

Information on

**Placed in Service Report Forms
For Weighing & Measuring
Devices**

Provided by

Oregon Department of Agriculture
Weights & Measures
635 Capitol Street NE
Salem Oregon 97301

Phone: (503) 986-4670
Fax: (503) 986-4784
Email: msd-info@oda.state.or.us
Web: oregon.gov/ODA/MSD

March 2014

Placed in Service Information

Questions & Answers

1. What is Placed in Service?

“Placed in Service” means to install or repair following official rejection of any weighing or measuring device used commercially or intended to be used commercially.

2. What is a Placed in Service Report?

The Placed in Service Report is available from the Weights & Measures Program. It must be completed and returned to the program area when new and/or used devices are newly installed or restored to service after official rejection by the Weights & Measures program. Properly completed rejection tag(s) shall suffice in lieu of a Placed in Service Report for device(s) restored to service following official rejection.

3. Where do I get Placed in Service Reports?

Contact the Oregon Department of Agriculture, Weights & Measures, 635 Capitol Street NE, Salem, Oregon 97301-2532, or you may call the Division at (503) 986-4670. You may download Placed in Service Reports our web site at http://oregon.gov/ODA/MSD/pisr_info.shtml.

4. When does the Placed in Service Report need to be completed?

The placed in service report needs to be completed and mailed to the Weights & Measures program within 24 hours of:

- (a) placing a newly installed device in service, or
- (b) restoring to service a device after its official rejection . Properly completed rejection tag(s) shall suffice in lieu of a Placed in Service Report for device(s) restored to service following official rejection.

5. How long do I have to submit the Placed in Service Form?

The placed in service form must be mailed to the Weights & Measures program within 24 hours of the time the device is placed in service.

6. Can the newly installed weighing or measuring device be used by the operator prior to being examined by the Weights & Measures inspector if a Placed in Service Report is not filled out properly and mailed in the specified time?

No. A weighing or measuring device cannot be used commercially if all of the Placed in Service requirements are not met.

7. What do I do with the three copies of the Placed in Service Form?

The original (white) copy is to be mailed to Weights & Measures within 24 hours of the device being placed in to service. The duplicate (yellow) copy is to be delivered to the owner of the device. The triplicate (pink) copy is retained by the serviceperson or service agency for their records.

8. How long should the serviceperson or service agency retain their copy of the Placed in Service Report?

There is no required time limit for retention of these records. The serviceperson or service agency can retain them for their records or dispose of them.

9. How long does the owner of the device need to retain their copy of the Placed in Service Report?

If the devices are being used prior to an official examination by Weights & Measures, the owner of the device **must** retain their copy of the Placed in Service Report until the device(s) are examined by a Weights & Measures representative. The owner's copy serves as documentation that the devices have been installed and calibrated within the applicable tolerances.

10. Can the Placed in Service Report be faxed into Weights & Measures?

Yes, provided that the operator receives their copy of the report as well. The fax number of the Measurement Standards Division is (503) 986-4784. If you fax it in you do not need to send the original in the mail.

11. Can I complete the Placed in Service Report on Weights & Measures website?

No, this is not available at this time. However, you can download Placed in Service Forms online, to mail or fax to the division. Weights & Measures web site address is http://oregon.gov/ODA/MSD/pisr_info.shtml.

12. Can I telephone the Placed in Service information in to Weights & Measures?

No. The information is required to be in writing and provides documentation that the Placed in Service requirements have been met.

13. Do I have to fill out a Placed in Service Report if I perform maintenance on, install, or repair my own devices?

No. You do not have to submit a Placed in Service Report if you are conducting routine maintenance or repair on a device that has not been officially rejected by Weights & Measures. However, if you are installing a device or repairing a device which has been officially rejected by Weights & Measures, you must submit a Placed in Service Report or fill out the rejection tag and submit it to Weights & Measures.

14. How does this effect my company's maintenance person who services all of my weighing and measuring devices once a month?

It does not. Routine maintenance does not require a Placed in Service Report unless it involves restoring to service a device that has been officially rejected by Weights & Measures.

15. I operate a construction company. We just built a new fueling station and installed equipment. We do not adjust or service the equipment. Who is responsible for complying with the Placed in Service Regulation?

You are. As the installer, you are responsible for seeing that all placed in service requirements are met prior to placing device(s) in to commercial use.

16. As the owner of a business, I purchase and install my own weighing or measuring device(s). I am not a service person or a service agency. Am I required to fill out a Placed in Service Report?

Yes. As the installer, you are responsible for seeing that all placed in service requirements are met prior to placing device(s) in to commercial service.

17. Who is responsible for ensuring that a Placed in Service Report is submitted?

The service person or service agency is responsible. However, it is the device operator's responsibility to ensure that the device(s) are licensed and that they have in their possession a completed Placed in Service Report.

18. What is a service person or service agency?

(a) "Service Agency" means any agency, firm, company or corporation which for hire, award, commission, or any other payment of any kind, installs, services, repairs or reconditions a commercial weighing or measuring device.

(b) "Serviceperson" means any individual who for hire, award, commission, or any other payment of any kind, installs, services, repairs, or reconditions a commercial weighing or measuring device.

19. If I buy a weighing or measuring device, who is responsible to see that it meets the Placed in Service requirements?

If you are the individual or the company placing the device into commercial service, then you are responsible for meeting all Placed in Service requirements.

20. What if I buy a device, not intending to use it commercially and then later decide to put it into commercial use?

At the time the device is put into commercial use, a Placed in Service Report must be submitted and the device must meet all of the current specifications and tolerances for a commercial device.

21. If I replace a component on a device, do I need to fill out a Placed in Service Report?

No, unless the repair is in response to an official rejection and the Repair Orders have been lost.

22. If a service company replaces an existing licensed device with a new device, is a Placed in Service Report required?

Yes. That device must meet all of the current specifications and tolerances for commercial devices.

23. As a device sales company, a customer buys a device from us, and installs it themselves. Who is responsible for filling out a Placed in Service Report?

(a) If the device owner installs the device themselves and it is to be used commercially, then it is the device owner's responsibility to complete the Placed in Service Report, however,

(b) the device sales company may provide a copy of the Placed in Service Report to the buyer or advise the buyer to contact Weights & Measures to receive a copy, or

(c) the device sales company may complete and distribute a Placed in Service Report for the buyer at the time of the sale.

24. I perform routine maintenance on a customer's weighing or measuring device. Do I need to complete a Placed in Service Report?

No. In the case of routine maintenance, Placed in Service Reports are not required.

25. I just repaired a customer's weighing or measuring device which was tagged by a Weights & Measures official. Do I need to send in a Placed in Service Report?

No, provided that the Repair Order(s) is/are completed and the Repair Order(s) is/are mailed into Weights & Measures office within 24 hours of repair.

26. I placed in service several devices for a customer. Do I need to fill out a Placed in Service Report for each device?

No. Multiple devices may be placed on the same Placed in Service Report, except for large capacity scales (manufacturer rated capacity 1,161 lbs and up) which must be reported individually on separate Placed in Service Reports.

27. If a Weights & Measures inspector has rejected a weighing or measuring device and I am unable to locate the repair orders (tags) and mail them into Weights & Measures, do I need to complete a Placed in Service Report?

Yes. If the tags are not available, a Placed in Service Report must be completed indicating that the Repair Orders (tags) are lost. The Report must be mailed to Weights & Measures within 24 hours after completing the repairs and the tag number(s) should be indicated on the Placed in Service Report.

28. As a serviceperson or service agency, what are my responsibilities?

The Serviceperson or Service Agency is responsible for placing in service, installing, repairing, and adjusting devices such that:

- (1) the devices are in compliance with all applicable requirements of the 2004 Edition of the National Institute of Standards and Technology (N.I.S.T.) Handbook 44,
- (2) the devices are issued an active National Type Evaluation Program (N.T.E.P.) Certificate of Conformance (CC) on the entire weighing or measuring system unless otherwise exempted,
- (3) the devices are installed in accordance with the manufacture's instructions,
- (4) the devices are adjusted within applicable tolerances and not Predominantly in Favor of the device user,
- (5) the devices are adjusted as closely as practicable to zero error,
- (6) security seals are appropriately affixed to any mechanism designed to be sealed, and
- (7) a Placed in Service Report is completed and distributed as required in 603-027-0690.

29. Who is responsible for calibrating weighing and measuring devices prior to sending in a Placed in Service Report?

- (a) If the device owner installs the device themselves and it is to be used commercially, then it is the device owner's responsibility to calibrate all devices to as close to zero error as possible and within applicable tolerances.
- (b) If the serviceperson or service agency installs the device, then it is the service person or service agency's responsibility to calibrate all devices to as close as possible to zero error and within applicable tolerances.

30. What requirements must be met before a newly installed weighing or measuring device can be used commercially?

A weighing or measuring device shall not be used commercially in the State of Oregon until:

- (1) it is licensed as required in ORS 618.121,
- (2) and either
 - (a) a Placed in Service Report is completed and distributed as required in OAR 603-027-0690, or
 - (b) express permission is given to the device owner or operator by a representative of Weights & Measures.
- (3) the devices are in compliance with all applicable requirements of the 2004 Edition of the National Institute of Standards and Technology (N.I.S.T.) Handbook 44,
- (4) the devices are issued an active National Type Evaluation Program (N.T.E.P.) Certificate of Conformance (CC) on the entire weighing or measuring system unless otherwise exempted,
- (5) the devices are installed in accordance with the manufacture's instructions,
- (6) the devices are adjusted within applicable tolerances and not Predominantly in Favor of the device owner or operator,
- (7) the devices are adjusted as closely as practicable to zero error, and
- (8) security seals are appropriately affixed to any mechanism designed to be sealed.

31. Who is responsible for licensing a weighing or measuring device prior to placing it into commercial service?

It is the responsibility of the owner and/or operator of the device to:

- (a) obtain a device license from Weights & Measures prior to commercial use, or
- (b) obtain express permission from Weights & Measures to use the weighing or measuring device prior to obtaining a license.

32. Can I put newly installed devices and rejected devices restored to service on the same Placed in Service Report?

No. Newly installed device(s) are to be reported on a Placed in Service Report, while repaired rejected devices should be reported by filling out and returning the Repair Orders.

33. Can a company's installation or device test report serve in lieu of Weights & Measures Placed in Service Report?

No. A Placed in Service Report is to be submitted on all newly installed devices.

34. What does “predominately in favor” mean?

“Predominately in Favor” means any and all weighing or measuring equipment, by group or entirety, in service at a single place of business found to be in error predominantly in a direction favorable to the device owner or operator. Predominately in favor would apply if more than 50% of the total devices have errors in favor of the device owner or operator; or in the case of measuring devices, if more than 50% of the devices dispensing any single product or grade have errors in favor of the device owner or operator.

35. What is NTEP?

NTEP is an abbreviation for the National Type Evaluation Program. When a weighing or measuring device manufacturer wishes to sell a piece of equipment for commercial use, they submit a model of the device to a NTEP Participating Laboratory for evaluation. The equipment is thoroughly tested and checked for compliance with all applicable National Institute of Standards and Technology (NIST) Handbook 44 requirements. If the equipment is approved, it is issued a Certificate of Conformance (CC), thus an NTEP CC. This NTEP Certificate helps assure the user, service agency, and the Measurement Standards official that the equipment is “legal for trade”.

36. Where can I find out more about NTEP (National Type Evaluation Program) and Certificates of Conformance?

You can visit the NTEP web page at <http://ncwm.net/ntep>, or you can contact Weights & Measures at (503) 986-4670.

37. What is a security seal?

A “security seal” provides security for any mechanism or component of a weighing or measuring device that can affect its accuracy and can easily be adjusted. Security seals may be in the form of a physical “lead-and-wire” seal, wire-and-crimp, paper seal, or electronic seal. To adjust the mechanism, the security seal would have to be broken, thus it provides a level of assurance that a device has not been tampered with since its last calibration.

38. Who is responsible for ensuring that security seals are in place on devices placed into service?

- (a) If the device owner installs the device themselves and it is to be used commercially, then it is the device owner’s responsibility to ensure that all security seals are in place prior to the device being placed into commercial service.
- (b) If the serviceperson or service agency installs the device, then it is the service person or service agency’s responsibility to ensure that all security seals are in place prior to the device being placed into commercial service.

39. Where can I obtain a copy of NIST Handbook 44?

To view the handbook online, go to: <http://ts.nist.gov/ts/htdocs/230/235/pubs.htm>.

OREGON ADMINISTRATIVE RULES
Chapter 603, Division 027 - Department of Agriculture
(Revised March 2014)

Placed In Service Requirements

603-027-0670 Definitions

As used in this Chapter, unless the context requires otherwise:

(1) "Placed in Service" means to install or repair following official rejection of any weighing or measuring device used commercially or intended to be used commercially.

(2) "Predominantly in Favor" means any and all weighing or measuring equipment, by group or entirety, in service at a single place of business found to be in error predominantly in a direction favorable to the device owner or operator:

(a) More than 50 percent of the total devices with errors in favor of the device owner or operator, and

(b) In the case of measuring devices, more than 50 percent of the devices dispensing any single product or grade with errors in favor of the device owner or operator. Devices that are not consistently minus (i.e. have either one "zero" or one "plus" error in addition to one minus error) on either the normal or special test will not be included in the calculations to determine if the entire site or a specific product or grade is predominantly minus.

(3) "Repair," in any of its variant forms, means to adjust or recondition any weighing or measuring device following official rejection.

(4) "Service Agency" means any agency, firm, company or corporation which for hire, award, commission, or any other payment of any kind, installs, services, repairs or reconditions a commercial weighing or measuring device.

(5) "Serviceperson" means any individual who for hire, award, commission, or any other payment of any kind, installs, services, repairs, or reconditions a commercial weighing or measuring device

603-027-0680 Placed in Service

A weighing or measuring device shall not be used commercially in the State of Oregon until:

(1) It is licensed as required in ORS 618.121,

(2) Either:

(a) A Placed in Service Report is completed and distributed as required in OAR 603-027-0690, or

(b) Express permission is given to the device owner or operator by a representative of Weights & Measures,

- (3) The devices are in compliance with all applicable requirements of the 2004 Edition of the National Institute of Standards and Technology (N.I.S.T.) Handbook 44,
- (4) The devices are issued an active National Type Evaluation Program (N.T.E.P.) Certificate of Conformance (CC) on the entire weighing or measuring system unless otherwise exempted,
- (5) The devices are installed in accordance with the manufacture's instructions,
- (6) The devices are adjusted within applicable tolerances and not Predominantly in Favor of the device owner or operator,
- (7) The devices are adjusted as closely as practicable to zero error, and
- (8) Security seals are appropriately affixed to any mechanism designed to be sealed.

603-027-0690 Placed in Service Report

Weights & Measures shall make available to each Service Agency report forms to be known as "Placed in Service Reports." A Serviceperson or a serviceperson representing a Service Agency shall sign such a form and execute it in triplicate for each rejected device restored to service and for each newly installed device placed in service. Properly completed rejection tag(s) shall suffice in lieu of a Placed in Service Report for device(s) restored to service following official rejection. Within 24 hours after a device is restored to service, or placed in service, the original of the properly executed Placed in Service Report or any completed official rejection tag removed from the device, shall be mailed Weights & Measures, 635 Capitol Street NE, Salem, Oregon, 97301-2532. The duplicate copy of the report shall be handed to or mailed to the owner or operator of the device, and the triplicate copy of the report shall be retained by the Serviceperson or Agency.

603-027-0700 Responsibilities of Serviceperson or Service Agency

The Service person or Service Agency is responsible for placing in service, installing, repairing, and adjusting devices such that:

- (1) The devices are in compliance with all applicable requirements of the 2004 Edition of the National Institute of Standards and Technology (N.I.S.T.) Handbook 44,
- (2) The devices are issued an active National Type Evaluation Program (N.T.E.P.) Certificate of Conformance (CC) on the entire weighing or measuring system unless otherwise exempted,
- (3) The devices are installed in accordance with the manufacture's instructions,
- (4) The devices are adjusted within applicable tolerances and not Predominantly in Favor of the device user,
- (5) The devices are adjusted as closely as practicable to zero error,
- (6) Security seals are appropriately affixed to any mechanism designed to be sealed, and
- (7) A Placed in Service Report is completed and distributed as required in 603-027-0690.