

WEIGHTS AND MEASURES



AZDA
ARIZONA
DEPARTMENT
OF AGRICULTURE

Registered Service Representative

Self-Study Course

January 2018

Who is the training for?

- Any person who would like to become a licensed Registered Service Representative (RSR) with the Department of Agriculture, Weights and Measures Services Division.
- This self-training course is not applicable for vapor recovery RSRs, who are required to complete a Division training course before taking the competency examination and every 36 months thereafter.

Goals:

Provide you with the information you will need to pass the RSR test and the tools you need to do your job!

You will learn:

- How to use the web site links to find important reference material
- What laws affect you as an RSR
- How to use the National Institute of Standards and Technology (NIST) handbooks and information about the National Type Evaluation Program (NTEP)
- How to fill out a Placed in Service Report (PISR)

How do I become an RSR?

- You must work for a Registered Service Agency (RSA)
- You must pass a competency exam
 - Score 75% or greater
 - Cannot take more than 3 times in 6 months and wait 7 days prior to retaking the exam
- You must complete the license application
- Pay the initial license fee

To maintain the license, an annual license fee shall be paid

Information on testing and the license application can be found at:

<https://agriculture.az.gov/weights-measures/licensing/registered-service-representative-or-agent>

What is a RSA?

RSA = Registered Service Agency (defined in A.R.S. 3-3401)

RSA means any agency, firm, company, or corporation that for hire, award, commission or any other payment of any kind

- installs,
- services,
- repairs, or
- reconditions

a commercial device or tests or repairs vapor recovery systems or vapor recovery components and that has been issued a license by the division.

What is a RSR?

RSR = Registered Service Representative (defined in A.R.S. 3-3401)

RSA means any individual that for hire, award, commission or any other payment of any kind

- installs,
- services,
- repairs, or
- reconditions

a commercial device or tests or repairs vapor recovery systems or vapor recovery components and that has been issued a license by the division.

What is an RSR, cont....

- A RSR is an employee of a RSA who has been issued a license by the Department of Agriculture, Weights and Measures Services Division.
- The RSR can place a commercial device into service, repair a device, or remove an official rejection tag.

What is a commercial device?

A commercial device means any weighing, measuring, metering or counting device that is used to determine the direct cost of things sold or offered or exposed for sale, or used to establish a fee for service if the cost is based on weight, measure, or count, except that it does not include those devices used for in-house packaging, inventory control or law enforcement purposes.

A.R.S. 3-3401 (13)

Examples of commercial devices:



Truck Scales



Deli Scales

Water Vending Machines



Livestock Scales

Fuel Dispensers

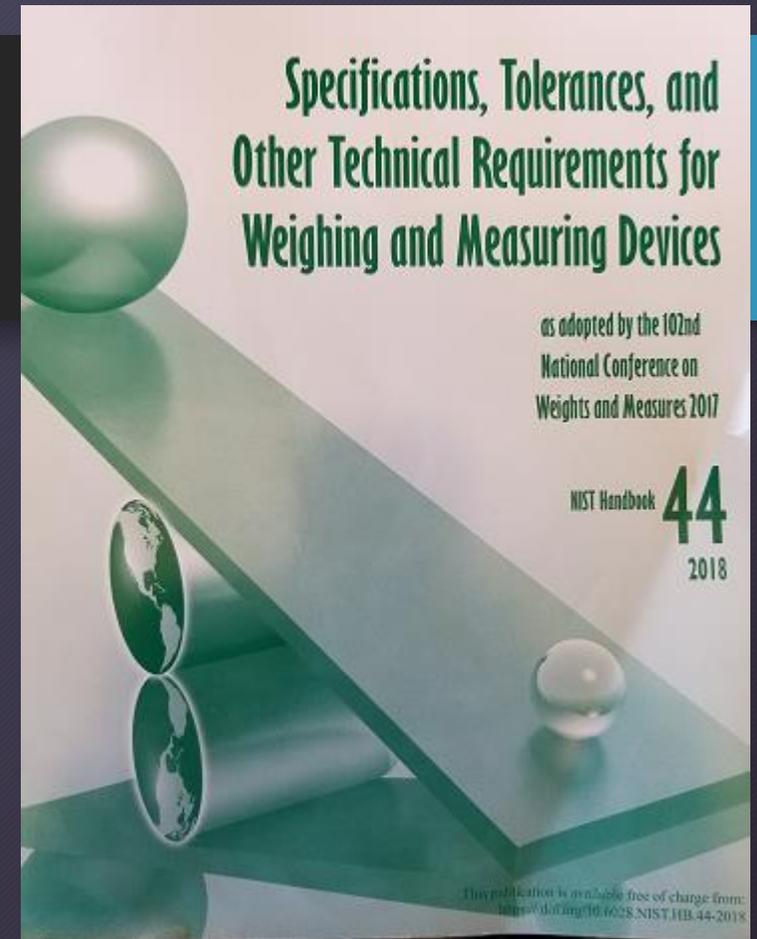


What are the responsibilities of an RSR?

- The responsibilities are outlined in R3-7-602(B):
 - Install only commercial devices that meet the requirements in A.A.C. Title 3, Chapter 7
 - Perform all appropriate tests when repairing a commercial device to ensure that the requirements of A.R.S. Title 3, Chapter 19, A.A.C. Title 3, Chapter 7, and Handbook 44 are met
 - Report to the user equipment or commercial devices that do not conform to NIST standards
 - Complete Placed in Service Reports accurately
 - Report to the Division (602-542-4373 or dwm@azda.gov) within 1 hour of finding a device installed to fraudulently obtain consumer credit card information (skimming device). Also, notify the local police of such device.

What is Handbook 44?

- Provides the specifications, tolerances, and other technical requirements required to be met by all commercial devices per A.R.S. 3-3413.
- Unless otherwise stated in rules, all devices must meet the requirements in Handbook 44.
- The applicable edition of Handbook 44 is adopted in A.A.C. R3-7-101.



[Click here to obtain the Handbook from the NIST website](https://doi.org/10.6028/NIST.HB.44-2018)

Handbook 44 Components

- General Code - This section of the handbook contains requirements that pertain to all commercial devices.
- This is found in Section 1.10 of the handbook.
- Examples include (but are not limited to):
 - Requirements for commercial devices to be labeled with identification (Handbook 44, section G-S.1.)
 - Commercial devices shall be suitable for the service in which they are used (Handbook 44, section G-UR-1.1.)
 - Maintenance requirements (Handbook 44, section G-UR.4.1.)

Review and become familiar with Handbook 44 General Code requirements

Handbook 44 Components, cont.

After the General Code, each section includes the requirements for the particular devices. A few examples include:

- scales (section 2.20),
- liquid measuring devices (section 3.30) and
- water meters (section 3.36).

Review the [Table of Contents](#) of Handbook 44 to verify which section(s) are applicable to the work you will perform as an RSR. Review those sections to become familiar with the requirements.

Handbook 44 Components, cont.

Each technical section of the Handbook is divided into 5 sections:

- **Application** - includes the applicability and exemptions from the code
- **Specifications** - relates to the design of the equipment
- **Notes** - includes the official testing requirements
- **Tolerance** - specifies the performance requirements. Fixes the allowable error or departure from true performance or value.
- **User Requirements** - Directed to the owner and operator of a device and also apply to the selection, installation, use, and maintenance of devices.

Handbook 112

- [Handbook 112](#) "Examination Procedure Outlines (EPOs) For Commercial Weighing and Measuring Devices," provides an outline of the Handbook 44 requirements.
- Developed by NIST as a guide for the field examination of commercial weighing and measuring devices.

HB 112 is designed to help you find the appropriate HB 44 code references for each step of an official examination.

What is NTEP?

National Type Evaluation Program

- Program evaluates commercial devices to ensure they meet the performance and specification requirements in Handbook 44.
- A Certificate of Conformance (C of C) is issued to devices that meet the NTEP program requirements.
- Arizona has adopted NTEP; therefore, all devices which require NTEP evaluation are required to have a C of C in order to be licensed and used in Arizona. Alternatively, California Type Evaluation Program (CTEP) is recognized.

Are there exemptions to NTEP?

- Grandfather Exemption - May apply if device was installed prior to January 1, 1975 (see A.A.C. R3-7-203)
 - Must be continually licensed or have evidence the device has been used in Arizona since January 1, 1975
 - Must meet specifications, tolerance, and other technical requirements in Handbook 44
- Devices which are not offered NTEP certification may be licensed without a C of C. Examples include timing devices such as laundry dryers or car washes.

What is an NTEP C of C?

- NTEP C of C - National Type Evaluation Certificate of Conformance
- Applies to a specific device (model type, series or family) for a specific manufacturer.
- The C of C number must be included in the device identification for devices manufactured after January 1, 2003.

How can I find an NTEP Certificate of Conformance Number?

- On the information plate if manufactured after January 1, 2003
- From the manufacturer
- From the NCWM website:
http://www.ncwm.net/ntep/cert_search
- From the California Type Evaluation Program:
<https://www.cdfa.ca.gov/dms/programs/ctep/ctep.html>
- On the Dept of Agriculture, Weights and Measures website (at the bottom of page): <https://agriculture.az.gov/weights-measures/licensing/registered-service-representative-or-agent>

QUESTION

You need to study everything in Handbook 44:

TRUE

FALSE

ANSWER

FALSE

You only need to study the General Code (Section 1.10) and those sections applicable to your field of expertise.

Device License Application/ Placed In Service Report

- You will need the following materials to complete this next section:
- [Fee Code Sheet](#)
- [Placed in Service Report \(PISR\)](#)

These may be found at the Department of Agriculture, Weights and Measures, Licensing webpage or at the links above.

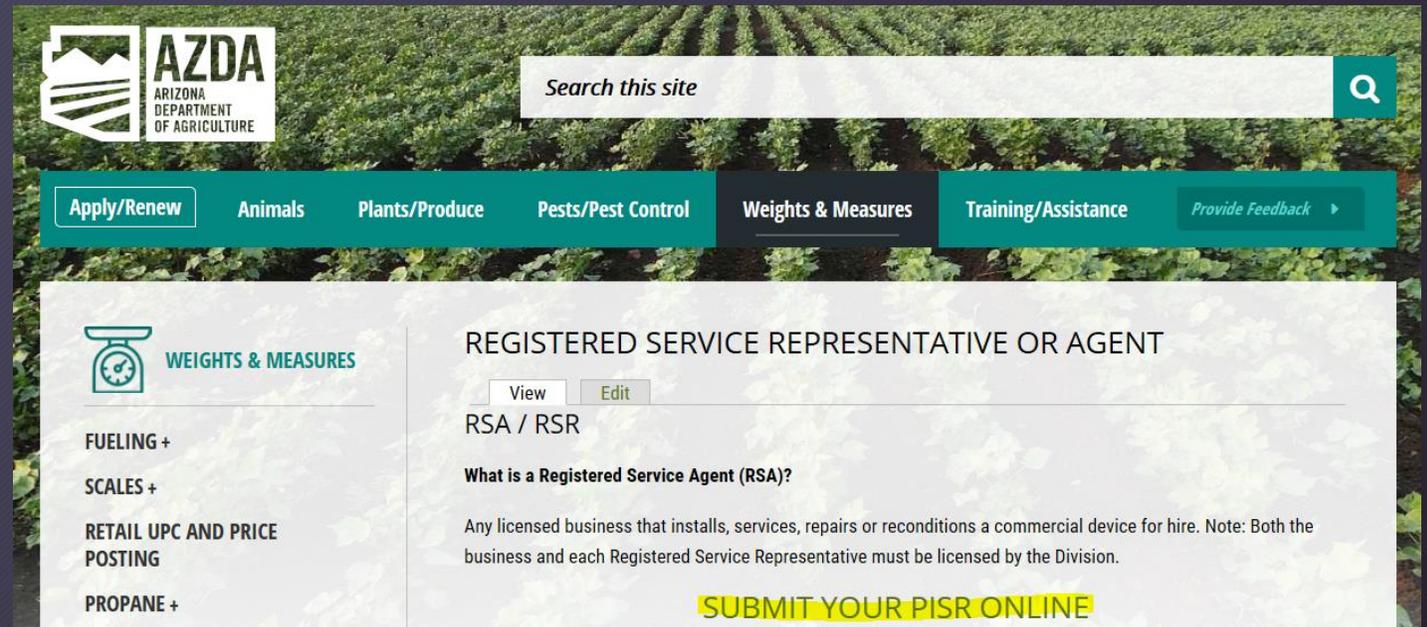
What is a Device License Application/ Placed in Service Report?

- The document you (an RSR) submit on behalf of the device owner when a device is installed, repaired, or removed from use.
- It identifies your RSA & RSR number, specific device information needed to license the device, and the field standards you used to ensure the device meets Handbook 44 requirements for performance.

Online Placed In Service Report

- The Placed in Service Report is due 7 calendar days after a commercial device is restored to service or newly placed in service.
- The most convenient way to file a Placed In Service Report is online. However, for purposes of this training, we will review the paper submittal.
- After you are issued your RSR license, you may request a username and password to file online.
- Note: online PISR cannot be used for propane fee codes.

<https://agriculture.az.gov/weights-measures/licensing/registered-service-representative-or-agent>



The screenshot shows the AZDA (Arizona Department of Agriculture) website. The header includes the AZDA logo and a search bar. The navigation menu has options: Apply/Renew, Animals, Plants/Produce, Pests/Pest Control, Weights & Measures, Training/Assistance, and Provide Feedback. The main content area is titled 'REGISTERED SERVICE REPRESENTATIVE OR AGENT' and includes a 'View' button, an 'Edit' button, and a section for 'What is a Registered Service Agent (RSA)?' with a definition: 'Any licensed business that installs, services, repairs or reconditions a commercial device for hire. Note: Both the business and each Registered Service Representative must be licensed by the Division.' A yellow button labeled 'SUBMIT YOUR PISR ONLINE' is visible at the bottom right.

How to complete a Placed in Service Report

- Fill in ALL the blanks
- Include comments, if needed
- Distribute a copy to the business owner/operator
- The Placed in Service Report must be received (online or fax) or postmarked (mail) within 7 calendar days



ARIZONA DEPARTMENT OF AGRICULTURE
 WEIGHTS AND MEASURES SERVICES DIVISION
 1688 W. Adams Street, Phoenix, AZ 85007
 Phone: 602-542-4373 Fax: 623-939-8586 <https://agriculture.az.gov>
 State Ombudsman: 602-277-7292

DEVICE LICENSE APPLICATION PLACED-IN-SERVICE REPORT

A.R.S. § 3-3414

PAGE ___ of ___

BMF # (IF NEW LOCATION WRITE "NEW"):		BUSINESS NAME:	
PHYSICAL ADDRESS:		CITY:	ZIP CODE:
LOCATION CONTACT(S):		STORE # (IF APPLICABLE):	
LOCATION E-MAIL:	PHONE:	FAX:	
OWNER/LICENSEE:		BILLING PHONE:	
BILLING ADDRESS:	CITY:	STATE:	ZIP CODE:
REGISTERED SERVICE AGENCY:		RSA #:	RSR #:

DEVICE TYPE		DEVICE SERVICE CODES		LOCATION CODES (Scales Only)		RSA EQUIPMENT SERIAL #'s:
<input type="checkbox"/> Scales	<input type="checkbox"/> LPG	R: Repair	N: New Location w/ New Devices	B: Bakery	D: Deli	
<input type="checkbox"/> Fueling Device	<input type="checkbox"/> Other	A: Add Device(s)	O: Remove Device(s)	M: Meat Dept.	O: Other	
				P: Produce	R: Register	

SERVICE	FEE	MAKE	MODEL	SERIAL	NTEP Certificate of	LOCATION	TAG #
9							
10							

STEP 1: COMPLETE THE HEADER

- BMF # can be found on the Department of Agriculture, Weights and Measures license
- If it is an unlicensed location, write "New"
- The RSR # is found on your RSR license



STEP 2: DEVICE SERVICE CODE

BMF # (IF NEW LOCATION WRITE "NEW"):		BUSINESS NAME:	
PHYSICAL ADDRESS:		CITY:	ZIP CODE:
LOCATION CONTACT(S):		STORE # (IF APPLICABLE):	
LOCATION E-MAIL:		PHONE:	FAX:
OWNER/LICENSEE:		BILLING PHONE:	
BILLING ADDRESS:		CITY:	STATE: ZIP CODE:
REGISTERED SERVICE AGENCY:		RSA #:	RSR #:

DEVICE TYPE	DEVICE SERVICE CODES	LOCATION CODES (Scales Only)	RSA EQUIPMENT SERIAL #'s:
<input type="checkbox"/> Scales <input type="checkbox"/> Fueling Device <input type="checkbox"/> LPG <input type="checkbox"/> Other	R: Repair A: Add Device(s) N: New Location w/ New Devices O: Remove Device(s)	B: Bakery M: Meat Dept. P: Produce D: Deli O: Other R: Register	

	SERVICE CODE	FEE CODE	MANUFACTURER	MODEL	SERIAL	NTEP Certificate of Conformance # (CC)	LOCATION CODE OR	TAG #
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Enter the device service code:
 R = repair
 A = add a device
 N = new location with new devices
 O = devices removed

STEP 3: DEVICE FEE CODE

- Refer to the Fee Code Sheet at <https://agriculture.az.gov/sites/default/files/AZDWM-148%20FEE%20CODES%2009.01.17.pdf>

DEVICE TYPE		DEVICE SERVICE CODES		LOCATION CODES (Scales Only)		RSA EQUIPMENT SERIAL #'s:	
<input type="checkbox"/> Scales	<input type="checkbox"/> LPG	R: Repair	N: New Location w/ New Devices	B: Bakery	D: Deli		
<input type="checkbox"/> Fueling Device	<input type="checkbox"/> Other	A: Add Device(s)	O: Remove Device(s)	M: Meat Dept.	O: Other		
				P: Produce	R: Register		

	SERVICE CODE	FEE CODE	MANUFACTURER	MODEL	SERIAL	NTEP Certificate of Conformance # (CC)	LOCATION CODE OR	TAG #
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

OWNER/LICENSEE: I will abide by Arizona law pertaining to device use and licensing specified in A.R.S. Title 3, Chapter 19, and am subject to civil penalty if a violation occurs (A.R.S. § 3-3475).

OWNER/LICENSEE NAME

SIGNATURE

DATE



**FEEES, PENALTIES, and CHARGES
EFFECTIVE 09/01/2017**

Fee Codes:

On website under
Weights and
Measures > Licensing

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

The fee code is the number on the left side of the description

DESCRIPTION	AMOUNT	CODE
WEIGHING DEVICES - A.R.S. 3-3452(A)		
001 0-500 pound capacity	\$12.00	
002 501-2,000 pound capacity	\$18.00	
003 2,001-7,500 pound capacity	\$36.00	
104 7,501-20,000 pound capacity	\$80.00	
004 20,001-60,000 pound capacity	\$120.00	
005 60,001 pound capacity and greater	\$180.00	
039 Portable Batch Plants	Varies	
Livestock scales		

DESCRIPTION	AMOUNT	CODE
LIQUID MEASURING DEVICES (METERS) - A.R.S. 3-3452(A)		
006 Maximum 2.00	\$2.00	
007 Maximum 6.00	\$6.00	
008 Maximum 10.00	\$10.00	
009 Maximum 18.00	\$18.00	
010 Maximum 36.00	\$36.00	

DESCRIPTION	AMOUNT	CODE
MOTOR FUEL DISPENSERS OTHER THAN FOR LPG - A.R.S. 3-3452(A)		
011 One meter or blending valve (includes Diesel Exhaust Fluid (DEF))	\$15.00	
012 Two meters or blending valves	\$30.00	
013 Three meters or blending valves	\$45.00	
014 Four meters or blending valves	\$60.00	
015 Five meters or blending valves	\$75.00	
016 Six meters or blending valves	\$90.00	
017 Seven meters or blending valves	\$105.00	
018 Eight meters or blending valves	\$120.00	

DESCRIPTION	AMOUNT	CODE
LIQUID MEASURING DEVICES LPG (METERS) - A.R.S. 3-3452(A)		
027 small bottle fill measuring devices	\$24.00	
028 motor fuel measuring devices, uncompensated	\$24.00	
029 motor fuel measuring devices, temperature compensating	\$48.00	
030 motor fuel measuring devices, keylocks	\$48.00	
031 1/4" and 1" meters, uncompensated	\$48.00	
032 1/4", 1 1/2" and 1 3/4" meters, uncompensated	\$72.00	
033 1" meters and larger, uncompensated	\$72.00	
034 1/4", 1 1/2" and 1 3/4" meters, temp compensating	\$90.00	
035 1" meters and larger, temperature compensating	\$96.00	
036 1/4" and 1" meters, temperature compensating	\$54.00	
040 natural gas filling devices	\$48.00	

DESCRIPTION	AMOUNT	CODE
MISCELLANEOUS DEVICES - A.R.S. 3-3452(A)		
301 other linear measuring devices	\$12.00	
302 other time measuring mechanical, electrical & electronic devices	\$12.00	
300 all mechanical and electronic counting devices	\$12.00	

DESCRIPTION	AMOUNT	CODE
OTHER FEES, PENALTIES AND CHARGES		
050 Public Weighmaster - A.R.S. 3-3452(C)	\$48.00	
048 Deputy Weighmaster - A.R.S. 3-3452(C)	\$0.00	
049 Limited Weighmaster - A.R.S. 3-3452(C)	\$0.00	
051 Registered Service Agency (RSA) - A.R.S. 3-3452(C)	\$24.00	
052 Registered Service Representative (RSR) - A.R.S. 3-3452(C)	\$4.80	
053 Metrology Certification - A.R.S. 3-3416(H)	\$110/HOUR (\$50 MIN.)	
054 Commercial Livestock Scales - A.R.S. 3-3451(E)	Same as device fee	

008	Maximum 151-500 gpm	\$90.00
009	Maximum 501-1,000 gpm	\$138.00
010	Maximum 1,001 gpm and over	\$168.00

301	Other linear measuring devices	\$12.00
302	Other time measuring mechanical, electrical & electronic devices	\$12.00
300	All mechanical and electronic counting devices	\$12.00

MOTOR FUEL DISPENSERS OTHER THAN FOR LPG		
A.R.S. 3-3452(A)		
011	One meter or blending valve (includes Diesel Exhaust Fluid (DEF))	\$15.00
012	Two meters or blending valves	\$30.00
013	Three meters or blending valves	\$45.00
014	Four meters or blending valves	\$60.00
015	Five meters or blending valves	\$75.00
016	Six meters or blending valves	\$90.00
017	Seven meters or blending valves	\$105.00
018	Eight meters or blending valves	\$120.00
019	High volume (over 19 gpm) diesel <u>per hose & nozzle</u>	\$15.00
020	Key lock, limited access w/ accumulators, <u>per hose & nozzle</u>	\$22.50
022	Remote indicator and/or control unit (accessory only)	\$22.50

VAPOR RECOVERY TEST (AREA A)		
211	One meter or blending valve	\$30.00
212	Two meters or blending valves	\$60.00
213	Three meters or blending valves	\$90.00
214	Four meters or blending valves	\$120.00
215	Five meters or blending valves	\$150.00
216	Six meters or blending valves	\$180.00
217	Seven meters or blending valves	\$210.00
218	Eight meters or blending valves	\$240.00

OTHER FEES, PENALTIES AND CHARGES		
050	Public Weighmaster - A.R.S. 3-3452(C)	\$48.00
048	Deputy Weighmaster - A.R.S. 3-3452(C)	\$0.00
049	Limited Weighmaster - A.R.S. 3-3452(C)	\$0.00
051	Registered Service Agency (RSA) - A.R.S. 3-3452(C)	\$24.00
052	Registered Service Representative (RSR) - A.R.S. 3-3452(C)	\$4.80
053	Metrology Certification - A.R.S. 3-3416(H)	\$110/HOUR (\$50 MIN.)
054	Commercial Livestock Scales - A.R.S. 3-3451(E)	Same as device fee
056	VR Stage I Area A, Authority to Construct - A.R.S. 3-3512(D)	\$250.00
057	VR Stage I Area B, Authority to Construct - A.R.S. 3-3512(D)	\$250.00
058	VR Stage II, Authority to Construct - A.R.S. 3-3515(D)	\$250.00
060	Public Record Request - A.R.S. 39-121.01(D)(1) Commercial and Non-Commercial Requests	Varies
	Copies	\$.20/page
	Computer Reports	\$.02/kb
	CDs	\$1.00/disc
	Commercial Requests (includes Non-Comercial Fees) Over 30 minutes staff time	\$.15/record \$25/hour
061	Civil Penalty - ARS 41-2115A	Varies
062	Credits	Varies
063	LATE PAYMENT PENALTY - A.R.S. 3-3452(F)	SEE BELOW
099	Forms and Manuals	Varies

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.

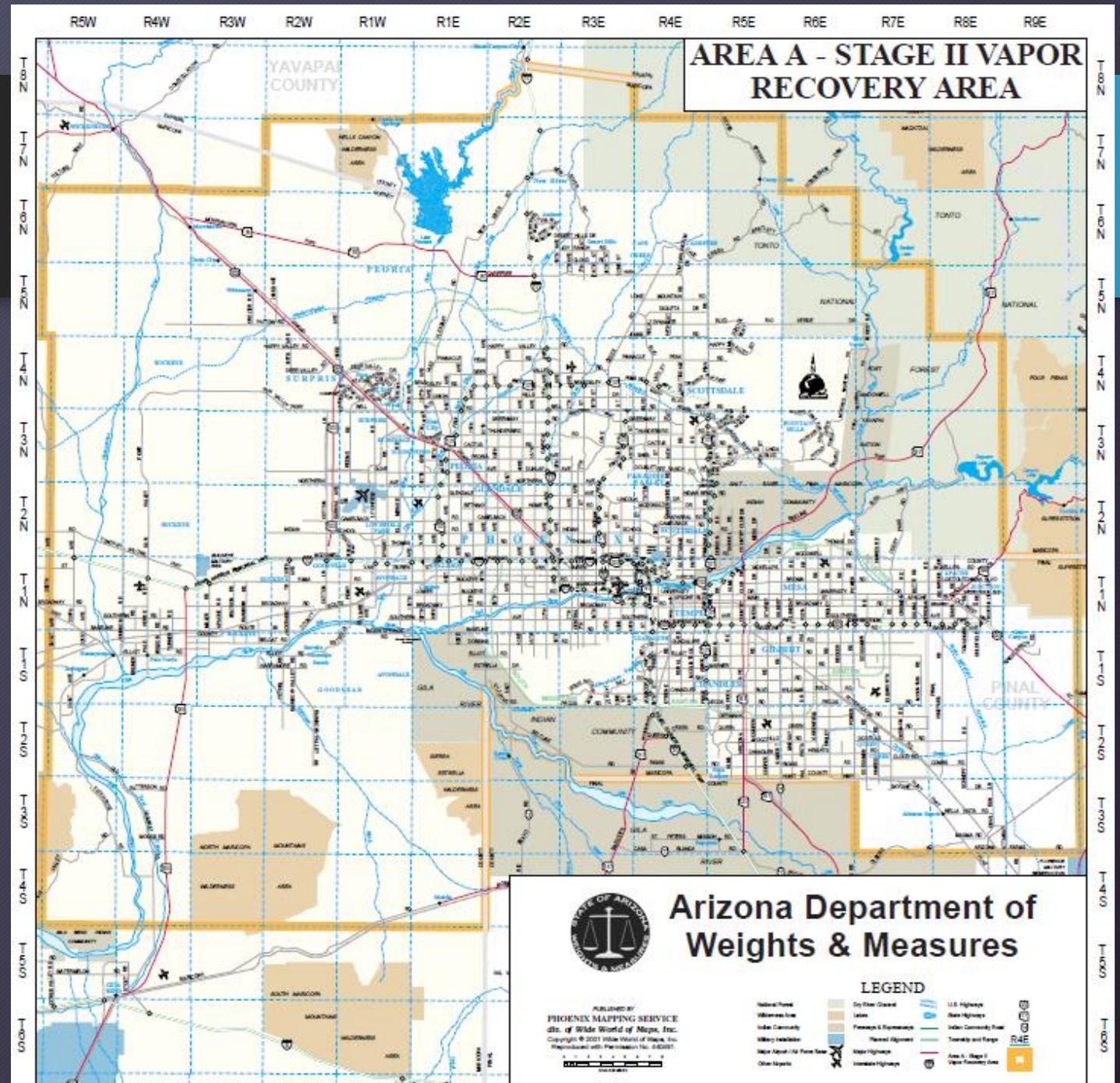
For motor fuel dispensers, the 011 to 018 series is for sites outside of the vapor recovery test area (Area A)

The 211 to 218 series is for sites located within the vapor recovery test area (Area A)

Area A Map

- Portions of Maricopa, Pinal, and Yavapai Counties
- Map found at link below:

https://agriculture.az.gov/sites/default/files/AreaA_Map.pdf



Determining Fee Codes for Gas Dispensers

Step 1: Determine if the dispenser is located in area A (see map: https://agriculture.az.gov/sites/default/files/AreaA_Map.pdf)

All gasoline dispensing sites with a throughput of 10,000 gallons or more are required to have an annual vapor recovery test and are subject to the fee codes 211 - 218.

Diesel is NEVER subject to the vapor recovery test fee codes.

VAPOR RECOVERY TEST (AREA A)		
211	One meter or blending valve	\$30.00
212	Two meters or blending valves	\$60.00
213	Three meters or blending valves	\$90.00
214	Four meters or blending valves	\$120.00
215	Five meters or blending valves	\$150.00
216	Six meters or blending valves	\$180.00
217	Seven meters or blending valves	\$210.00
218	Eight meters or blending valves	\$240.00

Determining Fee Codes for Gas Dispensers

Step 1 continued:

Gasoline dispensing sites located outside area A are subject to 011 through 018 fee codes.

011	One meter or blending valve (includes Diesel Exhaust Fluid (DEF))	\$15.00
012	Two meters or blending valves	\$30.00
013	Three meters or blending valves	\$45.00
014	Four meters or blending valves	\$60.00
015	Five meters or blending valves	\$75.00
016	Six meters or blending valves	\$90.00
017	Seven meters or blending valves	\$105.00
018	Eight meters or blending valves	\$120.00

Determining Fee Codes for Gas Dispensers

Step 2: Count the number of meters and blending valves for both sides of the dispenser. The last number of the fee code corresponds to the number of meters or blend valves per dispenser. The easiest way to think about this is to count the number of grades sold per dispenser.

Dispenser Grades	In Area A?	Applicable Fee Code
87, 89, 91	Yes	216
87, 89, 91 + diesel	Yes	216 (gasoline), 012 (diesel)
87, 89, 91	No	016
87, 89, 91 + diesel	No	018

Let's consider some examples:

Dispenser Grades	Location	In Area A?	Applicable Fee Code
87, 89, 91	Phoenix	Yes	216
87, 89, 91 + diesel	Chandler	Yes	216 (gasoline), 012 (diesel)
87, 89, 91	Winslow	No	016
87, 89, 91 + diesel	Tucson	No	018
87, 89, 90, 91 + diesel	Cottonwood	No	018 (gas), 012 diesel
DEF			011 (single dispenser, 1 meter)
High flow diesel			019 (one 019 per hose/nozzle)
Remote indicator and/or control unit			022



ARIZONA
WEIGHTS
1688 W. Adams Street, Phoenix, AZ 85007
Phone: 602-542-4373 Fax: 623-939-8586 <https://agriculture.az.gov>

STEP 4: DEVICE INFORMATION

LICENSE APPLICATION
PLACED-IN-SERVICE REPORT

Look for the identification plate. If it is missing, report it to the Department and call the manufacturer for a replacement. The device model, serial #, and other required data can be found on the ID plate.

If the data plate is missing, you must contact the manufacturer and obtain the data plate before you can place the device in service.

BMF # (IF
PHYSICAL
LOCATION
LOCATION
OWNER/L
BILLING A
REGISTER

of ___

Scale
 Fueling Device

P: Produce R: Register

	SERVICE CODE	FEE CODE	MANUFACTURER	MODEL	SERIAL	NTEP Certificate of Conformance # (CC)	LOCATION CODE OR	TAG #
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

OWNER/LICENSEE: I will abide by Arizona law pertaining to device use and licensing specified in A.R.S. Title 3, Chapter 19, and am subject to civil penalty if a violation occurs (A.R.S. § 3-3475).



ARIZONA DEPARTMENT OF AGRICULTURE
 WEIGHTS AND MEASURES SERVICES DIVISION
 1688 W. Adams Street, Phoenix, AZ 85007
 Phone: 602-542-4373 Fax: 623-939-8586 <https://agriculture.az.gov>
 State Ombudsman: 602-277-7292

DEVICE LICENSE APPLICATION PLACED-IN-SERVICE REPORT

A.R.S. § 3-3414

PAGE ___ of ___

BMF # (IF NEW LOCATION WRITE "NEW"):		BUSINESS NAME:	
PHYSICAL ADDRESS:		CITY:	ZIP CODE:
LOCATION CONTACT(S):		STORE # (IF APPLICABLE):	
LOCATION E-MAIL:		PHONE:	
OWNER/LICENSEE:		TITLE:	
BILLING ADDRESS:		CITY:	STATE: ZIP CODE:
REGISTERED SERVICE AGENCY:		RSA #:	RSR #:

STEP 5: NTEP CERTIFICATE OF CONFORMANCE (C of C)

Included on the identification plate as of January 1, 2003. Can be looked up at: http://www.ncwm.net/ntep/cert_search

DEVICE TYPE		DEVICE SERVICE CODES		LOCATION CODES (Scales Only)		RSA EQUIPMENT SERIAL #'s:	
<input type="checkbox"/> Scales	<input type="checkbox"/> LPG	R: Repair	N: New Location w/ New Devices	B: Bakery	D: Deli		
<input type="checkbox"/> Fueling Device	<input type="checkbox"/> Other	A: Add Device(s)	O: Remove Device(s)	M: Meat Dept.	O: Other		
				P: Produce	R: Register		
SERIAL	NTEP Certificate of Conformance # (CC)	LOCATION CODE OR	TAG #				
3							
4							
5							
6							
7							
8							
9							
10							



ARIZONA DEPARTMENT OF AGRICULTURE
 WEIGHTS AND MEASURES SERVICES DIVISION
 1688 W. Adams Street, Phoenix, AZ 85007
 Phone: 602-542-4373 Fax: 623-939-8586 <https://agriculture.az.gov>
 State Ombudsman: 602-277-7292

DEVICE LICENSE APPLICATION PLACED-IN-SERVICE REPORT

A.R.S. § 3-3414

PAGE ___ of ___

STEP 6: LOCATION CODE

BMF # (IF NEW LOCATION WRITE IN): _____

PHYSICAL ADDRESS: _____ CITY: _____ ZIP CODE: _____

LOCATION CONTACT(S): _____ STORE # (IF APPLICABLE): _____

LOCATION E-MAIL: _____ PHONE: _____ FAX: _____

OWNER/LICENSEE: _____ BILLING PHONE: _____

BILLING ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

REGISTERED SERVICE AGENCY: _____ RSA #: _____ RSR #: _____

DEVICE TYPE	DEVICE SERVICE CODES	LOCATION CODES (Scales Only)	RSA EQUIPMENT SERIAL #'s:
<input type="checkbox"/> Scales <input type="checkbox"/> Fueling Device <input type="checkbox"/> LPG <input type="checkbox"/> Other	R: Repair A: Add Device(s) N: New Location w/ New Devices O: Remove Device(s)	B: Bakery M: Meat Dept. P: Produce D: Deli O: Other R: Register	

	SERVICE CODE	FEE CODE	MANUFACTURER	MODEL	SERIAL	NTEP Certificate of Conformance # (CC)	LOCATION CODE OR	TAG #
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

If it is a scale, use the abbreviated location code. If it is a fuel dispenser, enter the pump number.



DEVICE LICENSE APPLICATION
 PLACED-IN-SERVICE REPORT

STEP 7: SERIAL # OF YOUR TESTING EQUIPMENT

BMF # (IF NEW): _____

PHYSICAL ADDRESS: _____ CITY: _____ ZIP CODE: _____

LOCATION CONTACT(S): _____ STORE # (IF APPLICABLE): _____

LOCATION E-MAIL: _____ PHONE: _____ FAX: _____

OWNER/LICENSEE: _____ BILLING PHONE: _____

BILLING ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

REGISTERED SERVICE AGENCY: _____ RSA #: _____ RSR #: _____

DEVICE TYPE		DEVICE SERVICE CODES		LOCATION CODES (Scales Only)		RSA EQUIPMENT SERIAL #'s:	
<input type="checkbox"/> Scales	<input type="checkbox"/> LPG	R: Repair	N: New Location w/ New Devices	B: Bakery	D: Deli		
<input type="checkbox"/> Fueling Device	<input type="checkbox"/> Other	A: Add Device(s)	O: Remove Device(s)	M: Meat Dept.	Q: Other		
				P: Produce	R: Register		

	SERVICE CODE	FEE CODE	MANUFACTURER	MODEL	SERIAL	NTEP Certificate of Conformance # (CC)	LOCATION CODE OR	TAG #
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

STEP 8: TAG # - If applicable, the tag number which the Division placed on the device found in violation, has a pre-printed number.

Example of Tags

RED TAG

Out of Service Do Not Use

This device has been prohibited from commercial use until repaired and authorized for use by the Department or its agent.

It is unlawful for unauthorized personnel to remove this tag.

Inspector/Commerce Advisor _____ Date _____ Violation: _____
Inspection # _____ Phone # _____ ARS: _____
Arizona Department of Weights and Measures AAC: _____

 Phoenix Metro 602-771-4920
Outside Phoenix 800-277-6675

R 88271

YELLOW TAG

Warning

This device or vapor recovery system, is not in compliance and must be corrected within _____ days.

It is unlawful for unauthorized personnel to remove this tag or dispose of this commodity until corrected.

Investigator _____ Date _____ Violation: _____
Investigator # _____ Phone # _____ ARS: _____
Arizona Department of Agriculture AAC: _____
Weights and Measures Service Division

 Phoenix Metro 602-542-4373
Outside Phoenix 800-277-6675

Y 150950

BLUE TAG

Stop - Sale, Stop - Use

This commodity, vapor recovery system, or commercial device is prohibited from sale or use as directed in the DWM-53 (Administrative Order).

It is unlawful to remove this tag or dispose of this commodity without authorization from the Department.

Inspector/Commerce Advisor _____ Date _____ Violation: _____
Inspection # _____ Phone # _____ ARS: _____
Arizona Department of Weights and Measures AAC: _____

 Phoenix Metro 602-771-4920
Outside Phoenix 800-277-6675

B 32729



BMF # (IF NEW LOCATION WRITE "NEW"):		BUSINESS NAME:					
PHYSICAL ADDRESS:					CITY:	ZIP CODE:	
LOCATION CONTACT(S):					STORE # (IF APPLICABLE):		
LOCATION E-MAIL:				PHONE:	FAX:		
OWNER/LICENSEE:							
BILLING ADDRESS:							
REGISTERED:							
<input type="checkbox"/> Scales <input type="checkbox"/> Fueling							
							TAG #
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

STEP 9: SIGNATURE

Have the business owner/operator sign the form, print their name and date.

RSR must sign, print name, and date. Don't forget Placed in Service Report is due 7 calendar days following installation or repair. If mailed, must be postmarked within 7 calendar days.

OWNER/LICENSEE: I will abide by Arizona law pertaining to device use and licensing specified in A.R.S. Title 3, Chapter 19, and am subject to civil penalty if a violation occurs (A.R.S. § 3-3475).

OWNER/LICENSEE NAME _____ SIGNATURE _____ DATE

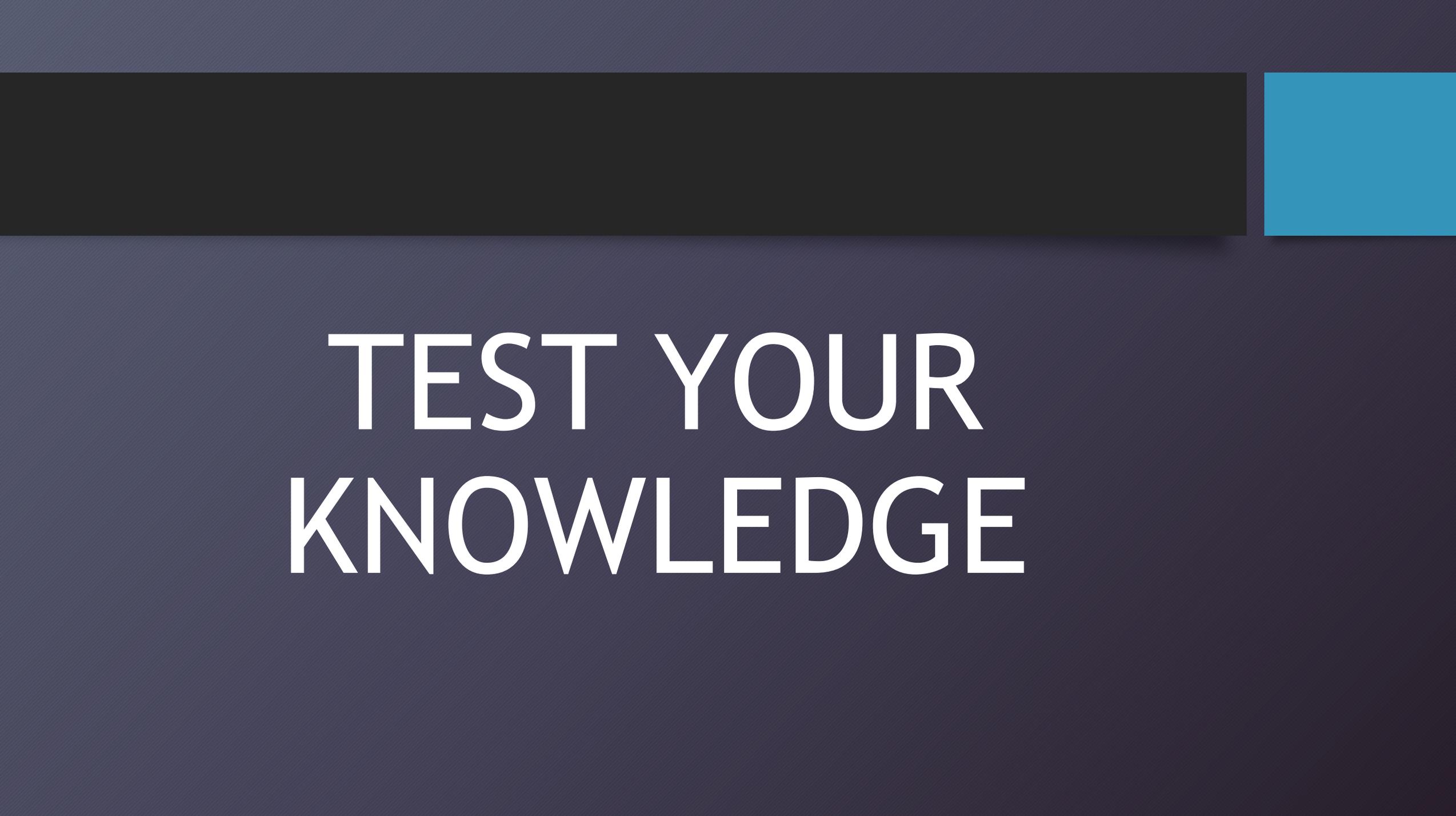
RSA/RSR: I have complied with all Arizona legal requirements relating to the Division's RSA/RSR program and am subject to a civil penalty if a violation occurs (A.R.S. § 3-3475).

RSR NAME _____ SIGNATURE _____ DATE

Civil Penalties

As an RSR, the Division relies on you to perform and certify to the Division that the work has been done correctly. Consumers in Arizona rely on you to ensure that they are getting what they pay for. As such, you may subject yourself to civil penalties for not submitting Placed in Service Reports, failing to follow Handbook 44, statutes, or rules. According to A.R.S. 3-3475, penalties could be:

- Up to \$1,000 civil penalty per violation.
- Up to a maximum of \$30-50,000 per 30 days.



**TEST YOUR
KNOWLEDGE**

Sample Question 1

Are specifications, tolerances, and technical requirements for commercial devices found in NIST Handbook 44?

A) Yes

B) No

Sample Question 2

Where can you find the NTEP Certificate of Conformance Number:

- A) The National Conference of Weights and Measures (NCWM) website
- B) The Department of Agriculture, Weights and Measures Services Division
- C) The device manufacturer
- D) The device nameplate if manufactured after January 1, 2003
- E) All of the above

Sample Question 3

The installation of a new device or the repair of a non-compliant device requires that a Placed in Service Report (PISR) be submitted to the Division within:

- A) 2 business days
- B) 5 calendar days
- C) 7 calendar days
- D) 10 business days

If mailing, it must be postmarked within 7 calendar days. If faxing or submitting an online PISR, it must be received within 7 calendar days.

Sample Question 3

The installation of a new device or the repair of a non-compliant device requires that a Placed in Service Report (PISR) be submitted to the Division within:

A) 2 business days

B) 5 calendar days

C) 7 calendar days

D) 10 business days

If mailing, it must be postmarked within 7 calendar days. If faxing or submitting an online PISR, it must be received within 7 calendar days.

Sample Question 4

An RSR cannot use tolerances for adjustment of devices?

- A) True
- B) False

True, see Handbook 44, G-UR.4.3. Use of Adjustments. - Weighing elements and measuring elements that are adjustable shall be adjusted only to correct those conditions that such elements are designed to control, and shall not be adjusted to compensate for defective or abnormal installation or accessories or for badly worn or otherwise defective parts of the assembly. Any faulty installation conditions shall be corrected, and any defective parts shall be renewed or suitably repaired, before adjustments are undertaken. **Whenever equipment is adjusted, the adjustments shall be so made as to bring performance errors as close as practicable to zero value.**

Sample Question 5

An RSR can leave their license at the office while performing RSR duties?

- A) True
- B) False

Sample Question 6



What fee codes apply to this dispenser in:

Yuma (outside area A): 016

Apache Junction (in area A): 216

Sample Question 7

What fee codes apply to this dispenser in:

Flagstaff (outside area A): 014

Buckeye (in area A): 014

Only gasoline in area A uses the 211 through 218 fee codes. Diesel, ethanol flex fuel, and biodiesel never use 200 series fee codes.



Sample Question 8

When a device has been tagged with a red tag, who can make the repairs ?

- A) The owner/operator
- B) A licensed RSR
- C) Weights and Measures Services Division staff

A.R.S. 3-3471(B)(1) allows a RSR to remove an official rejection tag placed on a commercial device.

Sample Question 9

If an RSR finds a device that is not certified as part of the certificate of conformance and is installed to fraudulently obtain consumer credit card information (a credit card skimming device such as may be installed in a fuel dispenser), they must.....

- A) Contact local law enforcement
- B) Report to the Division within one hour by phone or email
- C) Both of the above

See R3-7-602(B)(1)(f)

Sample Question 10

Where would you look to find out specific device information, such as if a device requires a security seal and the location it should be installed?

- A) Handbook 44
- B) Arizona Revised Statutes
- C) The Division website
- D) The Certificate of Conformance (C of C) for the device

Resources

Resource Title	Website Link
RSR/RSA Licensing Information	https://agriculture.az.gov/weights-measures/licensing/registered-service-representative-or-agent
Arizona Revised Statutes (ARS), Title 3, Chapter 19, Articles 4 and 5	https://www.azleg.gov/arsDetail/?title=3 (See Chapter 19)
Arizona Administrative Code (AAC), Title 3, Chapter 7, Article 6	http://apps.azsos.gov/public_services/Title_03/3-07.pdf
Handbook 44	https://www.nist.gov/pml/weights-and-measures/nist-handbooks#
Handbook 112 (optional)	https://www.nist.gov/pml/weights-and-measures/nist-handbooks#
NTEP Certificate of Conformance Lookup	http://www.ncwm.net/ntep/cert_search
CTEP Certificate of Conformance Lookup	https://www.cdfa.ca.gov/dms/ctep.html
Arizona Licensing Fee Codes	https://agriculture.az.gov/weights-measures/licensing (See Fees, Penalties, and Charges under Important Documents)

QUESTIONS???

If you have any questions, contact
dwm@azda.gov or 602-542-4373