



PLACED IN SERVICE REPORT

Utah Department of Agriculture and Food
REGULATORY SERVICES - WEIGHTS AND MEASURES PROGRAM
4315 South 2700 West TSOB Bldg. Floor 2 Taylorsville, Utah 84129-2128
Fax: 1-385-465-6023 Office: 1-801-982-2260 Email: udaf-measures@utah.gov

Date work was performed: _____

Please indicate the number of each device placed into service

Small Scale \leq 1000 lb. _____	Retail Motor Fuel Dispensers _____
Large Scale $>$ 1000 lb. _____	Rack Meters _____
LPG (Propane Meters) _____	Vehicle Tank Meters (1 report per truck) _____
Water Meters _____	Other _____

Make _____ Model # _____ NTEP CC # _____

Serial # _____

- ☐ New install (if large scale - contact UDAF Weights & Measures office **BEFORE** installing)
- ☐ Calibration/Repair

Business Name: _____

Business Address: _____

Type of Work Performed: _____

Installer Responsibilities:

- **Must be completed and submitted by email or fax within 24 hours**
- Devices **must** comply with NIST **Handbook 44** current edition, & State Regulations R-70
- Have intact security seals or equipped with approved audit trail
- Install within acceptance tolerance, not predominantly in favor of device user, & close as able to zero
- Install in accordance with manufacturer's instructions
- All commercially used devices must be registered with Weights & Measures

Service Company Name: _____

Calibration Certificate #: _____

Print Technician Name & Registration #: _____

Sign Name: _____ Date _____

Instructions for completing this form

Date work was performed – date when service was performed

Device placed into service – number of devices calibrated

Make – Name of the company that manufactured the device

Model # - Model number for the device

NTEP CC # - National Type Evaluation Program (NTEP) Certificate of Conformance (CC) number. Scales used in commercial transactions must have a NTEP CC. You may find NTEP CC numbers on line at <https://www.ncwm.com/ntep-certificates> **Devices without a current NTEP Certification are prohibited from use in trade**

Serial # - Serial number for the device

New install – mark if the device is being newly installed. If it is a large scale being installed, contact our office to ensure all requirements will be met (example: 10' concrete approaches)

Calibration/Repair – mark if device is existing device that is being repaired or recalibrated

Business Name – The business name the device is located

Business Address – business address the device is located

Type of work performed – list what work was done (example calibrated Deli scale, Pump 3 octane 91 calibrated)

Service Company Name – who the service person works for

Calibration Certificate # - Provide Calibration Certificate numbers from a NIST recognized metrology lab for the standard used to place devices into service. Standard must be re-certified every 24 months.

Technician Name & Registration # - Who did the service

Information and forms available on our website:

<https://ag.utah.gov/businesses/regulatory-services/weights-measures/>