



(HEMP)

**Mailing address**

Business name: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/st/zip: \_\_\_\_\_

Phone # \_\_\_\_\_  
Email \_\_\_\_\_

**Scale location address**

Check here if the location address is the mailing address:

Business name: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/st/zip: \_\_\_\_\_

Phone # \_\_\_\_\_  
Email \_\_\_\_\_

**Scale information**

| Manufacturer | Model number | NTEP CC #<br>(Certificate of Conformance) | Mfg. rated capacity | Division size | # Scales installed | Intended use |
|--------------|--------------|---|---------------------|---------------|--------------------|--------------|
| 1. _____     | _____        | _____                                     | _____               | _____         | _____              | _____        |
| 2. _____     | _____        | _____                                     | _____               | _____         | _____              | _____        |
| 3. _____     | _____        | _____                                     | _____               | _____         | _____              | _____        |
| 4. _____     | _____        | _____                                     | _____               | _____         | _____              | _____        |

**Installation type (check one)**

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

**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) (e.g. 00-000).
- be installed in accordance with manufacturer's instructions.

**Installed by**

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

Date installed \_\_\_\_\_

Service company: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/st/zip: \_\_\_\_\_

Phone # \_\_\_\_\_  
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 from 0 to 1,160 pounds.
- 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(s) being placed into service. Multiple scales may be listed on the same line if they are the same model and size. If system components are covered under different NTEP CCs then you must list them separately (for example, if the indicator and weighing element have different NTEP CCs list them on separate lines).

### Manufacturer

Name of the company that manufactured the scale.

### Model number

Model number for the scale.

### NTEP CC#

National Type Evaluation Program (NTEP) Certificate of Conformance (CC) number. Scales used in commercial transactions must have an NTEP CC (e.g. 00-000). You may find NTEP CC numbers online at <http://www.ncwm.com/ntep-certificates>, or by contacting the seller or manufacturer of the scale. Scales manufactured after 1/1/2003 are required to display the CC# on the I.D. tag.

### Mfg rated capacity

Manufacturer's maximum rated capacity of the scale. Devices are licensed according to rated capacity.

### Division size

Scale division size. This is the smallest subdivision of scale indications. For example, if the smallest increment your scale reads out in is 0.01 pound then your division size is 0.01.

### # Scales installed

Total number of scales of the same model and size being placed into service.

### Intended use

The type of product the scale is being used to weigh. For example: food, produce, seed, hardware, parcel shipping, etc.

### Installation type

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

### 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 scale.

### 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

e-mail: [owm@oda.oregon.gov](mailto:owm@oda.oregon.gov)

mail: Oregon Department of Agriculture, Weights & Measures Program, 635 Capitol St NE, Salem, OR 97301-2532.