

**WWMA Professional Development Committee (PDC)
2022 Annual Meeting**

Agenda Addendum Sheet

Mr. Scott Wagner, Committee Chair
Colorado

INTRODUCTION

The PDC (hereinafter referred to as “Committee”) submits its Report to the Western Weights and Measures Association (WWMA). The Report consists of the WWMA Agenda (NCWM Carryover and NEW items) and this Addendum. Page numbers in the tables below refer to pages in this Addendum. Suggested revisions to the handbook 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**.

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

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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

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>The committee heard no comments on this item. The committee noted that Jerry Buendel is seeking subject matter experts to assist in the development of the NCWM RSA exams.</p>

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>The committee heard no comments on this item.</p>

EDU-3 I Instructor Improvement

EDU-3
<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>The committee heard no comments on this item.</p>

EDU-4 I Recommended Topics for Conference Training

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></p> <p>Ms. Cadence Matijevich (NV) is proud to host the WWMA Annual meeting next year and welcomes training topic ideas for that conference. Mr. Mahesh Albuquerque (CO) would like to consider development of specific training for RSAs to take the national exam.</p>

PMT – PROGRAM MANAGEMENT

PMT-1 I Safety Awareness

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>The committee heard no comments on this item.</p>

PMT-2 I Skimmer Education Task Group

PMT-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>The committee heard no comments on this item. The committee would like to note that new security requirements for retail motor fuel devices took effect in the 2022 edition of HB44 in section UR.4.2. Security for Retail Motor Fuel Devices (RMFD) of the Liquid Measuring Devices Code.</p>

Mr. Scott Wagner, Colorado Division of Oil and Public Safety | Chair 1
Mr. Miland Kofford, Utah Department of Agriculture | Chair 2
Ms. Kate Smetana, Colorado Department of Agriculture | Chair 3
Ms. Cathy Roache, Alameda County, CA | Annual Member
Mr. Dave Fraser, Building and Commercial Measurement Bureau | Annual Member
Mr. Mahesh Albuquerque, Colorado Division of Oil and Public Safety | NCWM Board of Directors
Mr. Scott Simmons, Colorado Division of Oil and Public Safety | Ex-Officio
Ms. Rebecca Richardson, MARC-IV Consulting, Inc. | Associate Membership Representative

WWMA 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

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 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