

# Report of the Committee on Administration and Public Affairs

Steve Hadder, Chairman  
Florida Department of Agriculture and Consumer Services  
Tallahassee, Florida

Reference  
Key Number

**400 Introduction**

The Committee on Administration and Public Affairs (A&P Committee) submits its Annual Report for the 88th Annual Meeting of the National Conference on Weights and Measures. The Report consists of the Interim Report presented in NCWM Publication 16, "Committee Reports," as amended in the Addendum Sheets issued during the Annual Meeting. The Committee considered communications it received prior to and during the Annual Meeting in developing this report.

Table A identifies items contained in the report by Reference Key Number, Item Title, and Page Number. The item numbers are those assigned in the Interim Meeting Agenda. Presented below is a list of informational items, which are indicated by an **I**. Table B lists the Appendices to the report, and Table C provides a summary of the results of the voting on the report in its entirety.

**Table A  
Index to Reference Key Items**

| Reference<br>Key Number | Title of Item                                   | Page     |
|-------------------------|---|----------|
| <b>400</b>              | <b>Introduction</b>                             | <b>1</b> |
| <b>401</b>              | <b>Program Management</b>                       | <b>2</b> |
| 401-1                   | I Voluntary Quality Assurance Assessment (VQAA) | 2        |
| 401-2                   | I Safety Information                            | 2        |
| 401-3                   | I NCWM Internet Home Page                       | 3        |
| 401-4                   | I E-Commerce                                    | 3        |
| <b>402</b>              | <b>Education</b>                                | <b>4</b> |
| 402-1                   | I National Training Program                     | 4        |
| 402-2                   | I Associate Membership Training Funds           | 4        |
| 402-3                   | I NCWM Training                                 | 5        |
| 402-4                   | I Education Sessions – 2003 Conference          | 5        |
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**Table B  
Appendices**

| Appendix | Title  | Page |
|----------|--|------|
| A        | AMC Training Funds Report.....                     | A1   |
| B        | National Training Curriculum Outline (Draft) ..... | B1   |

**Table C  
Voting Results**

| Reference Key Number                       | House of State Representatives |      | House of Delegates |      | Results |
|--|--------------------------------|------|--------------------|------|---------|
|  | Yeas                           | Nays | Yeas               | Nays |         |
| 400 (Report in Its Entirety)<br>Voice Vote | All                            | No   | All                | No   | Passed  |

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

**401 Program Management**

**401-1 I Voluntary Quality Assurance Assessment (VQAA)**

The A&P Committee reviewed checklists submitted for evaluation through January 2003. Reviewer evaluation letters were prepared and sent to the appropriate state directors. At this time the Committee decided not to develop further checklists. The checklists are available on the NCWM website, and regional associations are encouraged to place the checklists on their websites.

The A&P Committee expressed concern that more jurisdictions are not participating in the VQAA Program. Jurisdictions are encouraged to participate in the **confidential** assessment and view participation as an opportunity to improve their programs, rather than to use it as a report card of deficiencies.

**401-2 I Safety Information**

The NCWM Safety Liaison had not received any safety reports as of the 88<sup>th</sup> NCWM Annual Meeting, July 2003. Safety reports should continue to be submitted to the Regional Safety Liaisons.

The Regional Safety Liaisons are as follows:

|  |  |
|--|--|
| <p><b><u>Western Weights and Measures Association:</u></b></p> <p>Craig Leisy<br/> Supervisor Weights and Measures<br/> Seattle Licenses and Consumer Affairs<br/> 805 South Dearborn Street<br/> Seattle, WA 98134<br/> Tel: 206-386-1129<br/> Fax: 312-386-1129<br/> Email: craig.leisy@ci.seattle.wa.us</p> | <p><b><u>Northeastern Weights and Measures Association:</u></b></p> <p>Michael J. Sikula<br/> Assistant Director<br/> New York Bureau of Weights and Measures<br/> Building 7A State Campus<br/> Albany, NY 12235-0001<br/> Tel: 518-457-3452<br/> Fax: 518-457-2552<br/> Email: mike.sikula@agmkt.state.ny.us</p>         |
| <p><b><u>Central Weights and Measures Association:</u></b></p> <p>Agatha Shields<br/> Inspector<br/> Franklin County Weights and Measures<br/> 373 S. High Street, Auditor's Office<br/> Columbus, OH 43215-7380<br/> Tel: 614-462-7380<br/> Fax: 614-462-3111<br/> Email: aashield@co.franklin.oh.us</p>      | <p><b><u>Southern Weights and Measures Association:</u></b></p> <p>Steve Hadder, Trainer/Investigator<br/> Florida Department of Agriculture and Consumer<br/> Services<br/> 3125 Connor Boulevard<br/> Tallahassee, FL 32399-2634<br/> Tel: 850-487-2634<br/> Fax: 850-922-6655<br/> Email: hadders@doacs.state.fl.us</p> |

#### **401-3 I 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. At the Interim Meeting the Committee discussed how the NCWM website ([www.ncwm.net](http://www.ncwm.net)) can better serve weights and measures programs. The Committee recommends the Board of Directors approve the following for posting to the NCWM website:

1. List the topics available in the "Members Only" section on the main page to let non-members know the benefits of membership.
2. List the participants of Voluntary Quality Assurance Assessment on the NCWM Internet website to show appreciation for participation and encourage other jurisdictions to participate.
3. Make forms that are available on the NCWM website interactive.
4. Place the Associate Membership Committee application for training funds and AMC time line on the NCWM website.
5. Place the results of 2002 "Surf" Day on the website under the "Members Only" section.
6. Add a "New flash/hot item" section on the Home Page (including list of suggested activities) to advertise W&M Week or other important events.

#### **401-4 I 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.

**Decision:** The A&P Committee decided that Internet violations (e.g., package labeling violations) are definitely a problem. With the increase in e-commerce sales expected in the future, it is recommended that those jurisdictions that participate in surfing for violations contact the internet company that is in violation and the state director of the state in which the company resides.

It is recommended that a “surf” day be conducted during future Weights and Measures Weeks and that the results be forwarded to Lynn Sebring (lynn.sebring@nist.gov, 100 Bureau Drive STOP 2600, Gaithersburg, MD 20899-2600, or fax: 301-926-0647).

The Committee recommends that the results of the “surf” days be posted on the NCWM website.

## **402 Education**

### **402-1 I National Training Program**

**Source:** NCWM Board of Directors

The A&P Committee met with NCWM Chairman Ross Andersen, who explained his vision for revising the National Training Program. Mr. Andersen’s vision includes a horizontal, hierarchical approach to training, filtering out the common elements of general information applicable to a wide range of devices and including the most detailed information in courses for specific devices. The A&P Committee presented a draft of a National Training Curriculum Outline, which is appended to the A&P Committee final report as Appendix B.

After hearing concerns from the floor concerning completion of the direction of the proposed plan, Chairman-Elect Dennis Ehrhart assured the A&P Committee of his support to “do whatever it takes” to complete the revised training program initiated by Chairman Ross Andersen.

### **402-2 I Associate Membership Training Funds**

**Source:** Southern Weights & Measures Association (SWMA)

**Recommendation:** The SWMA requested clarification of the second bullet of the time line for request and distribution of Associate Membership Committee (AMC) training funds as set forth in the A&P Committee’s Report to the 87<sup>th</sup> National Conference on Weights and Measures, 2002. The second bullet read 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.

**Decision:** The A&P Committee reviewed the questioned bullet and, based on clarification from the AMC, revised the second bullet to read as follows:

“The AMC will notify the NCWM A&P Committee of the proposed amount after review by the BOD.”

At the Interim Meeting, the AMC notified the A&P Committee that \$10,500 was available for distribution for fiscal year 2002-2003. The NCWM A&P Committee reviewed applications received for requests of AMC training funds at the Interim Meeting and apportioned those requests based on need. Official notification of the grants was made by January 31, 2003.

The A&P Committee greatly appreciates the generosity of the AMC in making training funds available to the weights and measures community and thanks the AMC for this significant contribution. The AMC Training Funds Report is included in Appendix A.

### 402-3 I 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 standardized training and accreditation programs.

**Decision:** The Board of Directors (BOD) directed the NCWM A&P Committee to develop a new training concept. As that program is developed, the issues recommended by the WWMA will be considered.

### 402-4 I 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.

**Decision:** Three technical sessions were presented at the 88<sup>th</sup> NCWM Annual Meeting. They were as follows:

- Static Electricity: Staying Safe at the Pump – Cindy Gordon, American Petroleum Institute
- Current OIML Opportunities and Their Importance – Gilles Vinet, Measurement Canada & Dr. Charles Ehrlich, NIST Weights and Measures Division
- Fair Measurement Act: What Will It Mean & How Can We Bring It About – Aves Thompson, Alaska Division of Measurement Standards/CVE

## 403 Public Affairs

### 403-1 I 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.

Additionally, the Central Weights and Measures Association (CWMA) recommended the following topic at the 88<sup>th</sup> Annual Meeting of the NCWM:

- (4) “Weights & Measures – Its Effect on our Daily Lives.”

**Discussion:** The WWMA A&P Committee recognized the value of Weights and Measures Week in promoting consumer awareness. Weights and Measures Week, March 1 through 7, provides members of the WWMA an opportunity 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.

## A&P Committee 2003 Final Report

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 can inspire public confidence in weights and measures’ efforts to maintain integrity in the marketplace. The Committee discussed some activities for W&M Week and encourages the Board of Directors to add these to the NCWM website.

The Committee also discussed the importance of educating children on the effect of weights and measures in their lives and how that knowledge can be applied in everyday situations. The A&P Committee will discuss themes for Weights & measures Week 2004 at the Annual Meeting and will offer several suggestions to the BOD for its consideration and final decision.

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Steve Hadder, Florida, Chairman

Celeste Bennett, Michigan

Ken Deitzler, Pennsylvania

Cato Fiksdal, Los Angeles County W&M, CA

Industry Representative: Chip Kloos, Colgate-Palmolive Company

C. Gardner, Suffolk County, New York, Safety Liaison

L. Sebring, NIST Technical Advisor

## **Administration and Public Affairs Committee**

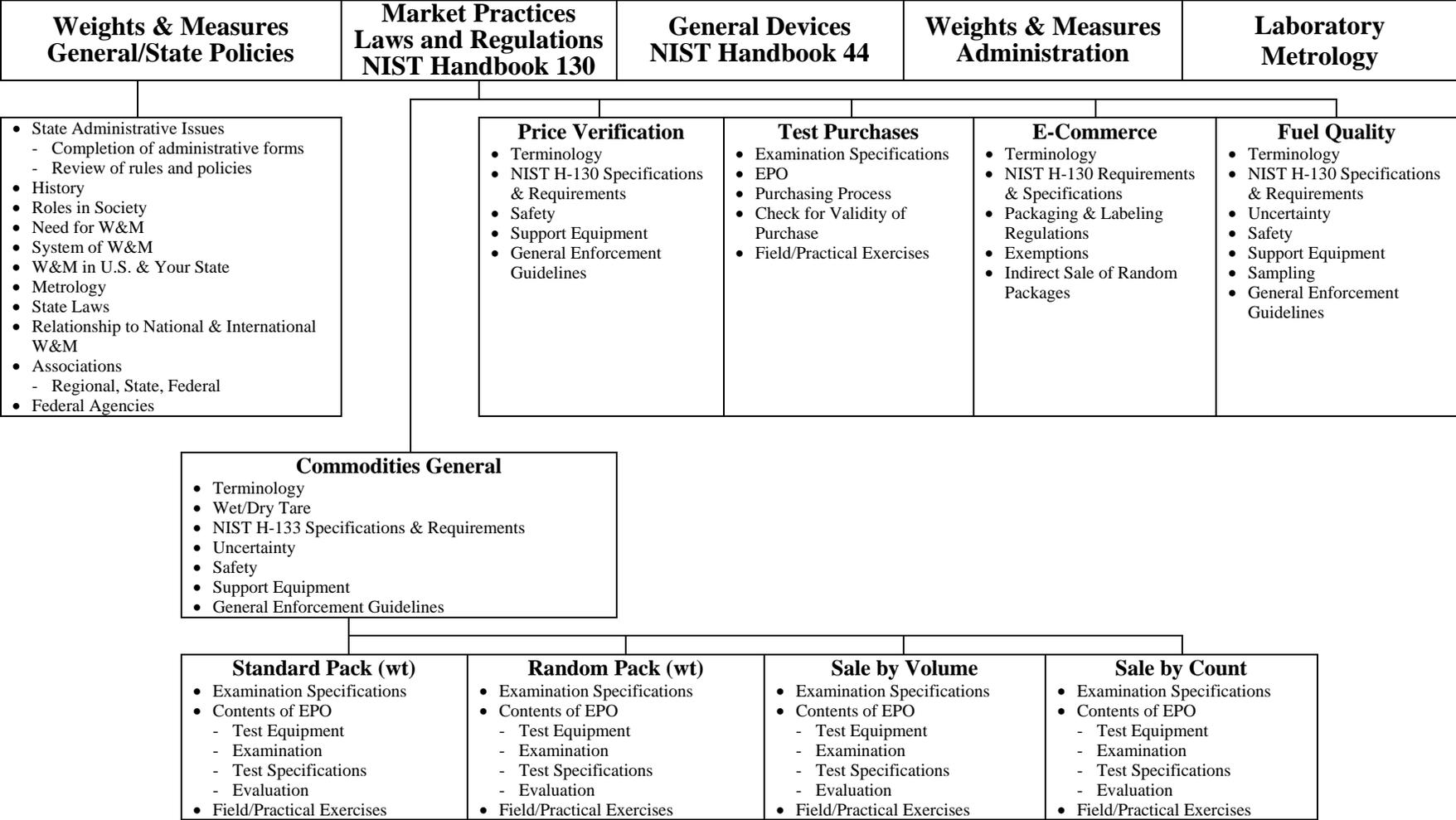
## Appendix A

### AMC Training Funds Report 2002-2003

| Jurisdiction                   | Intended Use  | Amount<br>Granted |
|--------------------------------|---|-------------------|
| Ohio                           | Videos and books for library  | \$ 450            |
| Hawaii                         | Metrologist training at NIST  | \$ 800            |
| Massachusetts                  | Room rental charges, course materials, and related expenses for training inspectors | \$ 1,000          |
| Idaho                          | Inspector training on calibration of electronic LPG meters and registers            | \$ 900            |
| Florida                        | Purchase of LCD projector to benefit 80 inspectors for training                     | \$ 2,300          |
| Washington                     | LPG training for 16 inspectors  | \$ 1,000          |
| Wisconsin                      | Purchase training aid equipment for W&M inspectors                                  | \$ 250            |
| Illinois                       | USDA/GIPSA training for 9 inspectors in livestock, vehicle & monorail scales        | \$ 3,800          |
| <b>Total AMC Funds Granted</b> |   | <b>\$10,500</b>   |

# Appendix B

## National Training Curriculum Outline (Draft)



- General Devices NIST Handbook 44**
- Terminology
  - NIST Handbook 44
  - Fundamental Consideration
  - Uncertainty
  - Safety
  - Support Equipment
  - Seals
  - Supports
  - General Enforcement Guidelines

|  |   |   |
|--|---|---|
| <p style="text-align: center;"><b>Weighing Devices</b></p> <ul style="list-style-type: none"> <li>• Terminology</li> <li>• Scale Types</li> <li>• Technology</li> <li>• Suitability</li> <li>• User Requirements</li> <li>• Operation/Markings</li> <li>• Scale Classes &amp; Tolerances</li> <li>• Basic Scale Test Procedures</li> <li>• Basic Inspection</li> </ul> | <p style="text-align: center;"><b>Measuring Devices</b></p> <ul style="list-style-type: none"> <li>• Terminology</li> <li>• Measuring Device Types</li> <li>• Technology</li> <li>• Suitability</li> <li>• User Requirements</li> <li>• Operation &amp; Markings</li> <li>• Tolerances for LMDs</li> <li>• Basic LMD Test</li> <li>• Basic LMD Inspections</li> </ul> | <p style="text-align: center;"><b>Other Devices</b></p> <ul style="list-style-type: none"> <li>• Terminology</li> <li>• Other Device Types</li> <li>• Technology</li> <li>• Suitability</li> <li>• User Requirements</li> <li>• Operation &amp; Markings</li> <li>• Tolerances for LMDs</li> <li>• Basic Test</li> <li>• Basic Inspections</li> </ul> |
|--|---|---|

|   |   |  |   |   |   |   |
|---|---|--|---|---|---|---|
| <p style="text-align: center;"><b>Retail Computing Scales</b></p> <ul style="list-style-type: none"> <li>• Common traits</li> <li>• Examination Specifications</li> <li>• Test Equipment</li> <li>• Examination, Installation, &amp; Maintenance</li> <li>• Test Specifications</li> <li>• Evaluation</li> <li>• Field/Practical Exercises</li> </ul> | <p style="text-align: center;"><b>Platform</b></p> <ul style="list-style-type: none"> <li>• Common traits</li> <li>• EPO             <ul style="list-style-type: none"> <li>- Examination Specifications</li> <li>- User Requirements</li> <li>- Suitability</li> <li>- Test Equipment</li> <li>- Examination, Installation, &amp; Maintenance</li> <li>- Test Specifications</li> <li>- Evaluation</li> </ul> </li> <li>• Field/Practical Exercises</li> </ul> | <p style="text-align: center;"><b>Vehicle</b></p> <ul style="list-style-type: none"> <li>• Common traits</li> <li>• Contents of EPO             <ul style="list-style-type: none"> <li>- Examination Specifications</li> <li>- User Requirements</li> <li>- Suitability</li> <li>- Test Equipment</li> <li>- Examination, Installation, &amp; Maintenance</li> <li>- Test Specifications</li> <li>- Evaluation</li> </ul> </li> <li>• Field/Practical Exercises</li> </ul> | <p style="text-align: center;"><b>Railroad Track</b></p> <ul style="list-style-type: none"> <li>• Common traits</li> <li>• Contents of EPO             <ul style="list-style-type: none"> <li>- Examination Specifications</li> <li>- User Requirements</li> <li>- Suitability</li> <li>- Test Equipment</li> <li>- Examination, Installation, &amp; Maintenance</li> <li>- Test Specifications</li> <li>- Evaluation</li> </ul> </li> <li>• Field/Practical Exercises</li> </ul> | <p style="text-align: center;"><b>Hopper</b></p> <ul style="list-style-type: none"> <li>• Common traits</li> <li>• Contents of EPO             <ul style="list-style-type: none"> <li>- Examination Specifications</li> <li>- User Requirements</li> <li>- Suitability</li> <li>- Test Equipment</li> <li>- Examination, Installation, &amp; Maintenance</li> <li>- Test Specifications</li> <li>- Evaluation</li> </ul> </li> <li>• Field/Practical Exercises</li> </ul> | <p style="text-align: center;"><b>Point-of-Sale Scales</b></p> <ul style="list-style-type: none"> <li>• Examination Specifications</li> <li>• User Requirements</li> <li>• Suitability</li> <li>• Test Equipment</li> <li>• Examination, Installation, &amp; Maintenance</li> <li>• Test Specifications</li> <li>• Evaluation</li> <li>• Field/Practical Exercises</li> </ul> | <p style="text-align: center;"><b>Precision Scales Class I/II</b></p> <ul style="list-style-type: none"> <li>• Common traits</li> <li>• Examination Specifications</li> <li>• User Requirements</li> <li>• Suitability</li> <li>• Test Equipment</li> <li>• Examination, Installation, &amp; Maintenance</li> <li>• Test Specifications</li> <li>• Evaluation</li> <li>• Field/Practical Exercises</li> </ul> |
|---|---|--|---|---|---|---|

- Vehicle Scales – Advanced**
- Initial Verification

