

PLACED IN SERVICE REPORT FOR LARGE CAPACITY SCALES



(Manufacturer's rated capacity over 1,160 lbs)

I am unable to fully complete this form and would like assistance.

Mailing address

Business name _____ Phone # _____
 Contact name _____ Email _____
 Address _____
 City/st/zip _____

Scale location address

Business name _____ Phone # _____
 Contact name _____ Email _____
 Address _____
 City/st/zip _____

Scale information

Weighing element-	Make: _____	Model: _____	NTEP CC#: _____	Nominal capacity: _____	Min division: _____	Nmax: _____
	S/N: _____	CLC: _____		# of sections: _____	Length: _____	Width: _____
Indicator-	Make: _____	Model: _____	NTEP CC#: _____	S/N: _____	Class: _____	Nmax: _____
Load cells-	Make: _____	Model: _____	NTEP CC#: _____	Vmin: _____	Nmax: _____	
	Number of load cells: _____	Serial number(s): _____				

Installation type (check one)

New scale installation Replaces existing scale Submitting report for lost repair tag, Tag # _____

Application (check one)

Automatic bulk weighing system Belt conveyor Dormant Hopper Livestock Vehicle Other (describe) _____

Installer responsibilities

Devices must

- comply with the National Institute of Standards and Technology, Handbook 44, current adopted edition.
- have intact security seals and must not have access to external calibration, unless equipped with an approved audit trail.
- be installed within applicable tolerances, not predominantly in favor of the device user, and adjusted as closely as practicable to zero.
- have an active National Type Evaluation Program (NTEP) Certificate of Conformance (CC) unless exempt.
- be installed in accordance with manufacturer's instructions.

Installed by

Self, or Service person
 (if installed by service person complete the following):

Service company _____ Date installed _____
 Contact name _____
 Address _____ Phone # _____
 City/st/zip _____ Email _____

Important reminders

- Oregon law requires weighing and measuring devices to be licensed prior to being used in commercial transactions.
- This form is only to be submitted for commercially used scales with manufacturer's rated capacities 1,161 pounds and up.
- Placed in Service Reports shall be submitted within 24 hours of placing a device into service.
- The service person shall provide a copy of the Placed in Service Report to the owner/operator of the device.

Instructions for completing this form

Request assistance

If you are unable to fully complete this form, please check the box to request assistance. Either someone from our office will contact you or the report will be forwarded to your inspector for follow-up.

Mailing address

Mailing address for the owner/operator of the equipment. All licensing correspondence will be sent to the mailing address.

Scale location address

Address where the scale is located. If the location address is identical to the mailing address you may write "same as above" and leave the rest blank. A separate form must be completed for different locations.

Scale information

This section applies to the scale being placed into service. Use a separate form for each scale placed into service.

Weighing element	Use this section for information on the weighing/load receiving element.
Indicator	Use this section for information on the indicating element.
Load cells	Use this section for information on the load cells.
Make:	Name of the company that manufactured the device.
Model number:	Model number for the device.
NTEP CC#:	National Type Evaluation Program (NTEP) Certificate of Conformance (CC) number. Devices used in commercial transactions must have an NTEP CC unless exempt. You may find NTEP CC numbers online at http://www.ncwm.net/certificates , or by contacting the seller or manufacturer of the device. Scales manufactured after 1/1/2003 are required to display the CC# on the I.D. tag.
Nominal capacity:	Nominal capacity of the scale. Devices are licensed according to rated capacity.
Min division:	Minimum division size. This is the smallest subdivision of scale indications. For example, if the smallest increment your scale reads out in is 2 pounds, then your division size is 2.
Nmax:	Maximum number of scale divisions allowed by the manufacturer.
S/N:	Serial number.
CLC:	Concentrated load capacity as rated by the manufacturer.
# Sections:	Number of sections of the scale weighing element.
Length:	Total length of the entire weighing element (including all sections).
Width:	Total width of the entire weighing element (including all sections).
Class:	Scale accuracy class: I, II, III, IILL, or ILLL.
Vmin:	Minimum load cell verification interval into which the load cell measuring range can be divided.
Number of load cells:	Total number of load cells.
Serial number(s):	Serial numbers of all load cells.

Installation type

Check only one box. The installation must either be: a new installation, a replacement of an existing device, or repairs to an existing scale for which a repair tag and/or stop use tag was issued and lost.

Application

Check only one box to describe the scale application.

Installer responsibilities

Responsibilities of the person installing the scale. This may be an owner, operator, or service person.

Installed by

If the owner or operator is completing the form and the contact information is the same as the top of the form, you may check "Self" and skip ahead to the date installed.

If installed by a service person, check the service person box and enter the following: the service company name, contact name, address, and phone number or email address of the person installing the meters.

Date installed

The date the scale was installed. If the scale was already in place and was either repaired or being newly licensed, put the date the form is being completed.

Submit the form by one of the following methods

fax: 503-986-4784

e-mail: msd-info@oda.state.or.us

mail: Oregon Department of Agriculture, Measurement Standards, 635 Capitol St NE, Salem, OR 97301-2532.