cdfa 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, watthour 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.

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
CANARY - STATE / COUNTY
PINK - ATTACH TO PROPERTY

REMARKS:

OSP 08 110685