatives with legal metrology
25 training.

| Summary of NIST OWM Training Conducted in 2022 | | | |
|---|----------------------------------|------------------|------------------------|
| Area/Course Name | Start Date | Location | No. of Students |
| Laboratory Metrology | | | |
| Fundamentals of Metrology GAP Interim (at RMAPs) | 3/31/22 & 5/19/22 | RMAPs | 6 |
| Advanced Mass Seminar (Rev 2015) | 7/11/22 | Gaithersburg, MD | 6 |
| Fundamentals of Metrology (3 sessions) | 1/31/22, 6/27/22, 8/22/22 | Gaithersburg, MD | 19 |
| Mass Metrology Seminar (3 sessions) | 2/28/22, 4/25/22, 8/1/22 | Gaithersburg, MD | 15 |
| Volume Metrology Seminars (4 sessions) | 2/7/22, 2/14/22, 5/9/22, 8/29/22 | Gaithersburg, MD | 16 |
| Regional Measurement Assurance Programs (RMAPs) | | | |
| SEMAP | 03/28/22 | Frankfort, KY | 25 |
| WRAP | 05/16/22 | Sparks, NV | 21 |
| NEMAP | 06/13/22 | Avenel, NJ | 32 |
| SWAP | 09/12/22 | Las Cruces, NM | 25 |
| MidMAP | 09/26/22 | Madison, WI | 22 |
| Webinars | | | |
| Basic Uncertainty Concepts | 3/17/22 | Web-based | 9 |
| Contract Review | 6/23/22 | Web-based | 7 |
| Document Control and Record Keeping | 4/14/22 | Web-based | 13 |
| Fundamentals of Metrology - Overview (2 sessions) | 3/15/22 & 5/24/22 | Web-based | 34 |
| Internal Auditing Best Practices | 2/24/22 | Web-based | 6 |
| Software Verification and Validation | 7/28/22 | Web-based | 7 |
| State Laboratory Annual Submission Process | 7/7/22 | Web-based | 54 |
| Metric | | | |
| Info Session – Metric Education Resources (2 sessions) | 2/10/22 | Web-based | 8 |
| | 7/21/22 | Web-based | 6 |
| Info Session – Metric Estimation (2 sessions) | 2/17/22 | Web-based | 4 |
| | 7/28/22 | Web-based | 5 |
| Measurement System Basics – SI and US Customary Units for Regulatory Officials | 3/2/22 | Webinar | 25 |
| Laws and Regulations | | | |
| Packaging & Price Verification | | | |
| Handbook 130 – Examination Procedure for Price Verification (3 Sessions) | 1/4/22; 4/5/22; 9/1/22 | Web-based | 106 |
| Handbook 130 – Overview of the Uniform Packaging and Labeling Regulation (3 Sessions) | 1/20/22; 4/13/22; 8/30/22 | Web-based | 110 |
| Handbook 133 – How to Test Animal Bedding (3 sessions) | 1/5/22; 4/6/22; 8/30/22 | Web-based | 49 |
| Handbook 133 – Overview of Handbook 133 (3 sessions) | 1/27/22; 4/21/22; 8/31/22 | Web-based | 107 |
| Weights and Measures Inspections – Evidence, Search and Seizure, and Due Process (3 sessions) | 1/25/22; 4/20/22; 8/29/22 | Web-based | 79 |
| LPG (Propane) -Verifying the Net Contents of 20 lb Cylinders (Part 1) (3 sessions) | 1/19/22; 4/12/22; 9/7/22 | Web-based | 155 |
| Legal Metrology Devices | | | |
| No training seminars were offered in 2021. | -- | -- | -- |

1 The following includes a summary of training-related activities in each NIST OWM Program along with an update
2 on some of OWM's general work in developing and providing legal metrology training.

3 **Laboratory Metrology and Metric Program**

4 The following summarizes activities in the NIST OWM Laboratory Metrology Program:

5 **General.** The Laboratory Metrology Program training classes conducted in 2022 included both virtual and in-person
6 formats, with a total of 28 sessions and 339 students.

7 **Regional Metrology Association Training.** All Regional Measurement Assurance Program (RMAP) training was
8 conducted in an in-person format in 2022. The Laboratory Metrology Program found that holding the Regional
9 Measurement Assurance Program (RMAP) training events in person was beneficial and essential in filling training
10 gaps from the last two years of virtual training.

11 OWM held an abbreviated Fundamentals of Metrology Training at the end of several of the in-person RMAPs in 2022.
12 This training was specially designed for metrologists who took NIST's online Fundamentals Course in 2020 and 2021
13 and intended to fill the gap between the online course and NIST's regular in-person course.

14 **Laboratory Metrology Program Training in 2022.** In-person training events resumed on-campus in 2022 and were
15 very instrumental to many labs being able to have continuity of operations and to continue to serve their State weights
16 and measures programs. All lab metrology in-person seminars and webinars consisted of hands-on application of
17 training material. Class size and other restrictions will continue to be adjusted to comply with local safety conditions
18 and policies, with preference being given to metrologists from state and local weights and measures programs.

19 **Lab Recognition and Workload.** OWM currently recognizes 44 state labs as having "Metrological Traceability"
20 according to NIST Handbook 143 (2019). Twenty of those labs are also Accredited by NVLAP. Forty-five labs are
21 applying for "Recognition" this year.

22 The bi-annual Workload Survey through NCSLI is getting started with data expected to be provided by March 2023.

23 **Metric Program.** The Metric Program, which is now located in the Laboratory Metrology Program, conducted five
24 webinars and web-based sessions in 2022. This training covered three different topic areas presented in five sessions
25 and included 48 students.

26 **Laws and Legal Metrology Devices Program**

27 **General.** The development and delivery of field inspection training in the areas of laws and regulations and legal
28 metrology devices have slowed due to staff shortages and an increased workload for the technical staff. However,
29 OWM hopes to resume work on some of the projects already in progress and to develop more training products and
30 services moving forward.

31 **Webinars.** The Laws Program conducted 18 webinars on topics related to "Laws and Regulations" in 2022, this
32 included 6 different topic areas as outlined in the tables above, with 18 sessions and 606 students. These courses were
33 offered on a frequency based on the level of demand, but no less than once per quarter during the year.

34 No webinars were presented by the Legal Metrology Devices Program in 2022. Several new webinars/courses are in
35 various stages of development:

- 36 • Reference Scale Verification for Gravimetric Testing
 - 37 • Electric Vehicle Fueling Systems Inspection and Testing
 - 38 • Retail Motor-Fuel Dispensers Inspection and Testing
 - 39 • Conducting Witness Tests
- 40

1 **Informal Learning Resources.** OWM plans to expand available “informal learning” tools targeted toward field
 2 inspection topics. This includes adding to existing informal learning resources currently offered by NIST such as
 3 study guides, examination procedure outlines, field manuals, and videos as well as exploring the development of new
 4 tools such as checklists and frequently asked questions to assist in field inspections.

5 The Laws and Legal Metrology Devices Program had also planned to implement “information hour” informal
 6 educational sessions in 2022, patterned after those used in the past by the Laboratory Metrology Program. These
 7 sessions will focus on presenting information on a select topic, followed by a question-and-answer session. Topics
 8 will be selected from questions OWM has received from officials and other stakeholders on various field inspection
 9 issues and new inspection areas in the marketplace. OWM will also solicit ideas from the community on future topics.

10 Although this work was delayed in 2022 due to the restrictions noted earlier, Rick Harshman and Lisa Warfield are
 11 now working on the development of a format and timeline for these sessions and have identified a number of potential
 12 topics to address. They expect to begin scheduling the first of these sessions in the late spring or early summer 2023.

13 **General – OWM Training**

14 Mrs. Butcher summarized the following statistics for OWM’s 2021 training as follows:

- 15 • 31 classes presented in-person and virtually on topics related to laboratory metrology, metric, and laws and
- 16 regulations
- 17 • 993 total students
- 18 • Training included regulators and industry and an increased interest from international participants

19
 20 Mrs. Butcher provided an overview of OWM’s training looking forward in 2023. She shared that no “in-person”
 21 classes are presently being scheduled for field inspection training. OWM will explore options for future classes, which
 22 it expects to include a mixture of in-person, hybrid, and virtual training as staffing and conditions permit.

23 As shared last year in her 2021 report, Mrs. Butcher stated that OWM has no intention of eliminating, virtual training
 24 options. OWM has reached a significantly larger number of students with virtual training and students who have
 25 never had the opportunity to attend NIST OWM training in the past have been able to access training because of the
 26 virtual format. It is clear that virtual training also offers the advantages of flexibility and reduced costs to learners as
 27 well as trainers and makes offering multiple sessions of a given course more practical.

28
 29 OWM plans to expand virtual training to include additional topics on field inspection, particularly on device-related
 30 topics and will actively explore “hybrid” and “blended” learning options. This might include options such as:

- 31 • Some students attend virtually and some attend in-person;
- 32 • Some portions of class are presented in an in-person format (with smaller size classes) and some portions of
- 33 class are presented virtually (with larger class sizes); and
- 34 • Exploring “synchronous” and “asynchronous” formats enhanced with pre-recorded lecture and/or video.

35
 36 These options will likely continue even after OWM returns to in-person training.

37 OWM will also be experimenting with available technology and tools to best incorporate elements of “hands-on” in
 38 its field inspection training, recognizing the importance of that “hands-on” or “experiential learning” component for
 39 field inspection work.

1 Mrs. Butcher has previously shared plans at NIST to create a “Virtual Training Studio.” She reported this project is
2 well underway with significant monetary and facility support from OWM’s parent operating unit, the Physical
3 Measurement Laboratory. This will include outfitting a virtual training space in NIST OWM offices for delivering
4 virtual training and hosting web-based meetings such as work groups and standards development sessions. This
5 “studio” will result in a mid-level space for:

- 6 • Conducting virtual training;
- 7 • Conducting live demonstrations;
- 8 • Video recording and editing;
- 9 • Enhancing livestream capabilities;
- 10 • Hosting and/or participating in virtual meetings as individuals or as a group; and
- 11 • Enable high levels of interactivity with off-site participants with capability to concurrently, view remote
12 participants.

13
14 OWM has purchased considerable equipment and begun work with a contractor to renovate the space. This studio
15 will also enhance OWM’s virtual training events and its capability to develop training videos.

16 In early 2022, OWM was pleased to add an Audio-Visual Production Specialist (a position that is shared with another
17 NIST division) to its staff to oversee the activities targeted for development in the Virtual Studio project and to further
18 extend OWM’s ability to provide virtual training events as well as enhance both virtual and in-person training.
19 OWM’s new AV specialist, Rich Montgomery, comes to OWM with extensive experience in video development and
20 production and has already developed several short videos for OWM. Mr. Montgomery attended the 2023 NCWM
21 Interim Meeting where he created a video of a technical panel discussion and interviewed attendees to gather footage
22 for a video highlighting attendees’ experience at the conference. OWM training developers are also beginning to take
23 advantage of Mr. Montgomery’s talents and expertise and have started collaborating with him on the development of
24 a couple of short videos focused on field inspection topics.

25 Mrs. Butcher reported that OWM trainers are actively participating in their own professional development through
26 participation in a variety of training courses and activities focused on enhancing their abilities in training design,
27 development, and delivery, with particular emphasis on virtual and hybrid training venues.

28 Mrs. Butcher will continue to provide updates to the Committee and NCWM members at future meetings about
29 available OWM training and future training plans. In the meantime, she reminded those interested in OWM training,
30 to periodically consult the OWM Calendar of Events for upcoming training at the following link on the OWM website:

31 <https://www.nist.gov/pml/weights-and-measures/about-owm/calendar-events>

32 NIST OWM looks forward to continued work with the weights and measures community to develop and implement
33 training to assist weights and measures officials and service personnel in their continued professional development.

34 **NCWM Meeting Comments:**

35 NCWM 2023 Interim Meeting: During the 2023 Interim Meeting open hearings, an updated presentation was given
36 by Tina Butcher (NIST OWM) on NIST training activity. The updates will appear in Publication 16. Doug Rathbun
37 (IL) wanted to thank NIST for all they do to advance training among the membership. Mahesh Albuquerque (CO)
38 commended the NIST office of W&M for their efforts and is excited about some of the new materials that are being
39 developed. Mahesh looks forward to continuing to work with NIST on training. Ivan Hankins (IA) expressed
40 appreciation for the online material and virtual options that have become available. Jim Pettinato (PDC AMC
41 representative) reminded the body that there are funds available from the AMC designated for assisting jurisdictions
42 in providing training, and can be used to cover costs such as instructor travel, materials, etc. The application can be
43 found on the NCWM website.

1 2023 Annual Meeting: Tina Butcher (NIST OWM) gave an update on the training programs provided by OWM. She
2 highlighted the work being done to provide more streamlined access to the most relevant and desired OWM
3 educational resources, initially based on data collected from state directors via a survey. This effort will be ongoing
4 and will reflect the needs of the target audience. Cheryl Ayer (NH) expressed excitement about the new options for
5 training being developed by PDC and NIST. She encourages sharing of learning programs, procedures, and practices
6 among state programs and that directors listserv information may be another source of information that could
7 contribute to content of an FAQ.

8
9 **Regional Association Comments:**

10 WWMA 2022 Annual Meeting: The committee heard no comments on this item.

11
12 The WWMA PD Committee recommends this as an informational item on the NCWM agenda.

13
14 SWMA 2022 Annual Meeting: The PDC heard no comments on this item and recommends that the data be updated
15 and that the item remain an informational item.

16
17 CWMA 2022 Interim Meeting: Doug Musick (KS) suggested scheduling training for an upcoming CWMA meeting.
18 Loren Minnich (KS) agreed and mentioned that prior to the pandemic there was a precision scales training scheduled
19 for the 2020 Annual meeting that had to be moved to a virtual meeting and the training was never rescheduled.

20 The CWMA PD Committee recommended this as an informational item on the NCWM agenda.

21 NEWMA 2022 Interim Meeting: Ms. Tina Butcher – (NIST Office of Weights & Measures) gave an update on the
22 training status and opportunities being offered by NIST. NIST is currently holding in-person training with small
23 classes on campus. NIST will continue to offer both in-person and virtual training. The virtual trainings have the
24 capability to reach many more people than in person only. They are also exploring hybrid training which would be
25 both in-person and virtual. NIST is addressing staffing shortages with the loss of three long-term employees. Robert
26 Murnane – Seraphin Test Measure – stated concerns over the lack of NIST staffing and supports having full-time staff
27 hired to meet needs and to not rely on annuitant positions to fill gaps. Dr. Katrice Lippa – NIST Chief Office of
28 Weights & Measures stated that there are challenges in recruiting metrology experts into NIST as it takes years for
29 individuals to gain the needed subject matter expertise to qualify for these positions however they are making progress
30 in filling slots.

31 The NEWMA PD Committee recommends this as an informational item on the NCWM agenda.

| EDU-2 |
|--|
| <p>Regional recommendation to NCWM on item status:</p> <ul style="list-style-type: none"> <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>Mike Harrington, Iowa took NIST online classes and found them to be very helpful. Requests more on demand video training. Helpful to justify job class increase.</p> <p>Steve Peter, Wisconsin, Developing Training videos in Wisconsin. As they move into editing those videos they will be reaching out for feedback. Service agents have been requesting where to find training materials.</p> <p>Wes Sommerfield, Iowa, took online LP Cylinder training and found it very helpful.</p> <p>Greg Vanderplaats, Minnesota, NCWM exam have their modules and objectives posted on the NCWM website for each exam and NIST has HB 44 self-study available.</p> <p>Greg Vanderplaats, Minnesota. Goal for NCWM RSA exam is to have one test that other states may recognize.</p> |

1

2 **EDU-3 I Instructor Improvement**

3 The Committee has reiterated multiple times in the past that the responsibility for the training employee rests with
 4 individual organizations (weights and measures jurisdictions and industry alike). While NIST and other training
 5 providers offer excellent sources of training and training materials, organizations must develop and manage their own
 6 training programs, including developing trainers; establishing individual development plans for employees; and
 7 identifying strategies for continually assessing and responding to training needs. The Committee recognizes that NIST
 8 OWM cannot possibly train all weights and measures inspectors in the country. The state and municipal jurisdictions
 9 have ultimate responsibility for training and qualifying their personnel. To fulfill this responsibility, jurisdictions
 10 should be making individual plans to maintain or bolster their training efforts. NIST OWM should be viewed as one
 11 vital resource to support that effort. The Professional Development Committee is another resource. The Committee
 12 has created and posted on its website, the “Body of Knowledge” to establish uniform learning objectives for weights
 13 and measures professionals. In addition, the Committee has posted a Model Field Training Program document on its
 14 website. This program outlines methods to evaluate and document training and offers guidance on training new
 15 inspectors and taking steps to ensure their ongoing development.

16 NIST OWM has also provided ongoing contributions to assist the community in the development of instructors. OWM
 17 has provided legal metrology training for weights and measures jurisdictions and industry for many years but does not
 18 have the resources to respond to the numerous training requests it receives. OWM has long recognized that there are
 19 many individuals with extensive legal metrology experience who have the skills needed to provide this type of training.
 20 OWM hopes to continue to draw from this pool to develop trainers who can present schools with NIST, thus leveraging
 21 NIST resources; providing more timely classes; and providing a way to more broadly share the valuable expertise
 22 these individuals possess. In the past ten years, NIST OWM has taken on more field inspection classes than it would
 23 otherwise be able to do because of the co-instructors drawn from its current pool of trainers.

1 Mrs. Tina Butcher (NIST OWM) has regularly updated the Committee on instructor development work by NIST
2 OWM.

3 See the Committee's past reports for background information on this item along with other details on available tools
4 for trainer development and NIST OWM's efforts and partnership with the NCWM to continue this work.

5 **NCWM Meeting Comments:**

6 NCWM 2023 Interim Meeting: No comments were heard from the floor. Mrs. Tina Butcher, NIST OWM, reported
7 that OWM has not undertaken any new work in this area in 2022. As reported in the past few years, Mrs. Butcher
8 emphasized that OWM sincerely appreciates the time and resources committed by these trainers and their
9 organizations in support of this important partnership and the expertise that these trainers bring to NIST training events
10 and looks forward to continued collaboration. OWM will continue to provide the Committee with updates on its
11 progress as well as continue to collaborate with and support the Committee in its work.

12 2023 Annual Meeting: Tina Butcher (NIST OWM) gave a brief update on this item; the topic of 'blended' training
13 programs which use a blend of training delivery methods, e.g., combining virtual training mechanisms such as
14 instructor-led webinars, on demand or self-study with in-person hands-on content. This may also be a path to revive
15 the 'training the trainer' initiative and grow outreach. Kurt Floren (LA County, CA) stood to express appreciation for
16 Tina's commitment, effort and constant drive to improve our community and people and recognized the value of her
17 contributions, and wished her well in retirement. Tina received a standing ovation for her contributions to NCWM
18 throughout her career at NIST OWM.

19

20 **Regional Association Comments:**

21 WWMA 2022 Annual Meeting: The committee heard no comments on this item.

22

23 The WWMA PD Committee recommends this as an informational item on the NCWM agenda.

24

25 SWMA 2022 Annual Meeting: The PDC heard no comments on this item and recommends that the item remain an
26 informational item.

27 CWMA 2022 Interim Meeting: No comments were heard on this item.

28 The CWMA PD Committee recommends this as an informational item on the NCWM agenda.

29 NEWMA 2022 Interim Meeting: No comments were heard.

1 The NEWMA PD Committee recommends this item as informational for the NCWM agenda.

| EDU-3 |
|---|
| <p>Regional recommendation to NCWM on item status:</p> <p><input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda</p> <p><input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda</p> <p><input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i></p> <p><input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i></p> <p><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></p> <p><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: <i>(This will appear in NCWM reports)</i></p> <p>No comments</p> |

2 **EDU-4 I Recommended Topics for Conference Training**

3 The Board of Directors has charged the Committee with recommending appropriate topics for the technical sessions
 4 at future annual meetings. The Board of Directors asks the PDC to review and prioritize possible presentation topics
 5 and to submit those to the NCWM Chairman. The Chairman will coordinate with NCWM staff to secure presenters.

6 The following is a list of technical presentations made at the NCWM since 2009. Presentations given since 2010 are
 7 available at www.ncwm.com/annual-archive.

- 8 • Planning and Coordinating a National Market Place Survey (Ms. Rachelle Miller, WI, 2017)
- 9 • The Life Cycle of Petroleum from Well to Retail (Mr. Prentiss Searles, API 2017)
- 10 • The United States Mint at Denver – Gold, Coins and Embezzlement (Mr. Thomas Fesing, 2016)
- 11 • Understanding Transportation Network Systems (Ms. Andrea Ambrose Lobato, Lyft and Mr. Bob O’
 12 Leary, Uber 2016)
- 13 • Regulatory Consideration for Legalized Marijuana (Ms. Julie Quinn, MN, and Mr. Nick Brechun, CO,
 14 2016)
- 15 • Motor Oil Quality Violations (Mr. Tom Glenn, Petroleum Quality Institute of America, 2014)
- 16 • Making Sense of Electronic Receipts (Mr. Justin Hotard, Vice President and General Manager, NCR
 17 Corporation, 2014)
- 18 • LNG & CNG Motor Fuel – A Technical Briefing from Industry (Mr. Doug Horne, President CVEF, Mr.
 19 Zack Wester, Blu, Mr. Jeff Clarke, NGVA, 2014)
- 20 • Taximeter Technology Advancements (Mr. Matt Daus, International Association of Transportation
 21 Regulators, 2013)
- 22 • Advanced Vehicles and Fuel Quality (Mr. John M Cabaniss, Jr., Association of Global Automakers, 2013)
- 23 • Economic Justification and Demonstrating Value of Weights and Measures (Mr. Tim Chesser, Arkansas
 24 Bureau of Standards, 2012)
- 25 • Conducting Effective Marketplace Surveys and Investigations (Ms. Judy Cardin, Wisconsin Weights and
 26 Measures, 2012)
- 27 • Public Relations and Customer Service as Regulators (Mr. Doug Deiman, Alaska Division of Measurement
 28 Standards/CVE, 2012)
- 29 • An Overview of Unit Pricing in the United States (Mr. David Sefcik, NIST OWM, 2011)
- 30 • Grocery Unit Pricing in Australia (Mr. Ian Jarratt, Queensland Consumers Association, 2011)
- 31 • Grocery Unit Pricing in Canada (Mr. Ian Jarratt, Queensland Consumers Association, 2011)

- 1 • The U.S. Hydrogen Measuring System: The Turning Point? (Ms. Kristin Macey, California Division of
- 2 Measurement Standards, 2011)
- 3 • Corrosion in Ultra Low Sulfur Diesel Underground Storage Systems (Mr. Prentiss Searles and Ms. Lorri
- 4 Gainawi, American Petroleum Institute, 2010)
- 5 • Risk-Based Inspection Schemes (Mr. Henry Oppermann, Weights and Measures Consulting, LLC, 2010)
- 6 • Diesel Exhaust Fluid (DEF) (Mr. Gordon Johnson, Gilbarco, Inc., and Mr. Randy Moses, Wayne, 2009)
- 7 • Fuel Volatility and Ethanol Blending (Mr. Jim McGetrick, BP Products, 2009)
- 8 • Investigative Techniques (Mr. Michael Cleary, Retired, 2009)

9 At the Interim Meeting 2019 the following suggestions from the floor for additional topics were received:

- 10 • Investigative reporting
- 11 • D.E.F. Testing requirements, special considerations (handling, safety, equipment)
- 12 • Differentiation between weight classifier and normal rounding scales
- 13 • Organizing/publishing existing training materials

14 **NCWM Meeting Comments:**

15

16 NCWM 2023 Interim Meeting: No comments were heard from the floor.

17 2023 Annual Meeting: Ethan Bogren (Westchester County, NY) gave a quick update on the topic of conference
 18 training. Doug Rathbun (IL) mentioned a successful school and safety training initiatives. Ivan Hankins (IA) pointed
 19 out the LPG study as a success from the training perspective. The study provided a forum to communicate the issues
 20 discovered and how to overcome them. He also thanked David Sefcik (NIST OWM) for the training provided in
 21 conjunction with this study.

22

23 **Regional Association Comments:**

24 WWMA 2022 Annual Meeting: Ms. Cadence Matijevich (NV) is proud to host the WWMA Annual meeting next
 25 year and welcomes training topic ideas for that conference.
 26 Mr. Mahesh Albuquerque (CO) would like to consider development of specific training for RSAs to take the national
 27 exam.

28

29 The WWMA PD Committee recommends this as an informational item on the NCWM agenda.

30

31 SWMA 2022 Annual Meeting: Dr. Matt Curran (FL) proposed the development of a new committee member
 32 orientation and mentorship program for the SWMA and volunteered to lead the effort. Dr. Curran mentioned that this
 33 idea has been discussed in other regions and at the national level, but the organizations had differing opinions. Mr.
 34 Stephen Benjamin (NC) commented that he supports the idea. Mr. Robert Murnane (Seraphin) encouraged training
 35 for all regions. The PDC will explore options for the development of this training.

36

37 The SWMA PD Committee recommends this item as informational on the NCWM agenda.

38

39 CWMA 2022 Interim Meeting: Loren Minnich (KS) recommended precision scales as well as retail computing,
 40 medium capacity scales, large capacity scales, and point of sale systems for upcoming conference training topics. Mr.
 41 Minnich mentioned that NIST will continue some trainings as web based. He also indicated he would like to see some
 42 trainings done outside of meetings. Such trainings could rotate through the central states to help with training inspectors
 43 within the central region.

44 Doug Rathbun (IL) stated Illinois will be having a “fuel school” in mid-October to provide inspectors with a deeper
 45 and broader knowledge of the fuel industry. There will be approximately 60 spots for the two-day school. The
 46 trainers for the training include Christy Moore, Scott Fenwick, Russ Lewis, and other industry experts.

47

48 Ivan Hankins (IA) mentioned there is a field training manual for inspectors, which includes sections from Handbook

1 130 Uniform Weights & Measures Law and Uniform fuel and Automotive and Lubricants. Regulations ; Handbook 44
 2 LMD code, General Code, and Fundamental considerations. The manual explains how to do the inspections, general
 3 code, in order to be consistent with other inspectors within each state. Mr. Hankins would like to see a training on
 4 Retail Motor Fuel Dispensers utilizing the manual. Doug Rathbun (IL) expressed concern that some experienced
 5 inspectors may not be interested in attending such a training. Mr. Rathbun would like to have some trainings for
 6 those more experienced inspectors.

7
 8 Bob Murnane (Seraphin) suggested extending conference week and have training at either the front or the end of the
 9 conference meetings. Michael Keilty (Endress + Hauser) echoed Mr. Murnane’s comments. He mentioned the
 10 Western conference adds a day specifically for training sandwiched within the conference. The schedule then allows
 11 the committee to hold their work sessions during the day on the second day, which relieves some of the burden on
 12 the committee members.

13
 14 Doug Musick (KS) stated we have relied on NIST for so long for trainings and suggested we should start leaning on
 15 more trainings within our region. He commented there may be some industry interest in supporting training using
 16 funds from the associate membership fund.

17
 18 Chris Guay (CGGC) provided that NCWM doesn’t know what an individual state’s interests are and who the stake
 19 holders are for each state. Mr. Guay suggested state directors should think about what trainings would be important
 20 for their programs and send those suggestions to our NCWM representative, Loren Minnich.

21
 22 Brenda Geist (KS) stated as an experienced inspector she would appreciate trainings on new technology and updated
 23 methods

24 The CWMA PD Committee recommends this as an informational item on the NCWM agenda.

25 NEWMA 2022 Interim Meeting: No comments were heard.

26

27 The NEWMA PD Committee recommends this as an informational item on the NCWM agenda.

| EDU-4 |
|--|
| <p>Regional recommendation to NCWM on item status:</p> <ul style="list-style-type: none"> <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> Mike Harrington, Iowa, wants to continue having professional development programs at conferences. This helps with justification for expense of going to conferences.</p> |

1 **PMT – PROGRAM MANAGEMENT**

2 **PMT-1 I Safety Awareness**

3 One of the goals of the PDC is to educate jurisdictions on safety issues and to provide resources to help them
 4 implement effective safety and health management programs. The Committee intends to use the safety page at
 5 www.ncwm.com/safety as a place for states to share information and resources to help them address each of the
 6 major steps in creating and maintaining an effective safety program.

7 In July 2017, the Board of Directors created the Safety Task Group to create a safety tool kit to help weights and
 8 measures organizations create or improve their own safety programs. The toolkit is complete and is posted on the
 9 NCWM website at www.ncwm.com/safety.

10 At the 2018 Annual Meeting, the NCWM BOD decided to make the task group a permanent subcommittee associated
 11 with the PDC. The newly formed Safety Subcommittee will assume responsibility for:

- 12 • Maintaining and updating the safety toolkit.
- 13 • Writing and deploying the NCWM annual safety survey, as well as reporting on the results each year.
- 14 • Finding resources and/or developing weights-and-measures-focused materials relating to the top hazards
 15 identified through the safety survey or through developing the toolkit.
- 16 • Building a safety culture and developing safety leadership within the NCWM through participation on the
 17 Safety Subcommittee

18 The Safety Subcommittee is currently working to improve the annual safety survey by:

- 19 • Including questions about near-miss incidents and about incidents resulting in lost or restricted time over
 20 multiple years.
- 21 • Contacting counties and associate members to increase participation.
- 22 • Writing an instruction guide to help participants gather information they need before completing the survey.

23 The Committee expresses appreciation to the members of the Safety Subcommittee for their willingness to volunteer
 24 for this important work.

| Safety Subcommittee Members | | |
|------------------------------------|----------------|---|
| Chair | John Bell | Missouri |
| Public Sector | Jason Flint | New Jersey |
| Private Sector | Tisha Arriaga | Marathon Petroleum, LLC |
| Private Sector | Bill Callaway | Crompco |
| Private Sector | Remy Cano | Northwest Tank & Environmental Services |
| Private Sector | Robert LaGasse | Mulch and Soil Council |

1 The NCWM safety page houses the list of regional safety liaisons and an archive of past safety articles.

2 **Regional Safety Liaisons:**

3 **Central Weights and Measures Association (CWMA)**

4 Mr. John Bell, Missouri Department of Agriculture

5 **Northeastern Weights and Measures Association (NEWMA)**

6 Mr. Michael Peeler, New Jersey Weights and Measures

7 **Southern Weights and Measures Association (SWMA)**

8 Mr. Robert Huff, Delaware Department of Agriculture

9 **Western Weights and Measures Association (WWMA)**

10 Mr. Remy Cano, Northwest Tank & Environmental Services

11 Each region is responsible for providing a safety article for the NCWM newsletter according to the following schedule:

| Safety Article Schedule | | |
|--------------------------|--------|------------------|
| Issue Date | Source | Article Deadline |
| Issue 2 (May 2023) | NEWMA | April 15, 2023 |
| Issue 3 (September 2023) | CWMA | August 13, 2023 |
| Issue 1 (February 2024) | WWMA | January 15, 2024 |
| Issue 2 (May 2024) | SWMA | April 15, 2024 |

12

13 The Committee would like to thank the following individuals for their contributions since the 2020 Annual Meeting:

- 14 • *The Psychology of Safety* – Mr. Ron Armstrong (NWTES)
- 15 • *Back to Your Health* – Ms. Elizabeth Koncki (MD)
- 16 • *Engineering Controls* – Mr. Mike Sikula (NY)
- 17 • *Avoid Hostile Encounters in the Field* – Mr. Mike Sikula (NY)
- 18 • *Who's Got Your Back?* – Mr. Ron Armstrong (NWTES)
- 19 • *Cannabis Facility Safety Awareness* – Mr. John Bell (MO)

20 **NCWM Meeting Comments:**

21 NCWM 2023 Interim Meeting: No comments were heard from the floor.

22 **2023 Annual Meeting: Paul Floyd (LA) gave a brief overview on the Safety Committee status. No comments**
23 **were heard during the open hearing.**

24

25 **Regional Association Comments:**

26 WWMA 2022 Annual Meeting: The committee heard no comments on this item.

27

28 The WWMA PD Committee recommends this as an informational item on the NCWM agenda.

29

30 SWMA 2022 Annual Meeting: The PDC heard no comments on this item and recommends that the item remain an
31 informational item.

32 CWMA 2022 Interim Meeting: Elizabeth Lambert (MO) read a text message comment from Johnny Bell, Safety
33 Liaison. Although he is currently at NIST campus for training, he hopes to attend the 2023 CWMA Annual Meeting.
34 He would like for anyone with safety concerns they would like disseminated to other states and anyone with ideas for

- 1 articles for the newsletter to contact him.
- 2 The CWMA PD Committee recommends this as an informational item on the NCWM agenda.
- 3 NEWMA 2022 Interim Meeting: Mr. James Willis (New York) gave information on an accident that occurred at a
- 4 VTM fueling location in New York. An explosion occurred adjacent to inspection activity. While inspection staff
- 5 were not directly involved in the accident they were nearby, and the incident highlights the importance of safety issues.
- 6 The NEWMA PD Committee recommends this item as informational for the NCWM agenda.

| PMT-1 |
|--|
| <p>Regional recommendation to NCWM on item status:</p> <ul style="list-style-type: none"> <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>No comments</p> |

7

8 **PMT-2 I Skimmer Education Task Group**

- 9 This is a new agenda item added to the report by the PDC after the Publication 15 printing deadline.
- 10 The Skimmer Education Task Group (SETG) held its first meeting during the 2021 Annual Meeting. The SETG is
- 11 made up of industry members, regulatory officials, and interested parties for the purpose of continuing work identified
- 12 by the S&T Committee’s Credit Card Skimmer Task Group. Under the guidance of the Professional Development
- 13 Committee (PDC), the task group will develop education and outreach strategies and gather or produce materials to
- 14 educate regulatory officials, fuel retailers, industry members and consumers on payment card information theft via
- 15 skimming devices. The SETG will provide information and organize education sessions to share recommendations
- 16 for safety procedures and technologies to better protect consumer payment information and reduce the risk of skimmer
- 17 installation at fuel dispensers. The SETG will continue in force until the task group Chair and the PDC Chair agree
- 18 the work has been completed. The task group may also be disbanded by vote of the NCWM Board of Directors. The
- 19 task group will meet via electronic media, teleconferences, face-to-face meetings, or other means available.
- 20 Co-Chair, Ms. Paige Anderson (NACS) provided a report of their meeting held on January 10, 2021 during the open
- 21 hearing. Following is a summary of her remarks.
- 22 The SETG expressed their appreciation for the leadership and assistance of Mr. Hal Prince (FL), the NCWM board
- 23 and staff, Mr. David Aguayo (San Luis Obispo Co., CA) and the PDC in helping to create the Task Group. Many of
- 24 the Task Group members worked on the policy item before the Specifications and Tolerances (S&T) Committee to
- 25 establish user requirements on fuel dispensers to prevent skimming, and during that time recognized the importance
- 26 of education and training.
- 27 The SETG’s mission to educate the membership and bring together all stakeholders in sharing information on

1 skimming. The SETG recognizes that technology changes include the devices used to steal debit and credit card
 2 information, the technology to prevent these thefts, and the criminals become more organized and sophisticated.
 3 NCWM provides a powerful platform to bring together all stakeholders – state officials, law enforcement,
 4 manufacturers, service companies, retailers, security providers and consumers.

5 In organizing the SETG, it was decided that having co-chairs representing both regulatory officials and the private
 6 sector demonstrates partnership in combatting skimming and the criminal organizations.

7 The SETG held their first meeting on Sunday, January 10th, 2021 via web conference. The number of attendees who
 8 attended the meeting was remarkable. It clearly demonstrated that there is a significant need for knowledge on this
 9 issue. The SETG discussed and finalized their 2021 goals. The two goals are to:

- 10 1. Establish a library of resources for the public on the NCWM website. The resources will consist of videos,
 11 articles, reports, checklists, contact information, best practices, and other information. The SETG recognized
 12 that there may be some sensitive or proprietary data that should not be put on the public-facing website but
 13 may be shared with the membership or a targeted group of the membership. Alternative distribution methods
 14 would be determined and used in these cases. Communicating the availability and location of these resources
 15 to the membership and beyond is an important element of the strategy and project.
- 16 2. Host presentations and briefings from subject matter experts at future NCWM meetings. The SETG is
 17 planning to provide such a briefing at the Annual meeting in July 2021. The SETG is looking at 3 key
 18 constituencies to provide presentations:
 - 19 o Law enforcement - overview of the landscape of activity on skimming (e.g., U.S. Secret Service)
 - 20 o Private sector security experts - to share what they are seeing and describe the types of technology
 21 being used by the criminals and methods used to combat skimming
 - 22 o Retail/industry - updates on the transition to EMV card readers, etc.

23 The SETG is also working to identify other key stakeholders to either present or to join the SETG. These key
 24 stakeholders included financial institutions such as banks, credit card providers, and credit unions.

25 The SETG welcomes volunteers and encourages participation from all members. If you or your staff are interested,
 26 contact members of the PDC or the NCWM staff.

| Skimmer Education Task Group Members | | |
|--------------------------------------|-----------------|-----------------------------|
| Co-Chair | Vacant | |
| Co-Chair | Vacant | |
| Public Sector | Bobby Fletcher | Louisiana |
| Public Sector | John Larkin | California |
| Public Sector | Mike Harrington | Iowa |
| Public Sector | Vince Wolpert | Arizona |
| Public Sector | Scott Borse | PEI |
| Public Sector | Owen Dewitt | FlintLoc Technologies, LLC |
| Public Sector | Brent Price | Gilbarco, Inc. |
| Public Sector | Mike Roach | Invenco Payment Systems |
| Public Sector | Scott Schober | Berkley Varitronics Systems |

27 **NCWM Meeting Comments:**

28 NCWM 2023 Interim Meeting: No comments were heard from the floor.

29 2023 Annual Meeting: The PDC Chair pointed out that the task group has been idle of late primarily due to lack of
 30 leadership (chairperson position is vacant); the question was asked if this task group should be disbanded. Kurt Floren
 31 (LA County, CA) mentioned that the scope of ‘skimmers’ is broader now, and includes theft of EBT benefits using
 32 skimmers on POS systems in all markets. The issue may not be as prevalent at RMFDs specifically, but it is still a
 33 concern. Stephen Benjamin (NC) would like to see continuation and communication on this topic. Vince Wolpert

1 (AZ) suggested we expand the scope of the task group to consider ways to identify/prevent facilitation of fraud by
 2 other means as well. This sentiment was echoed by Matt Douglas (CA), who also noted that they have seen an increase
 3 in fraud via altered meter pulse transmissions. The PDC believes there is value in maintaining this task group and is
 4 looking for a volunteer to lead the group in continuation of this work, and would also ask the Conference to consider
 5 expanding the scope of the task group to include some of these other sources of fraud identified by the membership.

6

7 **Regional Association Comments:**

8 WWMA 2022 Annual Meeting: The committee heard no comments on this item. The committee would like to note
 9 that new security requirements for retail motor fuel devices took effect in the 2022 edition of HB44 in section UR.4.2.
 10 Security for Retail Motor Fuel Devices (RMFD) of the Liquid Measuring Devices Code.

11

12 The WWMA PD Committee recommends this as an informational item on the NCWM agenda.

13

14

15 SWMA 2022 Annual Meeting: The PDC heard no comments on this item and recommend that the item remain an
 16 informational item.

17 CWMA 2022 Interim Meeting: Mike Harrington (IA), member of the SETG, provided there have been no additional
 18 updates from the task group since the NCWM Annual meeting in July.

19 The CWMA PD Committee recommends this as an informational item on the NCWM agenda.

20 NEWMA 2022 Interim Meeting: No comments were heard.

21

22 The NEWMA PD Committee recommends this item as informational on the NCWM agenda.

| 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: <i>(This will appear in NCWM reports)</i></p> <p>Brenda Geist, Kansas, Kansas does not want to see this task group disbanded. States need to be proactive on skimmers.</p> <p>Mike Harrington, Iowa, Skimmer Education Task Group needs a chair. Anyone interested can let Mike Harrington know and he will pass it on to the Task Group.</p> |

23

- 1 Mr. Brian Fuller, Iowa | Committee Chair
- 2 Mr. Greg VanderPlaats, Minnesota | Vice Chair
- 3 Mr. Konrad Crockford | Member
- 4 Mr. Ryan Rodgers, Hoidale Company | AMC Representative
- 5 Ms. Sherry Turvey, Kansas | NCWM Representative
- 6 **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 2023 PDC Interim Meeting Report
 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

