

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 <u>anthony.gruneisen@cdfa.ca.gov</u> or Clark Cooney, Chief, Enforcement Branch at <u>clark.cooney@cdfa.ca.gov</u>. You may also reach these individuals by phone at (916) 229-3000.

Sincerely,

Krishing Many

Kristin J. Macey Director

Enclosure

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





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 <u>anthony.gruneisen@cdfa.ca.gov</u> or (916) 229-4858.

Sincerely,

Krishing Many

Kristin J. Macey Director

cc: Clark Cooney, Chief, Enforcement Branch



STATE OF CALIFORNIA

Department of Food and Agriculture Division of Measurement Standards DMS Form 44-062 (Rev. 11/2019)

REGISTERED SERVICE AGENCY (RSA) PROGRAM BUSINESS APPLICATION

APPLICATION TYPE

NEW:

AMENDED:

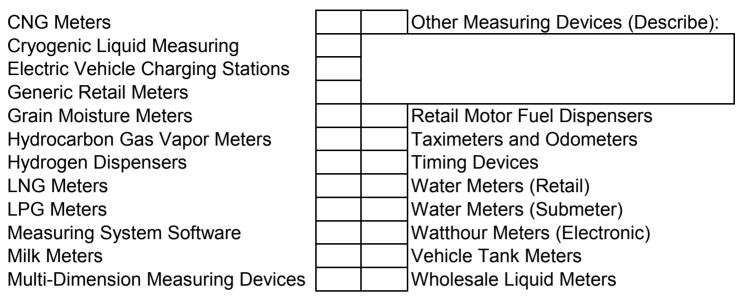
Current Registration Number:

| | | gistration 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: Address: | Phone: City/State: | |
| County: | Phone: | |
| Address: | City/State: | |
| County: | Phone: | |
| county. | i nono. | |
| D) AGENT(S) INFORMATION | | |
| Name: | License No. | |
| FO | R OFFICIAL USE ONLY | |
| RC Number: | Postmark Date: | |
| RC Date: | Amt. Received: | |
| Processed by: | | |
| | 1 | |

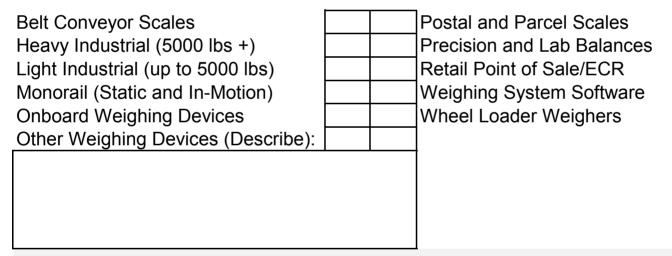
Standards Verification Signature and Date:

E) TYPES OF DEVICE(S) SERVICED

MEASURING DEVICES



WEIGHING DEVICES



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 Watthour 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.

\$0.00

| | FEES | COUNT | TOTAL |
|------------------------|----------|-------|--------|
| Primary Location | \$200.00 | | \$0.00 |
| Additional Location(s) | \$100.00 | | \$0.00 |
| Licensed Agents | \$25.00 | | \$0.00 |
| | | | |

TOTAL AMOUNT DUE

Make checks or money orders payable to: CDFA 90351

MAIL YOUR PAYMENT(S) TO:

| Regular Mail: | Overnight Mail: |
|--|---|
| California Department of Food & Ag ATTN: Cashier's Office PO BOX 942872 Sacramento, CA 94271-2872 | California Department of Food & Ag ATTN: Cashier's Office 1220 N Street, Room 140 Sacramento, CA 95814 |
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Questions? Contact the RSA Licensing Desk by phone or email at: (916) 229-3000 or 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: |