



Registered Service Agent (RSA) / Registered Service Representative (RSR) User's Guide

Weights and Measures Services Division (WMSD)

2017

PLACED IN SERVICE
REPORT

ONLINE (PISR)



For your convenience
WMSD has set up a
web application
to submit your
PISR ONLINE....

...a valuable tool for
RSA/RSR's that makes
PISR submission
accurate, simple and
fast. You also have the
option to view and
track all your
PISR submissions.

PISR ONLINE DATA ENTRY INSTRUCTIONS

Each RSR has been provided with a user name and password to fill out and submit a Placed in Service Report (PISR) online. If you do not have a user name and password, contact dwm@azda.gov to request one.

A. Go to <https://ctutools.azda.gov/DWmpisr/pisonline.asp>

B. Enter the User Login and password given to you by the Division. If you need a password reset, please contact dwm@azda.gov.

Your user login is the email address* you provided during your application.

IMPORTANT: The first time you login, you will be prompted to change your password.

Please note that your New Password must NOT contain any spaces, the word "password" or your email address, and must contain at least 6 letters and or numbers. Only letters and numbers are valid. Special characters are not allowed ie "\$*& etc.

C. Logging in will redirect you to the application homepage. The home page contains information specific to your company as well as yourself.

On this page you have access to view:

- All of the PISR's submitted by your company if you click the [PISR SUBMISSION HISTORY](#)
- [CHANGE MY RSR PASSWORD](#)
- View the [Division FORMS](#)

*This address will be used by the Division to send you e-mail notifications regarding your PISR submissions and license information.

CREATE A PISR ONLINE IN 3 STEPS:

STEP 1: SEARCH AND SELECT A BUSINESS

Use the **Search By** drop down menu and Select an option to **Search for** the location you are updating.
Click on [SEARCH LOCATION](#)

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HOME PISR SUBMISSION HISTORY CHANGE MY RSR PASSWORD FORMS LOG OUT

CREATE A NEW PISR REPORT IN 3 EASY STEPS

STEP 1: SEARCH AND SELECT A BUSINESS

Search By: BMF # Search For: 54321 [SEARCH LOCATION](#)

MY LICENSE INFORMATION

REGISTERED SERVICE AGENT

RSB # 6
RSA Business Name: NEW DEVICE PENDING LICENSE
Address: 4425 W OLIVE AVE STE 134
City, State, Zip: GLENDALE AZ 85302

Contact:
Phone: 602-771-4921 Fax:
Email:
License Expires: 12/01/2013

REGISTERED SERVICE REPRESENTATIVE: # 1937 MACKENZIE SMITH

RSR # 1937
Representative: MACKENZIE SMITH
Email: msmith@azdwm.gov

Signed Status: 09/12/2013
Previous Status: 09/12/2013
Qualified Test Dates: Machine Status: Fail
Serving Address: 09/12/2013
License Recovery:

Beginning January 1, 2013 any non-submitted PISR will be cancelled automatically after 7 business days from the creation date.
Any PISR rejected by the department must be resubmitted within 3 business days from the rejection date.

VIOLATIONS AND ENFORCEMENT ACTION: A civil penalty may be levied to the RSR if the PISR form is incomplete. All equipment and not timely submitted PISR to the Department are subject to isolation and enforcement action per ARS 41-2113. The device Owner/Licensee is responsible for the accuracy of the device. A civil penalty may be levied to the Licensee if the device is inaccurate.

100%

Verify that the location you have chosen is correct. If you would like a different location, use the “HOME” link on the screen to do a new search.

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Location Overview

HOME PISR SUBMISSION HISTORY CHANGE MY RSR PASSWORD FORMS LOG OUT

STEP 2: CREATE NEW / ENTER PISR INFORMATION

LOCATION - BMF # 6

Business Name: NEW DEVICE PENDING LICENSE
Store # 1
Physical Address: 4425 W OLIVE AVE STE 134
City, State, Zip: GLENDALE AZ 85302
Business Contact: Sara Kumaraswamy
Phone: 602-771-4925 Fax:
Email: skumaraswamy@azdwm.gov

Active Devices
2 - (051) RSA
1 - (052) RSR

Owner / Billing
Company/Owner: NEW DEVICE PENDING LICENSE
Billing Address: 4425 W OLIVE AVE STE 134
City, State, Zip: GLENDALE AZ 85302
Owner Name: ARIZONA DEPT OF WEIGHTS AND MEASURES
Phone: 602-771-4920 Fax:
Email: azicent@azdwm.gov

[CREATE A NEW PISR FOR THIS LOCATION](#)

PISR REPORTS FOR THIS LOCATION

Submit Date	PISR #	Service Date	Served By	Status	Status Date
08/27/2013	7535 review	08/21/2013	1810 - JOHN HAWKINS	APPROVED	08/27/2013
08/23/2013	7474 review	08/23/2013	1540 - IAN CAMPBELL	APPROVED	08/26/2013
08/29/2013	7323 review	08/20/2013	DWM	APPROVED	08/29/2013

If it is correct, click
[CREATE A NEW PISR FOR THIS LOCATION](#)
in the middle of the screen

STEP 2: CREATE/ENTER NEW PISR INFORMATION

ENTER GENERAL INFORMATION

- Service Date
- Business Signature (full name of the authorized individual signing the PISR)
- RSA Equipment Serial #'s
- Notes** (this is optional and should be used to notify the Division of any and all contact changes to the location information.

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HOME LOCATION OVERVIEW PISR SUBMISSION HISTORY CHANGE MY PISR PASSWORD FORMS LOG OUT

STEP 2a: CREATE NEW / ENTER PISR INFORMATION

BMF: 39278 - FRY'S 64 FUELING CR, 774 S VAL VISTA DR, GILBERT, AZ 85296

PISR # NEW - GENERAL INFORMATION

Service Date:
 Business Signature:
 RSA # - Company: 6 - NEW DEVICE PENDING LICENSE
 RSA # - Signature: 1937 - MACKENZIE SMITH
 RSA Equipment Serial #:
 Notes:
 Submit Date: NOT SUBMITTED
 Contact Information Changed: ☐ (include contact information changes in the notes field above)

[SAVE NEW PISR](#)

Click on
[SAVE NEW PISR](#)

NOTICE After you hit [SAVE NEW PISR](#), a new PISR# is generated.

Use the drop down menu to select the **Device Type*** you are adding/deleting/repairing
Click on [ADD TO REPORT](#)

**Devices only*

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HOME LOCATION OVERVIEW PISR SUBMISSION HISTORY CHANGE MY PISR PASSWORD FORMS LOG OUT

STEP 2a: CREATE NEW / ENTER PISR INFORMATION

BMF: 39278 - FRY'S 64 FUELING CR, 774 S VAL VISTA DR, GILBERT, AZ 85296

PISR # 7897 - GENERAL INFORMATION

Service Date: 09/12/2013
 Business Signature: MATTHEW THOMPSON
 RSA # - Company: 6 - NEW DEVICE PENDING LICENSE
 RSA # - Signature: 1937 - MACKENZIE SMITH
 RSA Equipment Serial #: 1235
 Notes:
 Submit Date: NOT SUBMITTED
 Contact Information Changed: ☐ (include contact information changes in the notes field above)

[SAVE PISR CHANGES](#)
 Unless this PISR is submitted, you have the option to cancel this PISR.
[Cancel PISR](#)

STEP 2b: CREATE NEW / ENTER PISR DEVICE INFORMATION

Device Type: [ADD TO REPORT](#)

No device ☐ [Add application](#)

Counting Device
 Timing Device
 Small Scale
 Large Scale
 Liquid Measuring Device

STEP 2 ..continued ENTER DEVICE(S) DESCRIPTION(S)

Enter the required data on the first record:

- Fee Code* ([click here for fee codes](#) or see Appendix B)
- Service Type*
- Manufacturer¹
- Model¹
- Serial #¹
- NTEP #¹

* These fields are always required.

¹ Required for all ADD and REPAIR service types.

² Required for all REPAIR service types.

Enter the **Number** of similar items you want to add and Click on **CREATE DEVICES**

Number must be different from 0

As the example shows below, the system automatically created 10 similar devices you requested in one step for your convenience. After device data entry is finished and before you click on **FINALIZE AND SUBMIT PISR TO THE DIVISION**, please look for any **INCOMPLETE** record data.

IMPORTANT: Remember, the PISR cannot be submitted if any record is marked as **INCOMPLETE(**)**.

On this example, you must verify/complete entering the Serial #'s information per item/device.

To **DELETE** an ITEM line, check the box under **Remove Record** column on the record line you need to delete, click on **SAVE CHANGES**, after that your ITEM will be removed from your list.

Remember!!!! Save your work, click on **SAVE CHANGES....**

STEP 3: REVIEW AND SUBMIT PISR TO DWM

After you Click on [FINALIZE AND SUBMIT PISR TO WMSD](#) and all the data is completed, you can submit your PISR to WMSD.

Please notice on STEP 3 and before PISR is submitted, you still are able to:

- **Edit Device information** (by clicking over the Device Type link listed in blue ie. [FLD](#) link)
- **Remove Devices** (by clicking over [REMOVE](#) link at the end left side of the record LINE)
- **Or Cancel the entire PISR** (by using the Dropdown menu on the middle section selecting a reason and Click on [CANCEL PISR](#)).

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Device License Application

HOME LOCATION OVERVIEW **PISR SUBMISSION HISTORY** CHANGE MY RSR PASSWORD FORMS LOG OUT

STEP 2a: CREATE NEW / ENTER PISR INFORMATION

DMF: 3103 - SPEEDY S PIT STOP, 2817 N 7TH ST, PHOENIX, AZ 85006

PISR # 8295 - GENERAL INFORMATION

Service Date: 10/02/2013 RSA Equipment: 23456-90
 Business Signature: Michael Jackson Serial #: 23456-90
 RSA #: Company: 6 - NEW DEVICE PENDING LICENSE Notes: please update phone contact 602-698-8989
 RSR #: Signature: 1937 - MACKENZIE SMITH
 Submit Date: NOT SUBMITTED Contact Information Changed: ☐ (include contact information changes in the notes field above)

[SAVE PISR CHANGES](#)
 Until this PISR is submitted, you have the option to cancel this PISR.
 Cancel Reason: [CANCEL PISR](#)

STEP 2b: ADD / ENTER PISR DEVICE(s) INFORMATION

Device Type: [ADD TO REPORT](#)

STEP 3: REVIEW AND SUBMIT PISR TO DWM

SUBMIT STATEMENT: I have complied with all Arizona legal requirements relating to the Department's RSA program and am subject to a civil penalty if a violation occurs (ARS 41-2115). Once submitted to DWM, this Placed in Service Report will no longer be editable by RSR. As per (ARS 20-2-602). The registered service agency shall give a copy of the placed-in-service report to the person who owns or operates the commercial device. The registered service agency shall retain a copy of the placed-in-service report or any required vapor recovery report for one year.

[FINALIZE PISR AND SUBMIT TO DWM](#)

SELECT THE DEVICE TYPE BELOW TO GO BACK AND EDIT THE DEVICE INFORMATION

PISR NON-TAXI DEVICE DETAILS

#	Device Type	Fee Code	Service Code	Manufacturer	Model	Serial #	NTEP	Location / Pump #s	Vehicle License Plate #	Tag #	Remove Device
1	FLD	216	ADD	WAYNE	B-12	242301	02-136	6			Remove
2	FLD	216	ADD	WAYNE	B-12	242302	02-136	6			Remove
3	FLD	216	ADD	WAYNE	B-12	242303	02-136	7			Remove
4	FLD	216	ADD	WAYNE	B-12	242304	02-136	8			Remove
5	FLD	216	ADD	WAYNE	B-12	242306	02-136	9			Remove
6	FLD	216	ADD	WAYNE	B-12	242307	02-136	9			Remove
7	FLD	216	ADD	WAYNE	B-12	242308	02-136	5			Remove
8	FLD	216	ADD	WAYNE	B-12	242309	02-136	5			Remove
9	FLD	216	ADD	WAYNE	B-12	242310	02-136	8			Remove

After PISR is submitted you will see a notification.

Submission to WMSD is complete

And you are done, Your PISR was submitted successfully !!!

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Submission to WMSD is complete

HOME LOCATION OVERVIEW **PISR SUBMISSION HISTORY** CHANGE MY RSR PASSWORD FORMS LOG OUT

DMF: 3103 - SPEEDY S PIT STOP, 2817 N 7TH ST, PHOENIX, AZ 85006

PISR # 8295 - GENERAL INFORMATION

Service Date: 10/02/2013 RSA Equipment: 23456-90
 Business Signature: Michael Jackson Serial #: 23456-90
 RSA #: Company: 6 - NEW DEVICE PENDING LICENSE Notes: please update phone contact 602-698-8989
 RSR #: Signature: 1937 - MACKENZIE SMITH
 Submit Date: 10/02/2013 [PREVIEW SUBMITTED REPORT](#)
 Contact Information Changed: ☐ (include contact information changes in the notes field above)

SELECT THE DEVICE TYPE BELOW TO GO BACK AND EDIT THE DEVICE INFORMATION

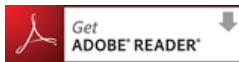
PISR NON-TAXI DEVICE DETAILS

#	Device Type	Fee Code	Service Code	Manufacturer	Model	Serial #	NTEP	Location / Pump #s	Vehicle License Plate #	Tag #	Remove Device
1	FLD	216	ADD	WAYNE	B-12	242301	02-136	6			Remove
2	FLD	216	ADD	WAYNE	B-12	242302	02-136	6			Remove
3	FLD	216	ADD	WAYNE	B-12	242303	02-136	7			Remove
4	FLD	216	ADD	WAYNE	B-12	242304	02-136	8			Remove
5	FLD	216	ADD	WAYNE	B-12	242306	02-136	9			Remove
6	FLD	216	ADD	WAYNE	B-12	242307	02-136	9			Remove
7	FLD	216	ADD	WAYNE	B-12	242308	02-136	5			Remove
8	FLD	216	ADD	WAYNE	B-12	242309	02-136	5			Remove
9	FLD	216	ADD	WAYNE	B-12	242310	02-136	8			Remove

VIEW / PRINT SUBMITTED PISR

To View/Print* a report of your entered data, please Click on **PISR SUBMISSION HISTORY** link on the top menu, all your submitted reports will be listed this page. To view the report, Click on the **PISR #** or on **preview** to open the Report on PDF format file.

*Adobe Acrobat Reader is required to view PDF files. This is a free program available from the [Adobe web site](http://www.adobe.com). Follow the down- load directions on the Adobe web site to get your copy of Adobe Acrobat Reader.



To print the PDF report please use your Internet browser **FILE -> Print** tools. You may email this to the location owner or operator.

IMPORTANT:

As per (A.A.C R3-7-602): The registered service agency shall give a copy of the Placed-In-Service Report (PISR) to the person who owns or operates the commercial device; The registered service agency shall retain a copy of the placed-in-service report or any required vapor recovery report for one year.

FREQUENTLY ASKED QUESTIONS

Q: WHY CAN'T I LOGIN TO THE PISR ONLINE?

A: As the RSR you must have a valid and active User name and Password provided by WMSD to fill out and submit a PISR online. Your RSA and RSR location license must be valid. If you need to verify your license status or need help to reset your Password, please contact a WMSD representative at dwm@azda.gov.

Q: CAN I ENTER PISR INFORMATION FOR A NEW BUSINESS?

A: If the business has been assigned with a BMF # by DWM, YES you can. If not, please contact the DWM Licensing Division at 602-542-3578.

Q: DEVICE TYPE DROPDOWN LIST, IS NOT SHOWING THE DEVICE TYPE I NEED. WHY?

A: Although your RSA location's license is valid, you may not have certified weight/standards or passed the required tests with the Division. You can see this information on the PISR home page, bottom right corner "Qualified Test Dates".

Q: WHAT DOES THE FOLLOWING WARNING MESSAGE MEAN?

*** Unable to submit PISR to WMSD until incomplete records are updated.***

A: That means that the entered information is incomplete. Please look for records that show INCOMPLETE at the right side of the screen on Step 2b. and enter the required data, if a value is not available you may enter N/A to continue

* These fields are always required.

¹ Required for all ADD and REPAIR service types.

² Required for all REPAIR service types.

Q: WHY IS THE SYSTEM REMOVING MY TAG#?

A: Please see attachment A, for TAG# data entry troubleshooting tips and definitions.

Q: WHY DID I RECEIVE AN EMAIL WITH THE SUBJECT "PISR REJECTION"?

A: WMSD is notifying that your PISR has been rejected. That can be for different reasons and your attention is required. Please login into the application and see the notes about the rejection and make the appropriate corrections and resubmit the PISR to WMSD for review and approval.

Q: AFTER LOGIN, THE APPLICATION STAYS AT THE SAME PAGE, WHAT CAN I DO TO CONTINUE?

A: THAT CAN BE CAUSED BY YOUR INTERNET BROWSER SETTINGS. Before continuing please be sure to have the following settings in your browser:

- **TEMPORARY FILES**- From your Internet Explorer Menu, Please go to **Tools** -> **Internet Options**, Select **General** tab -> look for **Browsing History** in the middle section -> click on **Settings** -> Select the radio button **Every time I visit this webpage** -> click on **OK**-> on the remained opened window if enabled Click on **Apply**, otherwise **OK**.
- **TRUSTED SITES** - Please add our Website to the Trusted Sites within your explorer. From your Internet Explorer Menu, Please go to **Tools** -> **Internet Options**, Select **Security** tab -> Click on **Trusted Sites** (Green Check Picture) -> Click on Button **Sites** -> On this window inside the box " **Add this website to the Zone:**" please type: https://*.azda.gov/ and Click on **ADD** -> **Close** -> **OK**

Q: CAN I UPDATE THE PISR AFTER IT HAS BEEN SUBMITTED?

A: NO, Once submitted to WMSD, the Placed In Service Report will no longer be editable by the RSR.

ATTACHMENT A — ENTERING TAGS PISR ONLINE

A validation rule has been added to the PISR ONLINE to verify that TAG#s are valid for a location. The TAG# must exist on the PISR ONLINE, so, **if a TAG# does not exist** in our system for that location, the TAG # entered by the RSR will be removed and the record will then be marked as **"INCOMPLETE"** until a valid TAG # is entered.

Remember!!! The PISR cannot be submitted to WMSD if any record is marked as incomplete. All entered Tags must contain 7 characters total, a letter (Y or R or B) plus 6 digits without spaces.

If the Tag# contains 1 Letter and only 5 digits, **please add the digit '0'** between the letter and the 5 existing digits to complete the required 7 Characters. Example:

TAG COLOR	# PRINTED ON TAG	TAG# MUST ENTERED ON PISR ONLINE WITH THE FOLLOWING FORMAT *
BLUE	B 28000	B028000
RED	R 81900	R081900
YELLOW	Y 126700	Y126700

Please note on the example digit 0 was added to BLUE and RED TAG# to comply with the 7 characters rule required by the system. The Yellow TAG# had already the required 7 characters, adding the digit 0 was not required.

If TAG# cannot be found/ validated, please verify you entered the correct 7 digits required or contact WMSD.

ENFORCEMENT TAGS

Tags will contain the violation citation from statute, rule and/or Handbook. This will give RSRs the needed information to fix the device. The Division issues three types of enforcement tags:

OUT OF SERVICE TAG

Is a **red tag** that signifies that a commercial device does not meet legal requirements and that the owner or operator cannot use the device commercially until repaired. A RSR can place a device back into service and permanently remove the red tag once the device is meets Handbook 44 requirements without prior notification to the Division.



STOP-SALE STOP-USE TAG

Is a **blue tag** that signifies that an owner or operator cannot sell or use a commercial device, including a vapor recovery system component, commodity or liquid fuel, because it does not meet legal requirements. A RSR cannot place a device back into service and permanently remove the blue tag until the Division grants specific approval.



WARNING TAG

Is a **yellow tag** that signifies a commercial device does not comply with legal requirements (generally the violation is in error of the consumer) and the device may only be used within the period specified on the tag but not after unless the device is in compliance. A RSR can permanently remove the yellow tag after the device meets Handbook 44 requirements.



YOU CAN REMOVE AN ENFORCEMENT TAG TO REPAIR THE DEVICE. IF YOU CANNOT REPAIR THE DEVICE, YOU MUST REPLACE THE TAG BEFORE LEAVING THE PREMISES.

ATTACHMENT B — LIST OF FEE CODES

The current list of fee codes may be found on the website at:

<https://agriculture.az.gov/sites/default/files/AZDWM-148%20FEE%20CODES%2009.01.17.pdf>.



FEES, PENALTIES, and CHARGES EFFECTIVE 09/01/2017

CODE	DESCRIPTION	AMOUNT	CODE	DESCRIPTION	AMOUNT
WEIGHING DEVICES - A.R.S. 3-3452(A)			LIQUID MEASURING DEVICES LPG (METERS) - A.R.S. 3-3452(A)		
001	0-500 pound capacity	\$12.00	027	Small bottle fill measuring devices	\$24.00
002	501-2,000 pound capacity	\$18.00	028	Motor fuel measuring devices, uncompensated	\$24.00
003	2,001-7,500 pound capacity	\$36.00	029	Motor fuel measuring devices, temperature compensating	\$48.00
004	7,501-20,000 pound capacity	\$80.00	030	Motor fuel measuring devices, keylocks	\$48.00
004	20,001-60,000 pound capacity	\$120.00	031	3/4" and 1" meters, uncompensated	\$48.00
005	60,001 pound capacity and greater	\$180.00	032	1 1/4", 1 1/2" and 1 3/4" meters, uncompensated	\$72.00
039	Portable Batch Plants	Varies	033	2" meters and larger, uncompensated	\$72.00
Livestock scales must be licensed if used more than 30 days/yr.			034	1 1/4", 1 1/2" and 1 3/4" meters, temp compensating	\$90.00
LIQUID METERING DEVICES (METERS) OTHER THAN LIQUIFIED PETROLEUM GAS (LPG) - A.R.S. 3-3452(A)			035	2" meters and larger, temperature compensating	\$96.00
006	Maximum 12 gallons per minute (gpm)	\$12.00	036	3/4" and 1" meters, temperature compensating	\$54.00
007	Maximum 13-150 gpm	\$36.00	040	Natural gas filling devices	\$48.00
008	Maximum 151-500 gpm	\$90.00	MISCELLANEOUS DEVICES - A.R.S. 3-3452(A)		
009	Maximum 501-1,000 gpm	\$138.00	301	Other linear measuring devices	\$12.00
010	Maximum 1,001 gpm and over	\$168.00	302	Other time measuring mechanical, electrical & electronic devices	\$12.00
MOTOR FUEL DISPENSERS OTHER THAN FOR LPG A.R.S. 3-3452(A)			300	All mechanical and electronic counting devices	\$12.00
011	One meter or blending valve (includes Diesel Exhaust Fluid (DEF))	\$15.00	OTHER FEES, PENALTIES AND CHARGES		
012	Two meters or blending valves	\$30.00	050	Public Weighmaster - A.R.S. 3-3452(C)	\$48.00
013	Three meters or blending valves	\$45.00	048	Deputy Weighmaster - A.R.S. 3-3452(C)	\$0.00
014	Four meters or blending valves	\$60.00	049	Limited Weighmaster - A.R.S. 3-3452(C)	\$0.00
015	Five meters or blending valves	\$75.00	051	Registered Service Agency (RSA) - A.R.S. 3-3452(C)	\$24.00
016	Six meters or blending valves	\$90.00	052	Registered Service Representative (RSR) - A.R.S. 3-3452(C)	\$4.80
017	Seven meters or blending valves	\$105.00	053	Metrology Certification - A.R.S. 3-3416(H)	\$110/HOUR (\$50 MIN.)
018	Eight meters or blending valves	\$120.00	054	Commercial Livestock Scales - A.R.S. 3-3451(E)	Same as device fee
019	High volume (over 19 gpm) diesel <u>per hose & nozzle</u>	\$15.00	056	VR Stage I Area A, Authority to Construct - A.R.S. 3-3512(D)	\$250.00
020	Key lock, limited access w/ accumulators, <u>per hose & nozzle</u>	\$22.50	057	VR Stage I Area B, Authority to Construct - A.R.S. 3-3512(D)	\$250.00
022	Remote indicator and/or control unit (accessory only)	\$22.50	058	VR Stage II, Authority to Construct - A.R.S. 3-3515(D)	\$250.00
VAPOR RECOVERY TEST (AREA A)			060	Public Record Request - A.R.S. 39-121.01(D)(1)	Varies
211	One meter or blending valve	\$30.00	Commercial and Non-Commercial Requests		
212	Two meters or blending valves	\$60.00	Copies		
213	Three meters or blending valves	\$90.00	Computer Reports		
214	Four meters or blending valves	\$120.00	CDs		
215	Five meters or blending valves	\$150.00	Commercial Requests (includes Non-Commercial Fees)		
216	Six meters or blending valves	\$180.00	Over 30 minutes staff time		
217	Seven meters or blending valves	\$210.00	061 Civil Penalty - A.R.S. 41-2115A		
218	Eight meters or blending valves	\$240.00	062 Credits		
			063 LATE PAYMENT PENALTY - A.R.S. 3-3452(F)		
			099 Forms and Manuals		

LATE PAYMENT PENALTY: For each 30 day period past the due date, an additional penalty is imposed in increments of 20%. If all outstanding charges are not paid within 120 days of the due date, the license shall automatically be cancelled. It is illegal to operate a commercial device, or perform the duties of a public weighmaster, deputy public weighmaster, RSA, or RSR without a valid license.

PLACED-IN-SERVICE-REPORT (PISR)

The Division frequently uses the term “PLACED IN SERVICE” which means a RSR has certified that a commercial device is accurate and correct. Per N.I.S.T Handbook 44, a piece of equipment is ACCURATE when its performance, value, indication, delivery, recorded representations, capacity or actual value, etc., as determined by tests made with suitable standards, conforms to the standard within the applicable tolerances and other performance requirements. A piece of equipment is CORRECT when, in addition to being accurate, it meets all applicable specification requirements.

A PLACED IN SERVICE REPORT (PISR) is the form required to be used by a RSR after placing a commercial device in service or permanently removing a licensed device from service. Specifically
The PISR is to be completed for:

- ⇒ Any tagged device placed into service;
- ⇒ Any new or used device placed into service;
- ⇒ Any new or used parts installed on a device placed into service;
- ⇒ Any current licensed devices installed at new locations; or
- ⇒ Removal of any licensed commercial device.

Contact Us

Department of Agriculture
Weights and Measures
Services Division

Licensing and Billing
602-542-3578

Other inquiries:
dwm@azda.gov
Phone: 602-542-4373
Fax: 623-939-8586