



May 13, 2016

DMS NOTICE
D - 16 - 03
RETAIN

TO: WEIGHTS AND MEASURES OFFICIALS

SUBJECT: Payment Card Skimmer Survey

The Division of Measurement Standards (DMS) requests assistance from the California Agricultural Commissioners and Sealers of Weights and Measures to identify and record observation of payment card skimming devices attached to, or otherwise associated with, motor fuel dispensers operated within the state.

Purpose

Data from this survey will help establish if payment card skimming devices exist within the state and if yes, to what extent. Subsequently, this data will help define the risk to consumers and businesses and what additional resources are necessary to reduce that risk.

Duration

The survey will begin July 1 and end December 31, 2016.

Scope

Inspections should be conducted at retail fueling stations only (no Cardlock facilities).

Sample Selection

- Select a minimum of 20% of the retail fueling locations within your jurisdiction.
- Open and examine a minimum of 20% of the dispensers at each location.
- Focus on dispensers with increased risk of skimmers:
 - Dispenser faces that are located with limited sight of the business's cashier, and
 - Dispenser faces that are located with limited view or non-existence of surveillance cameras.

Examination Protocol

If one or more skimmers are detected at a location:

- Obtain clear photographs of any skimmers "as found."
- Record information.
 - Document the following information:
 - Date
 - Time (24 hour)
 - Business name
 - Owner/operator
 - Product brand
 - Address
 - County



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Payment Card Skimmer Survey

- Surveillance video available (yes or no)
 - Number of skimmers located
 - Dispenser number
 - Dispenser manufacturer
 - Dispenser panel security sealed (yes or no)
 - Skimmer side of dispenser visible to the cashier (yes or no)
 - Skimmer(s) removed (yes or no; and if yes, by who)
 - Law enforcement agency contacted (yes or no)
 - Name of the law enforcement agency contacted
 - Comments
- Follow your county's established procedures for reporting skimmers to law enforcement and/or evidence collection.


Reporting Data

A new "Devices" section will be added to the county "undisclosed" link by July 1, 2016 for you to enter the data documented during your inspection. You may also upload photographs of skimmers. A unique identification will be automatically assigned to each inspection performed.

- Enter the information at least weekly.
 - Keeps records current.
 - Facilitates review of current facts.
 - Facilitates reporting current information in response to public records requests.
- Responding to complaints.
 - In addition to routine examinations at fueling stations, please enter data obtained as the result of a complaint or request from a station owner/attendant.

If you have questions, please contact Clark Cooney, Chief, Enforcement Branch, by email at clark.cooney@cdfa.ca.gov or by phone at (916) 229-3000.

Sincerely,



Kristin J. Macey
Director

cc: Gary Leslie, County/State Liaison, CDFA
Clark Cooney, Chief, Enforcement Branch, DMS