



CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE

Karen Ross, Secretary

January 13, 2017

DMS NOTICE  
D - 17 - 01  
RETAIN

**TO:** WEIGHTS AND MEASURES OFFICIALS

**SUBJECT:** Registered Service Agencies: Proof of Standards Certification

When a service agency registers their business with the Division of Measurement Standards (DMS) for the purposes of performing installation of and/or repair to commercial weighing and measuring devices, and when their agent(s) perform their work, the agency and agent are required to possess, or have available for use, certified standards that are suitable and sufficient to meet minimum testing requirements (California Business and Professions Code (BPC), Chapter 5.5, Sections 12533 and 12534).

County weights and measures inspectors do not often see service agents working on commercial devices, so they rarely have the opportunity to ask to see copies of certificates for standards, as authorized in the California Code of Regulations (CCR), Title 4, Division 9, Chapter 4 § 4085(a)(5).

DMS has determined that the best way to ascertain compliance with the certified standards requirement is to request this information directly from service agencies at time of registration or renewal. Effective January 1, 2017, service agencies applying for registration or renewing their registration must provide copies of certifications of their standards, or declare whose standards they use in the course of performing their work. Attached is a copy of the December 14, 2016 letter sent to the service agencies registered by DMS, plus copies of the newly revised registration and registration renewal applications.

If you have any questions regarding service agency standards certification requirements, please contact Tony Gruneisen, Principal State Metrologist at [anthony.gruneisen@cdfa.ca.gov](mailto:anthony.gruneisen@cdfa.ca.gov) or Clark Cooney, Chief, Enforcement Branch at [clark.cooney@cdfa.ca.gov](mailto:clark.cooney@cdfa.ca.gov). You may also reach these individuals by phone at (916) 229-3000.

Sincerely,

Kristin J. Macey  
Director

Enclosure

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





CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE

Karen Ross, Secretary

December 14, 2016

To: All Registered Service Agencies/Agents

Subject: Certified Standards Requirements

In order to maintain your current registration as a service agency with the California Department of Food and Agriculture (Department), you must possess (or have available for use) certified standards and testing equipment. This certification must be performed at least every two years, either by the Department, other NIST recognized state weights and measures laboratories, or other accredited (ISO/IEC 17025:2005 accreditation) metrology laboratories and be traceable to the National Institute of Standards and Technology (NIST).

For the Department to determine current certification of your agency's standards, the following change is effective January 1, 2017. Beginning with your next registration renewal, you are required to provide documentation of metrology laboratory certification for all standards used by your agents to install and repair commercial weighing and measuring devices in California. Failure to submit this documentation will delay issuance of your registration and may lead to enforcement actions by county or state weights and measures officials.

If you have questions about standards certification requirements, please contact Tony Gruneisen, Principal State Metrologist at [anthony.gruneisen@cdfa.ca.gov](mailto:anthony.gruneisen@cdfa.ca.gov) or (916) 229-4858.

Sincerely,

Kristin J. Macey  
Director

cc: Clark Cooney, Chief, Enforcement Branch



**APPLICATION TYPE**

**NEW:**

**AMENDED:**

*Current Registration Number:*

**A) BUSINESS INFORMATION**

Owner's Name:

Business Name / DBA:

Mailing Street Address:

Mailing City/State/Zip:

Phone:

E-mail:

Business Type / Structure:

Entity Number:

Registration Date:

**B) LOCATION(S) INFORMATION**

Primary Location Address:

City:

State:

Zip Code:

County:

Phone:

Additional Locations

Address:

City/State:

County:

Phone:

Address:

City/State:

County:

Phone:

Address:

City/State:

County:

Phone:

**D) AGENT(S) INFORMATION**

Name:

License No.

Name:

License No.

Name:

License No.

Name:

License No.

Name:

License No.

Name:

License No.

**FOR OFFICIAL USE ONLY**

RC Number:

Postmark Date:

RC Date:

Amt. Received:

Processed by:

Standards Verification Signature and Date:

## E) TYPES OF DEVICE(S) SERVICED

### MEASURING DEVICES

|                                    |                          |                          |                                     |
|------------------------------------|--------------------------|--------------------------|-------------------------------------|
| CNG Meters                         | <input type="checkbox"/> | <input type="checkbox"/> | Other Measuring Devices (Describe): |
| Cryogenic Liquid Measuring         | <input type="checkbox"/> |                          |                                     |
| Electric Vehicle Charging Stations | <input type="checkbox"/> |                          |                                     |
| Generic Retail Meters              | <input type="checkbox"/> |                          |                                     |
| Grain Moisture Meters              | <input type="checkbox"/> | <input type="checkbox"/> | Retail Motor Fuel Dispensers        |
| Hydrocarbon Gas Vapor Meters       | <input type="checkbox"/> | <input type="checkbox"/> | Taximeters and Odometers            |
| Hydrogen Dispensers                | <input type="checkbox"/> | <input type="checkbox"/> | Timing Devices                      |
| LNG Meters                         | <input type="checkbox"/> | <input type="checkbox"/> | Water Meters (Retail)               |
| LPG Meters                         | <input type="checkbox"/> | <input type="checkbox"/> | Water Meters (Submeter)             |
| Measuring System Software          | <input type="checkbox"/> | <input type="checkbox"/> | Watt-hour Meters (Electronic)       |
| Milk Meters                        | <input type="checkbox"/> | <input type="checkbox"/> | Vehicle Tank Meters                 |
| Multi-Dimension Measuring Devices  | <input type="checkbox"/> | <input type="checkbox"/> | Wholesale Liquid Meters             |

### WEIGHING DEVICES

|                                    |                          |                          |                            |
|------------------------------------|--------------------------|--------------------------|----------------------------|
| Belt Conveyor Scales               | <input type="checkbox"/> | <input type="checkbox"/> | Postal and Parcel Scales   |
| Heavy Industrial (5000 lbs +)      | <input type="checkbox"/> | <input type="checkbox"/> | Precision and Lab Balances |
| Light Industrial (up to 5000 lbs)  | <input type="checkbox"/> | <input type="checkbox"/> | Retail Point of Sale/ECR   |
| Monorail (Static and In-Motion)    | <input type="checkbox"/> | <input type="checkbox"/> | Weighing System Software   |
| Onboard Weighing Devices           | <input type="checkbox"/> | <input type="checkbox"/> | Wheel Loader Weighers      |
| Other Weighing Devices (Describe): | <input type="checkbox"/> | <input type="checkbox"/> |                            |

## E) REPORTS OF CERTIFIED STANDARDS REQUIREMENT (Check all that apply)

You are required to submit calibration reports for all standards used, except as noted below:

**My business uses certified standards owned by county weights and measures officials.**

Submit calibration reports for all standards except for the following: Taximeters, Vapor Meters, Water Meters, and Electric Watt-hour Meters.

**My business owns the standards used by my Agency/Agents.**

Submit your certifications or calibration reports for all standards used.

**My business uses third-party standards.**

Submit calibration reports from whomever owns the standards.

## F) FEES AND PAYMENT INFORMATION

To ensure timely processing of your application, you must include your certified standards information with your fees.

|                         | <b>FEES</b> | <b>COUNT</b> | <b>TOTAL</b>  |
|-------------------------|-------------|--------------|---------------|
| Primary Location        | \$200.00    |              | \$0.00        |
| Additional Location(s)  | \$100.00    |              | \$0.00        |
| Licensed Agents         | \$25.00     |              | \$0.00        |
| <b>TOTAL AMOUNT DUE</b> |             |              | <b>\$0.00</b> |

Make checks or money orders payable to: [CDFA 90351](#)

### MAIL YOUR PAYMENT(S) TO:

*Regular Mail:*

California Department of Food & Ag  
ATTN: Cashier's Office  
PO BOX 942872  
Sacramento, CA 94271-2872

*Overnight Mail:*

California Department of Food & Ag  
ATTN: Cashier's Office  
1220 N Street, Room 140  
Sacramento, CA 95814

Questions? Contact the RSA Licensing Desk by phone or email at: (916) 229-3000 or [dms@cdfa.ca.gov](mailto:dms@cdfa.ca.gov).

## H) SIGNATURE

By endorsing this document, you agree to abide by all provisions of the California Business and Professions Code, Division 5, Chapter 5, and the California Code of Regulations, Title 4, Division 9. This includes, but not limited to, the possession of sufficient standards for all agents and locations and the use of certified standards while installing or repairing equipment.

Signature:

Printed Name:

Title:

Date Signed:

E-Mail:

Phone: