

Agenda of the Committee on Administration and Public Affairs

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Tallahassee, Florida

Reference
Key Number

400 Introduction

The Committee on Administration and Public Affairs (A&P) will address the following items at its Interim Meeting. Table A identifies agenda items by Reference Key Number, title, and page number. The fact that an item may appear on the agenda does not mean it will be presented to the NCWM for a vote. The Committee may withdraw some items, present some items for information or further study, issue interpretations, or make specific recommendations. The recommendations presented in this agenda are statements of proposal and not necessarily Committee recommendations.

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Details of All Items
(In Order by Reference Key Number)

401 Program Management

401-1 Voluntary Quality Assurance Assessment (VQAA)

The A&P Committee will review checklists submitted for evaluation and will discuss development of additional checklists. The Committee will assess the benefits of participation and consider means for greater participation of State and local jurisdictions.

401-2 Safety Information

All safety reports submitted to the NCWM Safety Liaison will be appended to the A&P Interim Report of NCWM Publication 16 and, ultimately, the Report of the 88th National Conference on Weights and Measures, 2003.

The Regional Safety Liaisons are:

<p><i>Western Weights and Measures Association:</i></p> <p>Craig Leisy Supervisor Weights and Measures Seattle Licenses and Consumer Affairs 805 South Dearborn Street Seattle, WA 98134 Tel: 206-386-1129 Fax: 312-386-1129 Email: craig.leisy@ci.seattle.wa.us</p>	<p><i>Northeastern Weights and Measures Association:</i></p> <p>Michael J. Sikula Assistant Director New York Bureau of Weights and Measures Building 7A State Campus Tel: 518-457-3452 Fax: 518-457-2552 Email: msikula@nysnet.net</p>
<p><i>Central Weights and Measures Association:</i></p> <p>Agatha Shields Inspector Franklin County Weights and Measures 373 S. High Street, Auditor's Office Columbus, OH 43215-7380 Tel: 614-462-7380 Fax: 614-462-3111 Email: aashield@co.franklin.oh.us</p>	<p><i>Southern Weights and Measures Association</i></p> <p>Steve Hadder, Trainer/Investigator Florida Department of Agriculture and Consumer Services 3125 Connor Boulevard Tallahassee, FL 32399-2634 Tel: 850-487-2634 Fax: 850-922-6655 Email: hadders@doacs.state.fl.us</p>

401-3 NCWM Internet Home Page

The A&P Committee will continue to use the NCWM Internet website to disburse pertinent information to the weights and measures community. The Committee will discuss how the NCWM website can better serve weights and measures programs.

401-4 E-Commerce

Source: WWMA A&P Committee

Discussion: Jerry Buendel announced the results of a study conducted by Washington State during Weights and Measures Week 2002. Washington inspectors visited 32 websites and found 55 violations. Washington sent letters to the violators asking them to correct the deficiencies. In September 2002 the sites were revisited. Eight of the sites were no longer operational. Four items among the other sites were corrected leaving 37 sites that took no action to make corrections. The committee members recommended these results be forwarded to NCWM for discussion with Federal Trade Commission officials.

The A&P Committee will explore the results of the national “surf” day that was proposed last year for Weights and Measures Week 2002 in order to find out how many jurisdictions participated, what the results of the “surf” indicated, if the consumer brochure was used, if the level of interest of weights and measures officials to monitor e-commerce transactions is sufficient to pursue further development, and if the Committee should develop further awareness of e-commerce issues.

402 Education

402-1 National Training Program

Source: NCWM Board of Directors

Background: This item is carried over from Item 402-1 of the A&P Committee’s Report to the 87th National Conference on Weights and Measures, 2002. The A&P Committee developed a template for basic knowledge criteria needed for a field inspector to perform his/her inspection duties for small-capacity scales. The criteria include information for both entry-level and advanced inspectors. A copy of these criteria is included in this agenda as Appendix A. The Committee will discuss further development of criteria for other disciplines and requests the Board of Directors give detailed direction as to the implementation of these criteria.

402-2 Associate Membership Training Funds

Source: Southern Weights & Measures Association (SWMA)

Recommendation: The SWMA requests clarification of the second bullet of the time line for request and distribution of AMC training funds as set forth in the A&P Committee’s Report to the 87th National Conference on Weights and Measures, 2002. The second bullet reads as follows:

“The AMC will notify the NCWM A&P Committee of the proposed amount when the BOD approval is given.”

Background: At the SWMA meeting, an industry representative questioned why it was necessary for the A&P Committee to obtain Board approval on funds provided by the AMC for training purposes. Furthermore, since the AMC funds may be used in a broad sense for training purposes, a request for using the funds for other than training should be sent directly to the AMC for consideration.

The NCWM A&P Committee will seek a better understanding of the AMC procedures on how the funds should be allocated and distributed. The Committee will also discuss if further refinement of the procedures for request and reimbursement of AMC training funds is needed.

The NCWM A&P Committee will review applications received for requests of Associate Membership Committee (AMC) training funds at the Interim Meeting and notification will be made to those jurisdictions by January 31.

402-3 NCWM Training

Source: Western Weights & Measures Association (WWMA)

Recommendation: The WWMA recommended that the NCWM should establish and maintain a database of classroom training programs completed by individual weights and measures officials where the training used NCWM courses (or equivalent) and NIST-certified trainers. The NCWM should also issue certificates to individual weights and measures officials for course completion.

Discussion: The WWMA A&P Committee recognized the value of formal training for inspection staff and the credibility these programs provide. Some jurisdictions have formal licensing programs for weights and measures staff, while others rely on informal and less well-documented programs. The WWMA A&P Committee recognized that NCWM is a logical entity to provide a standardized training and accreditation programs.

402-4 Education Sessions – 2003 Conference

Source: Central Weights & Measures Association (CWMA)

Recommendation: The CWMA A&P Committee proposed that a technical session on the gas pump technology be presented at 2003 Annual Meeting of the NCWM.

The NCWM A&P Committee requests suggestions for technical sessions to be presented at the 88th NCWM Annual Meeting in 2003. All suggestions for a presentation should be directed to Steve Hadder (telephone: 850-487-2634; e-mail: hadders@doacs.state.fl.us) or Lynn Sebring (telephone: 301-975-4006; e-mail at lynn.sebring@nist.gov).

403 Public Affairs

403-1 Weights and Measures Week

Source: Western Weights and Measures Association (WWMA)

Recommendation: The WWMA A&P Committee proposed three topics as themes for Weights & Measures Week:

- (1) “It’s All About Confidence” – This topic would emphasize the role weights and measures plays in assuring consumers and businesses can conduct their transactions with confidence.
- (2) “Tare – Pay For The Goods Not For The Packaging” – This topic would alert consumers to be aware that they should only pay for the product.
- (3) “Get What You Sell For” – This topic would make the public aware of the need for accurate measurement when dealing with recyclers and the role weights and measures plays in assuring scales are accurate.

Discussion: The WWMA A&P Committee recognizes the value of Weights and Measures Week in promoting consumer awareness. Weights and Measures Week will be March 1 through 7. We urge members of the WWMA to publicize and promote these consumer protection topics and the role of weights and measures officials. Members are urged to submit topics for future Weights and Measures Weeks to the regional and national A&P Committees.

The theme for Weights and Measures Week 2003 is “Weights & Measures: Working for Integrity in the Marketplace.” In view of the current trend of questionable business practices, this theme will inspire public confidence in weights and measures’ efforts to maintain integrity in the marketplace. The Committee will discuss ways to bring this event to the public’s attention and will consider all suggestions for future years.

Steve Hadder, Florida, Chairman
Celeste Bennett, Michigan
Ken Deitzler, Pennsylvania
Cato Fiksdal, Los Angeles County W&M, CA

Associate Membership Committee Representative: Chip Kloos, Colgate-Palmolive Company
C. Gardner, Suffolk County, New York, Safety Liaison

L. Sebring, NIST Technical Advisor

Administration and Public Affairs Committee

Appendix A
Basic Knowledge Requirements
Electronic Retail Computing Scales
Less than or = to 100 lb

INTRODUCTION

The following information is intended for weights and measures officials who are already familiar with:

1. Applicable laws and regulations;
2. Established enforcement procedures and policies; and
3. Organization and use of NIST Handbook 44

This information is designed to establish a list of subject areas in which an inspector should be competent before working independent of supervision. The following may be expanded to include requirements for officials who already have entry-level skills and are ready for advanced training. Any training program or final exam could be based on any one or more of these subjects.

PREREQUISITES

1. Basic Components and Operation

Learning outcome: Upon completion of this section the participant should be able to demonstrate an understanding of the basic components and operation of an electronic retail computing scale. The participant should be able to describe the operation of and locate the following components:

- Basic Weighing Technology
 - ⇒ Load sensing element
 - ⇒ Analog/Digital conversion
 - ⇒ Memory, computation and display
 - ⇒ Operating Controls
- Printer/label requirements
- Level indicating means
- Marking Requirements
- Category of device and methods of sealing
 - ⇒ Category 1
 - ⇒ Category 2
 - ⇒ Category 3

Resources Needed: Access to at least one type of actual device, plus pictorial representations of a variety of other systems with different configurations.

Assessment Method: Practical work and observation by trainer
Written exercises
Oral questions & discussions

2. Basic Definitions

Learning Outcome: Upon completion of this section, the participant should have a good understanding of the following:

- Accuracy class
- Computing scale
 - ⇒ Net weight
 - ⇒ Total price
- Counter or bench scale
- Multi-range scale
- Nominal capacity
- Scale division (d)
- Load cell verification interval (v_{\min})
 - ⇒ Relationship between the “Load Cell Verification Interval” and the “Scale Division”

$$v_{\min} \leq \frac{d}{\sqrt{N}} \quad \text{where } N = \text{the number of load cells}$$

- Verification scale division (e)
- Physical seal
- Audit trail
 - ⇒ Remote configuration
 - ⇒ Event counter
 - ⇒ Event logger
- Weight classifier
 - ⇒ Definition
 - ⇒ Basic operation
- Zero load balance
- Zero setting mechanism (manual, semiautomatic or automatic)

Resources Needed: Actual device and/or appropriate visual aides

Assessment Method: Written exercises
Oral questions and discussion

3. National Type Evaluation Program (NTEP)

Learning Outcome: Upon completion of this section, the participant should have a good understanding of the following:

- Purpose and program description
- Certificate of Conformance (CC)

Resources Needed: NCWM Publication 14
A sample Certificate of Conformance (CC)

Assessment Method: Written exercises

4. Professionalism

Learning Outcome: Upon completion of this section, the participant should know the expected conduct while performing their duties.

- Appropriate dress
- Appropriate credentials
- Appropriate approach to owner/manager
 - ⇒ Introduces him/herself to management

- ⇒ Invites management to accompany him or her during testing
- ⇒ Reviews testing results with management

Resources Needed: Appropriate visual aides

Assessment Method: Role play
Oral discussion

PRE-TEST DETERMINATIONS

1. Type Approval (NTEP CC)

Learning Outcome: Upon completion of this section, the participant should know the procedure to determine the NTEP status of a device and how to obtain a CC for a particular device.

Resources Needed: If possible, a computer with access to the NTEP website
NTEP file (e.g., list, book, database)

Assessment Method: Written exercises

2. Application of Maintenance or Acceptance Tolerance

Learning Outcome: Upon completion of this section, the participant should be able to identify which tolerance to apply to the device in various situations.

- Recently installed devices
- Devices ordered repaired
- Devices moved from other locales

Resources Needed: NIST Handbook 44

Assessment Method: Written exercises
Oral questions and answers

3. Equipment Required

Learning Outcome: Upon completion of this section, the participant should be able to identify what equipment is needed prior to arrival at test site. The participant should also be able to assess the need for special equipment and/or assistance.

- Test weights
- Safety equipment
- Hand tools (screwdriver, wire cutters, etc.)
- Security seals and inspection stickers
- Other

Resources Needed: Actual equipment (see above)

Assessment Method: Oral questions and answers

4. Marked and Unmarked Devices

Learning Outcome: Upon completion of this section, the participant should be able to identify whether the device is marked or unmarked and which table in NIST Handbook 44 applies.

- Differences in testing and tolerances

Resources Needed: NIST Handbook 44
Pictorial representations of marked and unmarked devices or actual devices

Assessment Method: Written exercises
Practical work and observation

5. Assessment of Associated Equipment; Point-of-Sale (POS) Systems

Learning outcome: Upon completion of this section, the participant should be able to identify the integral components (see examples below):

- Scanner
- Printer
- Indicating element(s)

Resources Needed: Pictorial representations
Field observation

Assessment Method: Practical work and observation

INSPECTION

1. Suitability

Learning Outcome: Upon completion of this section, the participant should be able to take into account variables such as commodity cost, average net load, frequency of application, environmental conditions, etc.

Resources Needed: Practical examples

Assessment Method: Written exercises

2. Location/Support

Learning Outcome: Upon completion of this section, the participant should be able to evaluate factors that could influence the performance of a device.

- Customer observation

Resources Needed: Practical examples

Assessment Method: Field observation

3. Primary Indications and Functions

Learning Outcome: Upon completion of this section, the participant should be able to evaluate value of division units, capacity indication, price computation, etc.

Resources Needed: Pictorial representations or actual devices

Assessment Method: Written exercises or field observation

4. Maintenance/Level Condition

Learning Outcome: Upon completion of this section, the participant should know the owner's responsibilities.

Resources Needed: Access to actual device(s)

Assessment Method: Practical observation

5. Marking Requirements

Learning Outcome: Upon completion of this section, the participant should be able to determine compliance with marking requirements provided in NIST Handbook 44.

- Weighing element
- Indicator
- Load cell

Resources Needed: NIST Handbook 44

Assessment Method: Written exercises

TESTING

Learning Outcome: Upon completion of this section, the participant should be able to competently perform the following tests:

- Increasing load test
⇒ Test points (State Policy)
- Decreasing load test
- Shift test
- Special Tests
⇒ Sensitivity
⇒ Over Capacity
⇒ RFI

Resources Needed: Test equipment
Actual device(s)

Assessment Method: Practical observation
Written exercises

POST TEST PROCEDURES

1. Completing the Test Report

Learning Outcome: Upon completion of this section, the participant should be able to accurately and completely fill out the test report.

Resources Needed: Actual test report

Assessment Method: Written exercises
Practical observation

2. Sealing

Learning Outcome: Upon completion of this section, the participant should know the appropriate sealing policies.

Resources Needed: Sealing equipment
Actual device

Assessment Method: Practical observation

3. Official Actions

Learning Outcome: Upon completion of this section, the participant should know which of the following actions to use at the completion of the test.

- Approval
- Repair order
- Stop use
- Condemnation

Resources Needed: Official action notices

Assessment Method: Written exercises

4. Policy regarding Emotional, Aggressive or Otherwise Confrontational Individuals

Learning Outcome: Upon completion of this section, the participant should know the official policy of his/her jurisdiction.

Resources Needed: Oral discussion
Role play

Assessment Method: Oral questions and answers