

1

**WWMA Professional Development Committee (PDC)
2023 Annual Meeting Report Addendum**

Mr. Miland Kofford, Committee Chair
Utah

INTRODUCTION

2 The PDC (hereinafter referred to as “Committee”) submits its Report to the Western Weights and Measures
3 Association (WWMA). The Report consists of the WWMA Agenda (NCWM Carryover and NEW items) and this
4 Addendum. Page numbers in the tables below refer to pages in this Addendum. Suggested revisions to the handbook
5 are shown in **bold face print** by ~~striking out~~ information to be deleted and underlining information to be added.
6 Requirements that are proposed to be nonretroactive are printed in **bold-faced italics**.

7 Presented below is a list of agenda items considered by the WWMA and its recommendations to the NCWM
Professional Development Committee

Subject Series List

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

**Table A
Table of Contents**

Reference Key	Title of Item	PDC Page
EDU – EDUCATION	471	
EDU-1 I	Professional Certification Program	471
EDU-2 I	Training.....	471
EDU-3 I	Instructor Improvement.....	472
EDU-4 I	Recommended Topics for Conference Training	472
PMT – PROGRAM MANAGEMENT	473
PMT-1 I	Safety Awareness	473
PMT-2 I	Skimmer Education Task Group	473

Appendices

A	EDU-2: Summary of NIST OWM Training Conducted in 2019	A505
B	EDU-2: NIST OWM Training - Future Plans	B507

**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**

EDU-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>Mahesh Albuquerque (CO) – Proctor recommendation was approved by NCWM BOD and implemented. Don Onwiler has sent an email about agency proctors to all states. The WWMA PDC applauds this change.</p>

3 **EDU-2 I Training**

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>PDC Chair, Miland Kofford recognized Dr. Katrice Lippa (NIST) for her update earlier in the meeting introductions and thanked NIST for the presentation.</p>

1 **EDU-3 I Instructor Improvement**

EDU-3
<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>David Aguayo (San Luis Obispo County) – Appreciates and supports efforts for online training that provides consistency with current staff turnover rates.</p> <p>Kevin Schnepf (CA) – Appreciates the challenge to find qualified trainers for NIST training. Recommends focusing on identifying SMEs as trainers in regions and develop talent.</p> <p>Miland Kofford (UT) – Appreciates NIST for online training. Recognizes jurisdictions are responsible for training but appreciates the help and guidance from NIST.</p>

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

EDU-4
<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>Kurt Floren (LA County) – Recommends comprehensive e-commerce training. States need uniform training to avoid possible mayhem as consistency will be critical in regulating this marketplace.</p> <p>Mahesh Albuquerque (CO) – BOD discussed training for future regional meetings. Reach out to Roxanne Chepsongol (NM) or anyone on the BOD with recommended training topics.</p>

1 **PMT – PROGRAM MANAGEMENT**

2 **PMT-1 I Safety Awareness**

PMT-1
<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: (This will appear in NCWM reports)</p> <p>Kevin Schnepf (CA) – Recommends EVFS safety training.</p> <p>David Aguayo (San Luis Obispo County) – With staffing changes, the safety page on the NCWM site is utilized often. Supports a regular safety newsletter or update. Recommends a new NCWM safety survey with published results.</p> <p>David Sefcik (NIST) – Suggests WWMA partner with industry to ask for safety training and guidance at the session on Wednesday (September 20, 2023).</p>

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

PMT-2
<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: (This will appear in NCWM reports)</p> <p>Matt Douglas (CA) – Supports and appreciates task group, recommends adding pulser technology and include other devices that facilitate fraud.</p> <p>Gene Robertson (NCWM Chair) – Named Alan Walker (FL) as co-chair of task group and suggests name change to include more types of fraud.</p> <p>Vince Wolpert (AZ) – Arizona recently saw pulser and multiple skimmer devices causing losses over \$3000. The</p>

technology is advancing and AZ is seeing different designs. Supports expanding the group to include all types of fraud.

Kevin Schnepf (CA) – Echoes Vince Wolpert’s comments and recommends name change to “Fraud Prevention Task Group”.

Kurt Floren (LA County) – Reiterates NCWM Annual Conference comments about EBT and WIC benefit thefts growing in LA County and more USDA money is being stolen. Thefts of government benefits have gone from hundreds of thousands to hundreds of millions of dollars. This will eventually affect state Departments of Agriculture budgets. Taking on this issue may help secure funding from USDA and other federal programs to support fraud prevention and investigation. Suggests continuing to pursue the issue.

-
- 1 Mr. Miland Kofford, Utah | Committee Chair
 - 2 Ms. Kate Smetana, Department of Agriculture, Colorado | Member
 - 3 Mr. Kipp Blauer, Nevada | Member
 - 4 Ms. Margherita Lebsack, San Luis Obispo County | Member
 - 5 Mr. Brent Ricks, Montana | Member
 - 6 Mr. Kevin Schnepf, Division of Measurement Standards, California | NCWM Board of Directors
 - 7 Mr. Scott Simmons, Division of Oil and Public Safety, Colorado | NCWM Professional Development Committee
 - 8 **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

WWMA 2023 PDC 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

