



REPAIRING YOUR WEIGHING AND MEASURING DEVICES

Your scale or meter has been "Rejected" or ordered "Stop-Use" by a Weights and Measures Inspector. Please read the information below to help you correct the violations and for technical assistance.

- Repair the Device(s)** - Violations listed in the Notice of Correction (NOC) or Stop-Use Order must be repaired by the date specified.
 - You must use a registered service agent to correct measurement errors.
 - You may repair discrepancies such as leaking nozzles, customer view, or signage.
 - You may not use devices listed as "Stop Use" until they are repaired.
 - You may use devices listed as "Rejected," but they must be repaired by the date specified.

- Submit proof of repairs** – Proof of repairs must be submitted to the Weights & Measures office by the date specified
 - If you hire a service agent to make repairs, the service agent is responsible for submitting the documents to the Weights and Measures Program office within 7 days of the date repairs are made.
 - If you make the repairs you must submit the documents to the Weights and Measures Office.
 - Documents submitted must show that repairs have been made. Receipts, photos, or other proof of repair, or proof of removal and replacement of the device may be submitted.
 - Documents may be submitted by email (preferred), fax, or US Mail.
 - Email: wts&measures@agr.wa.gov
 - Fax: 360 902-2086
 - US Mail: WSDA-Weights and Measures, PO Box 42560, Olympia, WA 98504-2560.

- Register your devices** - All commercial scales and meters must be registered with the Department of Revenue on your state Business License and must be registered for the location where the devices are used. If your devices are not registered, you may go the Department of Revenue website at bls.dor.wa.gov/weightsandmeasures.aspx or call 360 705-6744.

- Maintain your devices** – Weighing and measuring devices must be accurate and correct at all times. Devices must not be adjusted in a way that favors the business. We recommend devices be serviced regularly to assure accuracy and proper operation.

Additional time to repair, questions, and technical assistance – If you need more time to make repairs or need to request additional time to make repairs, contact Weights and Measures at (360) 902-2035 or wtsmeasures@agr.wa.gov. You may also contact us with questions and for technical assistance.

To avoid civil penalties and other enforcement actions, you must make all corrections within the time shown on the Notice of Correction or Stop-Use order.

Information for Service Persons

You must be registered – You must have a current Washington State Department of Agriculture (WSDA) Weights and Measures Program service person registration to repair weighing and measuring devices in Washington.

Test standards and official inspections - You must use adequate and appropriate test standards or equipment for the device being serviced.

- Use test standards that are certified by an accredited metrology laboratory every two years.
- Certificates must be submitted annually with your registration renewal application.
- Proof of certification must be kept with the standards.
- Certificates must be available for review by Weights and Measures officials.
- Weights and Measures officials use NIST Handbook 44 specifications and test methods to inspect devices for compliance.

Identify your work - Clearly identify your work by one or both of the following:

- Using the security seal or seal press registered with WSDA.
- Using an adhesive tag or label and placing it in a visible place on the device.

Required info for tag and/or label:

- Service person registration number.
- Business phone number.
- The day, month and year of service.

New installations - Report all newly installed devices, even if they are previously owned, to the Weights and Measures Program and include:

- Date placed in service.
- Type of device and capacity.
- Business' name and site address.
- Name and address of the service company installing the device.
- You may use the WSDA Placed in Service Report, *AGR FORM 819-2424*. The form is available on the WSDA website - agr.wa.gov/Inspection/WeightsMeasures/.

Report repairs and calibrations – Send your report of repairs and calibrations within seven days of completing the report to the Weights and Measures Program office. Reports must include:

- Your test report showing the as-found and as-corrected readings.
- A short description of other repairs or adjustments made.
- Date repairs or adjustments were made.
- The NOC or Stop-Use document issued by Weights and Measures.
- The service person's signature and license number.
- Failure to submit required documents may result in civil penalties.

Submit your report – Send your report to WSDA using email (preferred), fax or regular mail within seven days to:

wtsmeasures@agr.wa.gov

Fax: (360) 902-2086

WSDA – Weights and Measures Program, PO Box 42560, Olympia WA 98504-2560

Questions and assistance - Call 360 902-2035 or email wtsmeasures@agr.wa.gov.