

**California Department of Food and Agriculture (CDFA)
Division of Measurement Standards (DMS)**

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REGISTERED SERVICE AGENCY ADVISORY COMMITTEE AGENDA

Monday, September 29, 2025, from 1:00 P.M. – 4:00 P.M. (PDT)

Meeting Options

Physical Location:

Division of Measurement Standards
6790 Florin Perkins Road, Suite 100
Sacramento, CA 95828-1812

OR

Microsoft Teams (Teams):

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjJhNGYyYjQtNGYwOC00Y2UzLThiNmMtNWYwMDNhM2UxNWRk%40thread.v2/0?context=%7b%22Tid%22%3a%22afdfd251-a222-4897-8cba-ae68cabffbc%22%2c%22Oid%22%3a%2256832234-c161-46f3-b3f3-361fc4cd0bad%22%7d

Meeting ID: 292 667 888 684 3 • **Teams Passcode:** eg2z76uC

OR

Toll Free Number: 1 (279) 666-3094 US (Sacramento)

Phone Conference ID: 276 288 808#

Find your local number: <https://dialin.teams.microsoft.com/de682648-72a4-464e-b31c-9cd20a93014e?id=48144353>

All matters noticed on this agenda may be considered for action. Any item not so noticed will not be considered or discussed.

- A. CALL TO ORDER** (*Committee Chair, Lucian Stacy*)
- B. ROLL CALL OF MEMBERS** (*Lucian Stacy*)
- C. APPROVAL OF PRIOR MEETING MINUTES** (*Lucian Stacy*)

Prior Meeting Minutes for June 10, 2025, may be reviewed on CDFA-DMS' website at: <https://www.cdfa.ca.gov/dms/meetings.html>.

- D. REPORTS AND INFORMATION** (*Informational*)
 - 1. DMS Updates (*Samuel Ferris, DMS*)
 - 2. Committee Chair Updates (*Lucian Stacy*)

E. OLD BUSINESS

1. Posting a disclaimer to the [DMS RSA Listings](#) webpage next to “Agent List No Agency” saying, “These Service Agents Have A Valid License But Are Not Authorized To Be A Service Agent Unless Employed By A Service Agency.”
2. Recommended amendments to the [Placed in Service Report](#):
 - i. See [December 13, 2023, minutes of meeting](#) – Item F.2. [Section 4085] motion to modify regulations regarding Placed in Service Reports
 - ii. See April 1, 2025, minutes of meeting – Item E.1. and F.3. [changing Placed in Service Report] review motion to draft this document and modify regulations regarding Placed in Service Reports.
 - iii. See April 1, 2025, minutes of meeting – Item F.4. Ann Crowley’s recommendation to add check boxes to form: “Placed in Service,” “Cannot be Placed in Service,” or “Retired Device.”
3. Draft definition of Maintenance Location.
 - i. [July 2024 meeting minutes](#) Item F.2. about DMS defining maintenance locations.
4. Review and recommend changes to the new RSA Application and RSA Cancellation Forms:
 - i. Application
 - ii. Cancellation
5. Review Draft of a Recommendation Paper regarding “repairs” and devices found out of tolerance (*Lucian Stacy*)
 - i. Arizona’s Weights and Measures Self-Study Course PDF
 - ii. Arizona’s Law – [Prohibited Acts \(R3-7-604\(B\)\)](#)
 - a. File a fraudulent Placed in Service Report
 - b. Delegate licensed authority to an unlicensed person
 - c. Perform a function without certified equipment
 - d. Install or place in service a commercial device before satisfying all of the statutory and rule requirements
 - e. Fail to report to the Division a commercial device that is found to be out of compliance**
 - f. Install, calibrate, or repair a commercial device without placing a decal or label on the device as prescribed by the associate director
 - g. Leave a location where there is a non-compliant commercial device without securing the commercial device from commercial use**
6. Review Regulation Proposal for Out of Tolerance Devices (attachment)

F. NEW BUSINESS

1. Consider adding additional committee officers. (e.g. Vice Chair or secretary)
2. Consider implementing max term limits for members and officers.
3. Consider submitting RSA applications and forms only electronically online to the RSA Portal, and no longer by mail on hardcopy forms.
4. Average California service agent salary – internet search results.

G. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

H. NEXT MEETING AGENDA

I. ADJOURNMENT

AMERICANS WITH DISABILITIES ACT

All Committee meetings must be accessible to the physically disabled. Any person needing a disability-related accommodation or modification to attend or participate in any Committee or subcommittee meetings or other Committee activities may request assistance by contacting Cameron Perez at the Division of Measurement Standards at cameron.perez@cdfa.ca.gov or (916) 229-3000. Providing your request at least ten (10) calendar days before the meeting will help ensure availability of the requested accommodation.