



CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE

A. G. Kawamura, Secretary

DMS Notice  
M-08-03

November 20, 2008

Discard: Retain

TO WEIGHTS AND MEASURES OFFICIALS

**SUBJECT: Transporting county equipment by Division of Measurement Standards (DMS) Staff**

Historically, Division staff has assisted counties with the transportation of weights and measures standards to and from the State Metrology Laboratory free of charge. Recently, the Division incurred some costs for standards that were lost, and there was no record tracking their movement.

Division staff will now issue a receipt when accepting county standards. Upon return of equipment, staff will require a similar receipt and signature from county personnel.

It may become necessary with current budget cuts and increased problems that the Division will no longer accept responsibility for transporting standards to and from counties. Counties are encouraged to ship standards, e.g. glassware, wathour standards, thermometers, etc, by using a reputable shipper which can provide guarantees against loss or damage, and provide tracking. Please note that counties shipping to the Division must also provide for return shipping.

If you have any questions, please contact Greg Boers, Principal State Metrologist at (916) 229-3000.

Sincerely,

Edmund E. Williams  
Director

Enclosure

cc: Kevin Masuhara, Director, County Liaison Office



STATE OF CALIFORNIA  
 DEPARTMENT OF FOOD AND AGRICULTURE  
 DIVISION OF MEASUREMENT STANDARDS

COUNTY	DATE	TIME AM PM	NO.
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**OFFICIAL PROPERTY RECEIPT**

49-009 (Rev. 11/92)  
 RECEIVED FROM

LOCATION

DESCRIPTION OF PROPERTY

EVIDENCE       FOR TEST       OTHER

SEALER

INVESTIGATOR

DATE RETURNED      SIGNATURE OF PERSON

TITLE

INVESTIGATOR

**OWNER MUST PRESENT THIS RECEIPT WHEN CLAIMING PROPERTY**

WHITE - OWNER      REMARKS:  
 CANARY - STATE / COUNTY  
 PINK - ATTACH TO PROPERTY