

**99<sup>th</sup> Annual Meeting of the  
National Conference on Weights and Measures**

**July 13 – 17, 2014  
Detroit, Michigan**

**Addendum Sheets to the Interim Report of the  
Professional Development Committee**

**400 INTRODUCTION**

The Professional Development Committee (hereinafter referred to as “Committee”) submits its Interim Report to the National Conference on Weights and Measures. The Report consists of the Interim Report offered in Publication 16, “NCWM Committee Reports,” and this Addendum. Page numbers in tables below refer to pages in Publication 16.

Presented below is a list of voting and information items. Voting items are indicated by the suffix **V** or, if the voting item is part of the Consent calendar, by the suffix **VC**. If the item is an Information item, it is indicated by the suffix **I**; if the item is Withdrawn, it is indicated by the suffix **W**. Items marked with a **D** after the key numbers are Developing items. The developing designation indicates an item has merit; however, the item is returned to the submitter for further development before any action at the national level. The Committee’s Final Report is proposed to be grouped in the following order:

<b>Informational and Developing Items</b>		
<b>The following items are informational (I) or under development (D) and require no formal action of the NCWM:</b>		
<b>Reference Key</b>	<b>Title of Item</b>	<b>PDC Page No.</b>
<b>400</b>	<b>INTRODUCTION</b> .....	<b>1</b>
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**Details of All Items**  
*(In Order by Reference Key Number)*

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## **410 EDUCATION**

### **410-1 I Professional Certification Program**

The PDC sent out a questionnaire regarding the certification program to the state directors and only received five responses. The PDC took the opportunity at the open hearing to poll the conference body attending with the following questions:

1. Do you believe that questions covering the testing of packages labeled by volume using volumetric and gravimetric methods should be retained in the Package Checking Basic Exam? Please include reasons for your position.

YES: 23

NO:15

Additional comments: Dave Sefcik stated that volume gravimetrically is included on the last day of basic course.

2. If you believe the exam should be more limited, what topics would you include in a basic level exam (please assume there would be only one basic exam)?

Method of sale and labeling

3. How would you visualize the range of Package Checking certifications if it were up to you (i.e., what exams would you want and what material would be covered in each)?

4. Roughly what portion of your staff has taken NCWM Certification Exams?

- o MN requires all investigators to take all available tests  
Ken Ramsburg – requires all tests for their staff

5. What is your overall satisfaction with the NCWM Certification Program and what is the general reaction of those that have taken exams?

- o Tim Chesser AK – moving toward using these tests for service agents, his inspectors feel that the tests might not be stringent enough
- o Ken Ramsburg MD – 50% inspectors failed first time, 25% more passed second time, rest took a third time. 100% confidence in the program.
- o Steve Benjamin NC – looking at using this for their service agents to move from probationary status. Right now their staff does not have computers.

- Jerry Buendel WA – All inspectors required to take the tests. The test are being used as part of the probationary period. Then they must retest every 3 years. They form study groups by region.
- Dale Saunders VA – required their inspectors to take small scales tests. Failed first time, but then they passed on retake. Now a requirement to complete
- Jerry Butler NC asked about the cost. There is a cost unless you are a member.
- Fran Elson-Houston OH, assigns 5 credit hours toward the continuing education credits required annually but labor agreements do not allow them to require the tests.
- Tim Chesser AK– offered to take the test with his inspectors to help them not see the tests as threats.
- Julie Quinn MN-For a trainee to progress to probationary status as an investigator, the trainee must pass all applicable NCWM tests in addition to passing field exams.

The next three certification exams that will be available are VTM, Medium Capacity Scales, and Large Capacity Scales. We have just begun to recruit subject matter experts for LPG. The Certification Coordinator will solicit subject matter experts for price verification in the near future. The committee reviewed the survey on exam priorities and determined that the next exams to be developed will be: Mass flow meters, Packaging and labeling, and Precision scales.

Replace CWMA comments with the following.

At the 2014 CWMA annual meeting, an industry representative asked why so few people were taking the certification tests. MN indicated that their inspectors would only be taking the test every five years, unless there was job turnover. Ohio indicated that labor contracts needed to be renegotiated before they could require their inspectors to take the tests. John Gaccione said that the NE states also were bound by labor contracts that made requiring the tests difficult. They currently require civil service exams. Iowa indicated some states might want to use the tests but might lack the staff and time to develop a program. The room was polled on how the tests were being used:

- Two states (MN and MO) require their investigators to take and pass the certification tests.
- Two states (IA and OH) are working on requiring that their registered service agents take the test.
- Ohio is offering five continuing education credits or each test taken and passed by an inspector.

#### **410-2 I Training**

Michael Cleary, Chair of the Model Field Training Sub-committee presented the Model Field Training Program and volunteered to provide program support for those who wish to implement the program. The PDC agreed to make the program available to all jurisdictions who have interest in utilizing the program. The following comments were heard from the Conference body:

- Tim Chesser AK – The work group produced a quality product and thanks Mike and the subcommittee.
- Charles Carrol MA – He has had a certification program since 1999 which includes two components, written tests and field certification. He encouraged the use of the program and intends to use it himself and applauds Mike for the work on the program.

- Carol Hockert NIST OWM – Would like to see PDC take on improving the criteria used in the selection process for new hires. If you hire well, then your trainees will be more successful at meeting the standards.
- Stacy Carlsen Marin County, CA – Wants to identify criteria for hiring entry level inspectors.

Michael Cleary can be contacted at:  
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### **410-3 I Instructor Improvement**

The committee heard the following comment:

- Carol Hockert NIST OWM – She discussed the three train-the-trainer programs that NIST has provided. These training programs are not designed to train students to be technical experts but to help NIST conduct the technical training. Students will shadow the first time, then start teaching at the second training they attend. Funding is provided from a NIST grant for individuals to travel within their regions. The goal is to develop regional trainers. If NIST can't provide training on a state's timetable, the state can request one of these regional trainers.

Replace CWMA comments with the following.

At the 2014 CWMA annual meeting, NIST OWM reported that 37 student-trainers from 30 states had participated in the Regional Trainer Program so far, and a few were almost ready to start training others on their own. Ohio reported that their trainers were much more effective because of this training. Minnesota asked if similar training could be developed for staff who train new hires one-on-one in the field. NIST OWM prefers to concentrate its efforts on areas where there are gaps so they will not be organizing that kind of training. They recommended the Bob Pike Group and the Training Clinic (both in Minnesota) for developing field trainers

### **310-4 I Recommended Topics for Conference Training**

No comments were heard from the conference body.

Replace CWMA comments with the following.

The CWMA recommends training on the 2014 changes in Handbook 44 related to pre-delivery and post delivery discounts on retail motor fuel dispensers.

## **420 PROGRAM MANAGEMENT**

### **420-1 I Safety Awareness**

The following comments were heard from the conference body:

Julie Quinn identified safety issues from the CWMA. All weights and measures administrator share the same responsibilities:

- Identify Hazards,
  - Eliminate or mitigate hazards through:
    - Engineering solutions
    - Personal Protective Equipment
    - Policies (Behavior modification)
  - Communicate hazards to staff
- Brent Gurney announced that he is now the WWMA safety Coordinator

The committee recommends the regions incorporate safety awareness into their annual programs.

Replace CWMA comments with the following.

At the 2014 CWMA annual meeting, Minnesota echoed Bob Murnane's comment from the NCWM interim meeting, that this item was one of the most important but least developed items on the agenda, and urged volunteers to join the committee specifically to work on developing it. A discussion of common safety issues ensued. The following safety concerns and incidents were reported:

- Electrical Hazards
  - Grounding problem in an electric pump on a prover caused a fire and destruction of a return hose
  - Electrical grounding problem at a dispenser caused the death of a young girl at a marine fueling station when she grabbed the dock
- Physical hazards from the general public
  - Drive by shootings at gas stations when inspectors were present

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- Bank robbery in a grocery store while the inspector was checking cash register scales
- Inspectors being struck, or nearly struck, by vehicles while they worked
- Inspectors not knowing electric vehicles were in their work area because the vehicles make no sound
- People smoking in gas stations
- People on cell phones, particularly at gas stations
- Physical hazards from business owners and clients
  - Inspector being jumped from behind by an angry station owner
  - Inspector being locked in an office by an angry owner
  - Grenade found in the cabinet of a rmfd at a location where the owner was hostile to the inspector
- Snakes in RMFD cabinets
- Confined spaces – scale pits
- OSHA requiring a respiratory program when inspectors have to work at sites which require them to use respirators.

**420-2 I PDC Publication**

No change.

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Mr. Dale Saunders, Virginia | Committee Chair



Ms. Cheryl Ayer, New Hampshire | Member

Ms. Kristin Macey, California | Member

Mr. Stacy Carlsen, Marin County, California | Member

Ms. Julie Quinn, Minnesota | Member

Mr. Mr. Richard Shipman, Rice Lake Weighing Systems | Associate Membership Representative

Mr. Ross Andersen | Certification Coordinator