

## Professional Development Committee (PDC) 2026 Interim Meeting Agenda

Scott Wagner, Committee Chair  
Colorado

### 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 Council 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 meeting. 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.

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**Subject Series List**


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

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**Table A**  
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**Table B**  
**Glossary of Acronyms and Terms**


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<b>Acronym</b>	<b>Term</b>	<b>Acronym</b>	<b>Term</b>
CWMA	Central Weights and Measures Association	OWM	Office of Weights and Measures
NCWM	National Council 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**

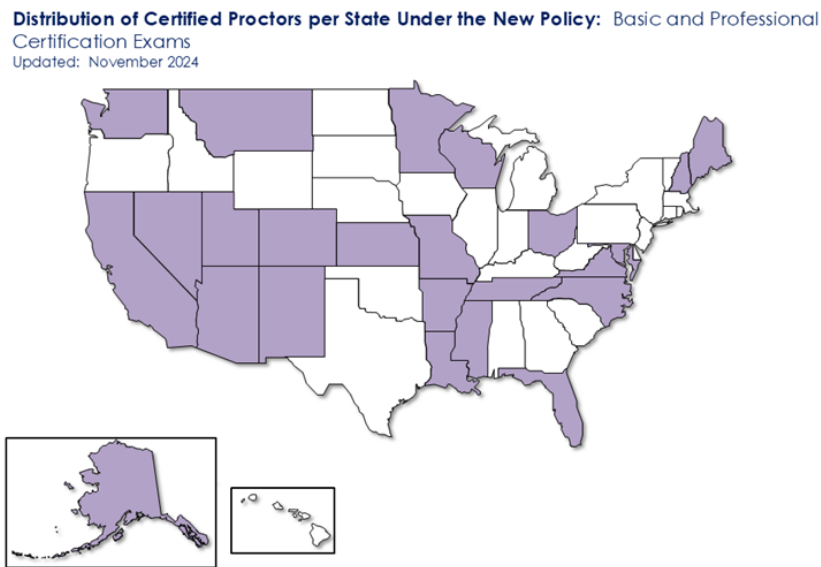
The NCWM offers eleven professional certification exams and two basic competency exams. The certification exams include Retail Motor Fuel Dispensers, Vehicle-Tank Meters, Small Capacity Scales, Medium Capacity Scales, Large Capacity Scales, Precision Scales, LPG and Anhydrous Ammonia, Price Verification, Basic Package Checking, Package and Labeling, and Method of Sale. The competency exams include Basic Weighing Devices and Basic Liquid-Measuring Devices. Professional certifications must be renewed every five years and NCWM notifies candidates whose certificates have expired.

NCWM initiated a Registered Service Agent (RSA) testing program in 2024. The program was established to provide testing for RSAs that could be used to meet regulatory licensing and registration requirements across the United States. The exams would greatly reduce travel and out of service times for the RSAs. The NCWM programs also relieve states of the burden of maintaining a testing program. Currently the RSA program offers exams for Handbook 44, Small Capacity Scales, Retail Motor Fuel Dispensers, Vehicle Tank Meters, LPG and Anhydrous Meters, Large Capacity Weighing Devices, and the Minnesota state exam.

Proctoring of exams was initiated in August 2018 and may be done virtually or in-person. Virtual proctoring was initiated in May 2021 and is offered at no cost to members. Guidance for virtual proctoring can be found on the same webpage and more detailed information, including a helpful YouTube video on preparing for proctoring can be found on the ProctorU website at <https://support.proctoru.com/hc/en-us/articles/360043565051-Exam-Day-What-to-Expect->. In person proctoring is available through the state programs. The policy was changed in August 2023 to allow individuals within a program to proctor exams. The prospective proctor and the state director must sign an agreement provided by NCWM and the NCWM Executive Director must approve the proctor. Other government agencies, higher education institutions and commercial testing services may be approved as proctors.

**Number of States with Proctors (As of November 2024)**

The map below shows the states that have proctors available. For more details visit the [NCWM website](#).



The table below shows the number of virtual and in-person proctored exams completed in FY 24.

	In-person	Virtual
Professional Certification	272	9
Basic Competency Certification	35	1

#### Status of Current Tests

The NCWM has issued 1474 professional certificates since program inception through September 30, 2024. Of the certificates issued, fifteen have been issued to individuals in the private sector. Some of the certificates have reached their 5-year expiration and certificate holders will need to seek recertification.

#### NCWM Professional Certificates

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

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
<b>Certificates Awarded</b>	198	140	142	257	53	56	60	56	80	158
<b>Cumulative</b>	503	643	785	1042	1095	1152	1212	1268	1316	1474

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

State	Certificates	State	Certificates	State	Certificates
Minnesota	233	Nevada	29	Arkansas	8
Louisiana	177	Maine	27	Wyoming	7
Missouri	143	New Mexico	25	Delaware	4
Wisconsin	101	New York	19	Alabama	3
Maryland	87	Colorado	19	South Dakota	3
Virginia	81	Connecticut	15	Michigan	3
Alaska	64	Private	15	Tennessee	2
Mississippi	56	Ohio	14	Oregon	2

North Carolina	56	Montana	14	Tennessee	2
Washington	50	Indiana	13	Utah	2
Kansas	46	Massachusetts	11	Florida	1
California	41	Idaho	11	New Hampshire	1
Arizona	41	Pennsylvania	8	West Virginia	1
Nebraska	33	Vermont	8		

### 1 NCWM Basic Competency Certificates

2 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	FY 22-23	FY 23-24	Cumulative
<b>Basic - Measuring</b>	0	40	14	5	7	3	4	69
<b>Basic - Weighing</b>	1	30	11	12	9	2	4	73
<b>Total Awarded</b>	1	70	25	17	16	5	8	142

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

State	Certificates	State	Certificates
Louisiana	61	Nevada	2
Tennessee	42	Nebraska	2
Alaska	7	Arkansas	1
Montana	7	Kansas	1
Colorado	5	Private	1
Florida	3		

### 6 NCWM RSA Certificates

7 NCWM did not issued any RSA certificates during FY 23-24.

### 8 NCWM Meeting Comments:

#### 9 2025 Annual Meeting:

10 No changes.

11 Mr Jerry Buendel provided an update on the status of the professional certification and registered service agent exam  
12 program.

13 Don Onwiler, NCWM, reinforced using the NIST Handbook 44 exam resulted in a higher success rate for the other  
14 exams. He encouraged everyone to prepare for and use this exam before moving on to taking the other exams.

15 Brent Ricks, Montana, echoed Mr. Onwiler's comments and encouraged others to take the exam and noted that the  
16 Montana inspectors found the exam to be very helpful in their success with the other exams. Alison Wilkinson,  
17 Maryland, thanked Jerry for his work. She encouraged more states to designate proctors and accept the NCWM  
18 exams. She also observed that many of the RSAs are not comfortable using virtual proctoring. Jerry remarked that a  
19 great deal of the credit for the success of the exam program goes to the SMEs that wrote the exams. He noted that the

approach to the RSA exams was to educate and evaluate. The state regulator SMEs selected questions to make mandatory to correct recurring deficiencies.

2025 Interim Meeting: Jerry Buendel (Retired), Professional Certification Program Coordinator, gave an update of the professional certification program. Mr. Buendel spoke about new Registered Service Agent (RSA) exams that are available. New exams for 2024 include a Large Scales RSA exam, LPG and Anhydrous RSA exam, and a Vehicle Tank Meter RSA exam. Mr. Buendel also updated membership in regard to the development of the EVSE RSA exam, which is expected to be completed in February 2025. Alison Wilkinson (Maryland) thanked the committee for its work. Ms. Wilkinson commented that Maryland is currently accepting RSA exam credentials. Ms. Wilkinson questioned if there is an available database of RSA exam certificate recipients that can be used to prevent the submission of altered certificates. Don Onwiler (NCWM Executive Director) stated a request can be made to allow an authorized regulator access to the exam certification database. Greg VanderPlaats (Minnesota) suggested an exam on mass flow meters be considered. Mr. Buendel initiated a discussion on possible alternative proctoring options such as commercial proctoring services. Mr. Buendel offered to assist members with writing and publishing state specific exams.

**Regional Association Comments:**

WWMA 2025 Annual Meeting:

Miland Kofford UT, Thanked the PDC and Jerry Buendel for work on the professional certification exams. These exams establish essential steps for career development.

Brent Ricks MT, Professional development is the responsibility of all of us, and we appreciate NIST's involvement, but we need to be self-reliant in training our people. Introduce the concept of empowering ourselves to bring forward ideas to elevate professional development. There is no excuse for a state not to have proctors available for these exams, as the NCWM has made this process very easy.

Robbie Parke WA, New in role as director, vacancies, professional development is needed for core competencies for all W&M inspectors.

The committee recommends an informational status for this item.

CWMA 2025 Interim Meeting:

Wyatt Spieker, State of Iowa. List of exams need to be updated to include EVSE for both Professional Certification and RSA exams.

The committee recommends this as an informational item.

NEWMA 2025 Interim Meeting:

Cheryl Ayer (New Hampshire) updated membership about upcoming exams. Jerry Buendel, Professional Certification Exam Coordinator is actively soliciting SME's to participate in a review and rewrite of the small capacity weighing system professional certification exam.

The committee recommends this as an informational item.

SWMA 2025 Annual Meeting:

Alison Wilkerson, Maryland recognized the great testing resources available through the program. She noted and thanked the individuals who assisted in the process. She also suggested more states start to use the exams and more in-person proctors per state to make it easier for RSA to accomplish them.

The committee recommends this as an informational item.

**EDU-2 I Training**

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

PDC Liaison, Tina Butcher (NIST OWM), has regularly provided updates to the Committee on OWM's training resources and activities. Details of these updates can be found in prior Committee reports. Mrs. Butcher advised she will be stepping away from her role as NIST Liaison due to changes in her assignments; however, OWM will continue to keep the community apprised of its training activities and looks forward to continued work with the weights and measures community to develop and implement training to assist weights and measures officials and service personnel in their continued professional development.

#### **NCWM Meeting Comments:**

##### 2025 Annual Meeting: No changes.

There were no updates to this item. Acting Chair Wagner encouraged the members to check the NIST website for upcoming training opportunities. Mahesh Albuquerque, Colorado, provided an update on the EVSE Training for RSAs and Inspectors scheduled for August 5 to 8 in Denver. He thanked the planning committee for their work organizing the event. There has been a very good response. They planned for 50 participants and to date over 82 have signed up. There is still space available.

Doug Rathbun, Illinois, thanked NIST for the VTM and Loading Rack training held last month in Springfield. He was pleased that there were attendees from several states.

2025 Interim Meeting: On behalf of NIST OWM, Committee chair Ethan Bogren (Westchester County, NY) provided an update. The update highlighted improvements to the NIST website. Improvements include enhanced navigation, improved accessibility to learning and professional development resources. Emily Hoyt (Maryland) expressed concerns with the hybrid training model regarding shipping delays, potential damage or compromised integrity of equipment that could occur during the transport of "Lab in a Box" supplies. Ms. Hoyt also questioned if course participation could be affected by shipping delays. Ms. Hoyt commented seeking information on who may be responsible for yet to be determined associated costs for the administration of training. David Sefcik (NIST OWM) addressed concerns stating that the hybrid training model is a work in progress. More details will be addressed over the upcoming year, citing that this training is not expected to be rolled out for approximately a year. Mr. Sefcik offered to connect Ms. Hoyt with Michael Hicks (NIST OWM) in hopes he can provide clarification to allay her concerns and create an accompanying FAQ document.

#### **Regional Association Comments:**

##### WWMA 2025 Annual Meeting:

Jose Arriaga, Orange County CA, Thanks to NCWM for EVSE training, he received positive feedback from his staff who attended. Recommend training for e-commerce oversight and application of e-commerce regulations and enforcement.

Kurt Floren, LA County CA, Also supports e-commerce training, we need uniformity in application across all jurisdictions. Question on EVSE training, is it a good model to have regulators and Service Agents combined in the same training?

Matt Douglas CA CDFA, Supports e-commerce training, uniform messaging is critical for e-commerce. Additional support may be required to identify responsible parties.

Aaron Yanker CO, Regarding RSAs and Regulators in the EVSE training is beneficial for building collaboration through joint attendance, but recognizes challenges with combined training.

Mahesh Albuquerque, CO, Appreciates the comments, the committee's conducted a post training recap. Training was mostly W&M officials with approximately 10 RSA's. The RSAs did not perform as well as the regulators on their exam. RSA prep work was recommended, not required for participation.

Kurt Floren LA County, Asks if there should be an RSA specific format for training?

Mahesh Albuquerque, CO, There may be value in separate training for RSAs

1 Miland Kofford, UT, He attended the training and stated the interaction and collaboration between the RSAs and  
2 regulators was good. Application and interpretation is different between the two and likes the idea of break-out  
3 sessions for RSAs and regulators.

4 Mal Skowron, Tesla, Very useful to have interaction and hear firsthand on challenges. The dialog between RSAs and  
5 regulators is very valuable and supports the combined training. Her attending EVSE training, she has now identified  
6 what level technician to send to subsequent EVSE training.

7 Khoa Lam, LA County, Attended the EVSE training. EVSE industry will continue to grow and the number of RSA's  
8 will increase. Khoa stated that RSAs have specific needs and resource constraints. Suggested methodology for  
9 designing future training to incorporate distinct sessions for RSAs and regulators. Recommended recording training  
10 and incorporating a video component for onboarding and future training.

11 Scott Simmons P20:10 Services LLC, As a national trainer he knows that RSAs operate differently than W&M  
12 inspectors. RSAs are frequently making repairs and placing devices into service and their starting point is at different  
13 places. Although there are benefits to having the training split, having a blended training would provide a benefit to  
14 both parties.

15 Dan Hollow, TESCO, We have training videos on EVSE test equipment use on our website.

16 Kurt Floren, LA County, Important to clarify the RSA requirement that a device must be "correct"

17 Aaron Yanker, CO, Echoed Mr. Floren's comment and we need to get RSAs engaged across all devices for uniformity.  
18 This will establish confidence in and consistency with RSA and regulator training.

19 Brent Ricks, MT, Values comments and perspectives heard today and wished to task the committee to develop  
20 trainings across jurisdictions. Taking the HB 44/130 training is a great benefit. Set up a training path to promote device  
21 knowledge for each device type.

22 The committee recommends an informational status for this item.

23 CWMA 2025 Interim Meeting:

24 LAUREN MINNICK (NIST)

25 NIST is attempting to decide best way to approach in training, as travel for in-person training is expensive and is a  
26 restraint; Supplemental resources are on website; NIST is going to continue to develop self-taught webinars. Continue  
27 to visit NIST Website!

28  
29 The committee recommends this as an informational item.

30 NEWMA 2025 Interim Meeting:

31 No comments were heard.

32  
33 The committee recommends this item remain informational.

34  
35 SWMA 2025 Annual Meeting:

36 Tory Brewer, West Virginia wanted to stress the PDC become more involved aligning with the agenda of NCWM  
37 Chairman Kevin Schnepf. He gave suggestions of training potentials such as price verification, and package checking.  
38 He also suggested metrology as a crossover to understanding what they are looking at on certificates and important  
39 information for field inspections and the care of standards. These training courses should fit into 15-20 minute time  
40 frame.

41 The committee recommends this as an informational item.

### EDU-3 I Instructor Improvement

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

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

Mrs. Tina Butcher (NIST OWM) has routinely updated the Committee on instructor development work by NIST OWM and has regularly emphasized that OWM sincerely appreciates the time and resources committed by these trainers and their organizations in support of this important partnership and the expertise that these trainers bring to NIST training events and looks forward to continued collaboration. During the 2023 NCWM Annual Meeting, Mrs. Butcher touched on the topic of ‘blended’ training programs which use a blend of training delivery methods (e.g., combining virtual training mechanisms such as instructor-led webinars, on-demand or self-study with in-person hands-on content) during discussions on this item. She noted this may also be a path to revive the ‘training the trainer’ initiative and grow outreach.

OWM will continue to provide the Committee with updates on its progress as well as continue to collaborate with and support the Committee in its work.

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

#### NCWM Meeting Comments:

2025 Annual Meeting: No comments, no changes

2025 Interim Meeting : Ethan Bogren (Westchester County, NY) provided an update. A beta test was conducted on the “blended” RMFD training course in October 2024 with the state of Louisiana. Overall the test was considered a success and a final product will be introduced in the near future. No comments were heard on this item.

#### Regional Association Comments:

WWMA 2025 Annual Meeting:

Bill Striejewski, NV, He has been attending the meetings for ten years, there was a lot of talk of “Train the Trainer” program when he first started, and has not heard anything about that program in 4-5 years. He acknowledges that NIST is struggling with budget and their ability to travel but feels his staff misses the opportunity for in person training. Maybe it is time to restart the “Train the Trainer” program.

Chris Wagner, NPGA, They conduct a lot of training and look at established methodologies for training, there are resources nationally available. The Propane Education Resource Council has developed training for instructors which is available at propane.com. There is a 6.5 hour course on trainer development and a 2.5 hour course on field training. Both courses are eligible for continuous education unit recognition, and is a free resource.

Scott Simmons P20:10 Services LLC, Echoes Chris Wagner’s comments, the resource is huge. Recommends to all W&M officials, get online and use these resources.

Aaron Yanker, CO, He also agrees with previous commentors. He recommends looking at other associations regarding presenter and trainer training.

Scott Wagner CO, We have used that training and require it for our RSAs. Recommends leveraging this resource.  
Brent Ricks, MT, Echoes previous comments from EDU-1 for EDU-3.

The committee recommends an informational status for this item.

#### CWMA 2025 Interim Meeting:

Metrology Workshop notes from Kevin Uphoff (KS) posted to website

The committee recommends this as an informational item.

#### NEWMA 2025 Interim Meeting:

No comments were heard.

The committee recommends this item remain informational.

#### SWMA 2025 Annual Meeting:

No comment.

The committee recommends this as an informational item.

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

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

The following is a list of technical presentations made at the NCWM since 2009. Presentations given since 2010 are available at [www.ncwm.com/annual-archive](http://www.ncwm.com/annual-archive).

- Planning and Coordinating a National Market Place Survey (Ms. Rachelle Miller, WI, 2017)
- The Life Cycle of Petroleum from Well to Retail (Mr. Prentiss Searles, API 2017)
- The United States Mint at Denver – Gold, Coins and Embezzlement (Mr. Thomas Fesing, 2016)
- Understanding Transportation Network Systems (Ms. Andrea Ambrose Lobato, Lyft and Mr. Bob O’Leary, Uber 2016)
- Regulatory Consideration for Legalized Marijuana (Ms. Julie Quinn, MN, and Mr. Nick Brechun, CO,

2016)

- Motor Oil Quality Violations (Mr. Tom Glenn, Petroleum Quality Institute of America, 2014)
- Making Sense of Electronic Receipts (Mr. Justin Hotard, Vice President and General Manager, NCR Corporation, 2014)
- LNG & CNG Motor Fuel – A Technical Briefing from Industry (Mr. Doug Horne, President CVEF, Mr. Zack Wester, Blu, Mr. Jeff Clarke, NGVA, 2014)
- Taximeter Technology Advancements (Mr. Matt Daus, International Association of Transportation Regulators, 2013)
- Advanced Vehicles and Fuel Quality (Mr. John M Cabaniss, Jr., Association of Global Automakers, 2013)
- Economic Justification and Demonstrating Value of Weights and Measures (Mr. Tim Chesser, Arkansas Bureau of Standards, 2012)
- Conducting Effective Marketplace Surveys and Investigations (Ms. Judy Cardin, Wisconsin Weights and Measures, 2012)
- Public Relations and Customer Service as Regulators (Mr. Doug Deiman, Alaska Division of Measurement Standards/CVE, 2012)
- An Overview of Unit Pricing in the United States (Mr. David Sefcik, NIST OWM, 2011)
- Grocery Unit Pricing in Australia (Mr. Ian Jarratt, Queensland Consumers Association, 2011)
- Grocery Unit Pricing in Canada (Mr. Ian Jarratt, Queensland Consumers Association, 2011)
- The U.S. Hydrogen Measuring System: The Turning Point? (Ms. Kristin Macey, California Division of Measurement Standards, 2011)
- Corrosion in Ultra Low Sulfur Diesel Underground Storage Systems (Mr. Prentiss Searles and Ms. Lorri Gainawi, American Petroleum Institute, 2010)
- Risk-Based Inspection Schemes (Mr. Henry Oppermann, Weights and Measures Consulting, LLC, 2010)
- Diesel Exhaust Fluid (DEF) (Mr. Gordon Johnson, Gilbarco, Inc., and Mr. Randy Moses, Wayne, 2009)
- Fuel Volatility and Ethanol Blending (Mr. Jim McGetrick, BP Products, 2009)
- Investigative Techniques (Mr. Michael Cleary, Retired, 2009)

#### **NCWM Meeting Comments:**

2025 Annual Meeting: No comments, no changes .

2025 Interim Meeting: The PD Committee Chair Ethan Bogren (Westchester County, NY) provided a review of previously suggested topics. No comments were heard from membership.

#### **Regional Association Comments:**

WWMA 2025 Annual Meeting:

Mike Brooks, AZ, Commented that the 2009 list is dated and needs to be revamped. We can collaborate as a body for suggestions on topics.

Mahesh Albuquerque, CO, He agreed with Mike Brooks and he mentioned that NIST used to hold administrator workshops that was very beneficial especially for new administrators. Recommended reviving administrator workshops through NCWM and NIST collaboration

The committee recommends an informational status for this item.

CWMA 2025 Interim Meeting:

No comments

The committee recommends this as an informational item.

NEWMA 2025 Interim Meeting:

Mike Smith (New York) suggested railroad scale training as an offering. Jason Flint (New Jersey) commented that

the USDA has disbanded it's railroad scale testing program and has decommissioned it's master scale. Prentiss Searles (API) suggested that training be offered either a day before or a day after NCWM meetings in order to bolster participation. Steve Benjamin (TSL Consulting) commented that SEWMA has held training in the days before their annual meeting.

The committee recommends this item remain informational.

SWMA 2025 Annual Meeting:

No comment.

The committee recommends this as an informational item.

## **PMT – PROGRAM MANAGEMENT**

### **PMT-1 I Safety Awareness**

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

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

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

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

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

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

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

<b>Safety Subcommittee Members</b>		
Chair	John Satterlee	Illinois
Public Sector	Michael Peeler	New Jersey
Public Sector	John Bell	Missouri
Public Sector	David Fraser	Montana
Private Sector	Bill Callaway	Owl Services
Private Sector	Christopher Wagner	National Propane Gas Association

Private Sector	Robert LaGasse	Mulch and Soil Council
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The NCWM safety page houses the list of regional safety liaisons and an archive of past safety articles.

### **Regional Safety Liaisons:**

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

Mr. John Bell, Missouri Department of Agriculture

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

Mr. Michael Peeler, New Jersey Weights and Measures

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

Christopher Wagoner, National Propane Gas Association

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

Mr. David Fraser, Montana Weights & Measures

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

<b>Safety Article Schedule</b>		
<b>Issue Date</b>	<b>Source</b>	<b>Article Deadline</b>
Issue 2 (May 2025)	NEWMA	April 15, 2025
Issue 3 (September 2025)	CWMA	August 13, 2025
Issue 1 (February 2026)	WWMA	January 15, 2026
Issue 2 (May 2026)	SWMA	April 15, 2026

The Committee would like to thank the following individuals for their contributions since the 2021 Annual Meeting:

- *A Resource For Safety*– Mr. John Bell (MO)
- *The Danger Zone of Familiarity* – Mr. Ron Armstrong (NWTES)
- *Ergonomics and Musculoskeletal Disorders* – Mr. Ron Armstrong (NWTES)
- *Taking Unnecessary Risks* – Mr. Robert Huff (DE)
- *Food Safety and the Weights and Measures Inspector* – Mike Peeler (NJ)
- *Metrology Laboratory Safety* – John Bell (MO)

### **NCWM Meeting Comments:**

2025 Annual Meeting: No comments, no changes

NCWM 2025 Interim Meeting: John Satterlee (Illinois), Safety Awareness Subcommittee Chair provided an update. In regards to membership, Christopher Wagoner of the National Propane Gas Association has been selected to fill the vacant position of Regional Safety Liaison for the Southern Weights and Measures Association (SWMA). Next, during the Safety Subcommittee meeting, Mr. Satterlee gave a presentation on lead abatement in a metrology laboratory. Some main points were how to clean a metrology lab with lead mitigation in mind, multiple-tiered laboratory cleaning, and possible alternatives to lead in weights and measures. The Illinois Metrology Lab had an OSHA lead test in 2024 and we shared our results and OSHA recommendations to the group. Christopher Wagoner of the National Propane Gas Association stated he would like it if we added propane safety items to the safety articles and surveys.

### **Regional Association Comments:**

WWMA 2025 Annual Meeting:

## PDC 2026 Interim Meeting Agenda

1 No comments were heard. The committee looks forward to reading ongoing discussion from other regional association  
2 meetings.

3 The committee recommends an informational status for this item.

4 CWMA 2025 Interim Meeting:

5 No comments.

6 The committee recommends this as an informational item.

7 NEWMA 2025 Interim Meeting:

8 Mike Peeler (New Jersey) updated membership on the activity of the Safety Awareness Task Group. Mr. Peeler  
9 indicated the group plans to meet quarterly with the next meeting scheduled for December 16<sup>th</sup>, 2025. Jim Willis  
10 (New York) discussed a recent incident that occurred during the testing of an aircraft refueling VTM. During an  
11 inspection while returning fuel to the truck avgas fumes ignited creating an emergency situation. Mr. Willis reported  
12 that there were no injuries and the flames were eventually extinguished by emergency personnel. This incident  
13 facilitated a shutdown of the airport fuel testing program. A thorough review of the program is currently being  
14 conducted with input from NATA (National Air Transportation Association).

15 The committee recommends this item remain informational.

16 SWMA 2025 Annual Meeting:

17 No comment.

18 The committee recommends this as an informational item.

19 **PMT-2 I Fraud Prevention and Education Task Group**

20 The Fraud Prevention and Education Task Group (FPETG) was formed in 2024. The FPETG was previously  
21 recognized as the Skimmer Education Task Group (SETG). The group expanded its scope from the primary focus  
22 being credit card skimming devices to now include any type of fraud that affects the weights and measures community.

23 The FPETG is charged with researching both existing and emerging issues regarding fraudulent practices. The group  
24 has been formed to develop educational outreach strategies and materials to educate regulatory, retailers, industry  
25 members and consumers in identifying and addressing fraudulent practices encountered by weights and measures  
26 programs. The FPETG will actively solicit topics from membership, and select topics to develop into a presentation  
27 to be given during the NCWM Annual Meeting beginning in 2025.

Skimmer Education Task Group Members		
Co-Chair	Alan Walker	Florida
Co-Chair	Matthew Williams	Texas
Public Sector	Paul Floyd	Louisiana
Public Sector	John Larkin	California
Public Sector	Mike Harrington	Iowa
Public Sector	Robert Huff	Delaware
Public Sector	Michael Peeler	New Jersey
Public Sector	Michael Kelly	Westchester County, New York
Public Sector	John McGuire	NIST, Office of Weights and Measures
Private Sector	Brent Price	Gilbarco, Inc.
Private Sector	Mike Roach	PDI
Private Sector	Scott Boorse	PEI
Private Sector	Scott Schober	Berkley Varitronics Systems

### NCWM Meeting Comments:

2025 Annual Meeting: No changes.

Matt Douglas, California, thanked the task group for their work on this continuing and growing problem.

2025 Interim Meeting: Alan Walker (Florida) FPETG Chair provided an update to membership. The Fraud Prevention and Education Task Group Meet three times in 2024 and submitted three articles to be uploaded to the NCWM web site. The first article contains information on skimmers. The second article is about SEPTA “Skimming & Payment terminal Attack.”. This organization is made up of law enforcement, industry, and regulators. The final article contains information on Juice Jacking. Mr. Walker’s update included information on upcoming articles on Fuel Pulsars and Fake QR codes. The FPETG is working on a presentation for the membership at the 2025 Annual Meeting.

### Regional Association Comments:

WWMA 2025 Annual Meeting:

Scott Wagner, CO, Commend work of Task Group, asks if this is still a W&M issue. Facilitation of fraud is a direct nexus, however, secret service is prosecuting these cases, we need to review the status of W&M role in law enforcement. Perhaps some form 15s are needed to clarify W&M responsibilities. Recommends the task group look at previous work where technology has changed and evolved. Device security requirements in the handbooks should be reviewed and updated as appropriate.

Kurt Floren, LA County, Repeated is this still a W&M issue? We made the connection of the RMFD, but where do we draw the line at what is a W&M issue? EBT benefits and other POS fraud is outside our scope. What are the expectations and funding resources to support oversight? Be careful what we codify as our responsibility until funding and expectations are established.

Matt Douglas, CA, We need to define what aspects belong in our jurisdiction. Staff need to be trained to take valid and proper enforcement. Having specific qualifications to prosecute violations. Staff safety is a concern with organized crime.

John Bell, Ventura County, CA, Echoed Kurt Floren’s comments. There are groups that handle skimmer fraud and other forms of identity theft such as the SAPTA work group. Knowing what these groups do can provide better guidance on what W&M role should be.

The committee recommends this as an informational item.

CWMA 2025 Interim Meeting:

No comments.

1 The committee recommends this as an informational item

2 NEWMA 2025 Interim Meeting:

3 Mike Peeler (New Jersey) provided an update of the group. The group is discussing topics for a planned presentation  
4 at the 2026 NCWM Annual Meeting.

5 The committee recommends this item remain informational.

6 SWMA 2025 Annual Meeting:

7 No comment.

8 The committee recommends this as an informational item.

9 **PMT-3 Metrology Subcommittee**

10 The PDC received the following report from Lisa Corn, Texas, on the work of the Metrology Subcommittee. The  
11 subcommittee is actively focused on three key initiatives, all of which are in progress and aimed at strengthening  
12 communication, training, and support across the legal metrology community.

13  
14 First, we're finalizing a standardized form that will be used to submit proposed changes to NIST SOPs and  
15 Handbook 105 series documents. This form is intended to streamline the feedback process and ensure that  
16 suggestions from the labs are formally documented and submitted in a consistent, structured manner.

17  
18 Second, we're developing an On-the-Job Training (OJT) framework that will serve as the foundation for a broader  
19 OJT resource library. This library will feature SME developed training modules to support new metrologists and  
20 assist labs in standardizing their training approaches across regions.

21  
22 Third, we've begun work on a training resource geared toward directors and administrators who may not have a  
23 metrology background. The goal is to provide them with a better understanding of metrology lab operations,  
24 including staffing, standards, maintenance, and compliance requirements so they can better support their teams.

25  
26 These efforts are all in progress, but they reflect a strong collaborative push to address ongoing gaps in training,  
27 communication, and resource development

28 **NCWM Meeting Comments:**

29 New Item.

30 **Regional Association Comments:**

31 WWMA 2025 Annual Meeting:

32 No comments were heard. The committee looks forward to reading ongoing discussion from other regional association  
33 meetings.

34 The committee recommends an informational status for this item.

35 CWMA 2025 Interim Meeting:

36 No comments.

37 The committee recommends this as an informational item.

38 NEWMA 2025 Interim Meeting:

1 Marc Paquette (Vermont) provided an update of the groups activity. Scott Dolan (Vermont) stated that the Metrology  
2 Subcommittee has begun the creation of an on the job training library to aid metrologists in their understanding of a  
3 variety of metrology laboratory topics. Examples of these topics are mentorship of new metrologists, data integrity,  
4 traceability, and calculating and reporting uncertainties. The group will be meeting once every 2 months and hopes  
5 to deliver these job aids by July 24<sup>th</sup>, 2026.

6 The committee recommends informational status for this item.

7 SWMA 2025 Annual Meeting:

8 No comment.

9 The committee recommends this as an informational item.

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- 1 Scott Wagner, Colorado | Committee Chair  
2 Shane Ireland, Maine | Vice-Chair  
3 Sherry Turvey, Kansas | Member  
4 Valerie Forbes, Delaware | Member  
5 Brent Ricks, Montana | Member  
6 Perry Lawton, TESCO | Member  
7 Marie-Paul Vanasse, Measurement Canada | Canadian Technical Advisor  
8 John Satterlee, Illinois | Safety Liaison  
9 Vacant | NIST Liaison  
10 Jerry Buendel, Retired | Professional Certification Coordinator  
11 **Professional Development Committee**  
12