

## DEPARTMENT OF FOOD AND AGRICULTURE



Division of Measurement Standards  
8500 Fruitridge Road  
Sacramento, CA 95826

DMS NOTICE  
G – 03 – 4

September 15, 2003

Discard: Retain

TO WEIGHTS AND MEASURES OFFICIALS

**SUBJECT: Training for the Weights and Measures Official**

I am pleased to announce that after two years of hard work and commitment by everyone at the Division of Measurement Standards, our 14-Module basic "Training for the Weights and Measures Official" is complete.

We are distributing a Compact Disk (CD) containing the text of the 14 Modules in Adobe Portable Document Format (PDF) and PowerPoint presentations that support the text. We are planning in the near future to distribute the full package. The package will include one complete set of all 14 Modules in a full color printed version, CD's with the complete text in Word and Adobe PDF, and the PowerPoint presentations.

The disk was prepared using Microsoft XP version. If you are not using Microsoft XP you will still be able to run the disk but you may have some problems with graphics. If you do encounter problems please contact Ron Flores at (916) 229-3000 for support.

We plan to begin scheduling classes throughout the State as soon as our headquarters has relocated to the new facility this fall.

I truly believe that this new training tool will be highly effective and will provide a uniform and effective way to train weights and measures professionals.

If you have any questions concerning this training, please contact Roger Macey, Branch Chief, at (916) 229-3043 or email [rmacey@cdfa.ca.gov](mailto:rmacey@cdfa.ca.gov)

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Cleary".

Mike Cleary  
Director  
(916) 229-3000

cc: Ed Williams, Director, County Liaison Office