



Seven Points to Remember

1. BASIC RESPONSIBILITIES

You are responsible for all commercial weighing or measuring devices that you own or operate. This includes assuring that all weighing and measuring devices used commercially in Oregon;

- are legal for trade and have a National Type Evaluation Program Certificate of Conformance (NTEP CC)
- are suitable for their intended service by design, size, capacity, flow rate, and resolution.
- are installed according to the manufacturer's instructions (scales are calibrated and leveled before use)
- when used in direct sales; be installed so that the indicator may be read from a reasonable customer position.

Commercial use: If a weighing or measuring device is used in a commercial transaction, regardless how, then its use is very likely commercial.

2. INACCURATE EQUIPMENT

You are responsible for the accuracy of all commercially weighing and measuring equipment which you own or operate. If you have reason to believe that your equipment is incorrect you must take prompt action to correct it. A competent service technician may be needed to make the necessary adjustments or repairs before returning the equipment to service.

3. TESTING ARRANGEMENTS

A weights and measures inspector will evaluate each licensed commercial measuring device annually to verify accuracy and adherence to nationally accepted standards for commercial use. It is your obligation to facilitate testing by providing cooperation, equipment, accessories, labor, etc as may be necessary to complete the test procedures in a reasonable amount of time. For example, the inspector may require the use of a forklift and qualified driver to complete an evaluation of a common commercial floor scale.

4. APPROVAL SEALS

Oregon Weights and Measures approval seals are applied only to those examined devices that meet all appropriate design, installation, use, and accuracy requirements at the time of the evaluation. A suitable quality control program which involves regularly cleaning, servicing, and testing of the measuring device is required to ensure continued performance of the device.

5. SECURITY SEALS

The State of Oregon requires metrological sealing of all calibration functions of weighing and measuring devices used commercially within the state. A seal may be in the form of a lead and wire seal, a tamper proof pressure seal, or an electric audit trail integral to the device's software. This serves as a basic level of assurance that the equipment has not been tampered with to commit fraud.

6. LICENSING

The State of Oregon requires annual licensing of certain commercial measuring devices before they are placed into commercial service. Licensing is required for;

- All commercial scales regardless of use (this requirement includes all mass flow meters)
- All commercial meters used to measure liquid fuels (including motor fuel dispensers, bulk fuel meters, vehicle tank meters, etc.)

7. PLACED IN SERVICE

All weighing and measuring equipment used in Oregon must be placed into service prior to use in commerce which identifies the device, the date placed into service, and the location it will be used. Placed in Service reports are required when 1) a new device is installed, 2) a device is replaced, or 3) the metrological seal was broken and replaced to recalibrate the device. To place the device into service complete and return a "Placed in Service Report" form.

License applications and Placed in Service report forms, and additional information may be found at:
<https://oda.direct/msdLicenses>.

Questions? Contact the Oregon Weights and Measures Program at;

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