



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

Karen Ross, Secretary

September 14, 2023

DMS NOTICE T - 23 - 02
Discard: 12/31/2023

TO: WEIGHTS AND MEASURES OFFICIALS

SUBJECT: Data Entry Training for County Monthly Reports (CMR), CRV Monthly Reports, and County Annual Reports (CAR)

The Division of Measurement Standards (DMS) will provide training to county weights and measures officials on the proper reporting of inspections and other activities into the County Monthly Reports (CMR), California Redemption Value (CRV) Monthly Reports, and County Annual Reports (CAR).

Attached are the updated 2023 CMR, CRV Monthly Reports, and CAR instructions, whose contents will be used as the basis of the training.

Instructors: Katherine de Contreras, Supervising Special Investigator and Matt Douglas, Special Investigator

Prerequisites: None

When: This training is offered on two separate dates. The content is the same, so please select the date that best suits your schedule.

Wednesday, October 4, 2023; 1:30 PM – 3:00 PM: [MS Teams Meeting Link](#)

Tuesday, October 10, 2023; 10:30 AM – 12:00 PM: [MS Teams Meeting Link](#)

If you have any questions, please contact Rebecca Bland at (916) 229-3000 or by email at dms@cdfa.ca.gov.

Sincerely,

Kristin Macey
Director

Attachments: 2023 CMR, CRV Monthly Report, and CAR Instructions

cc: Hyrum Eastman, County/State Liaison, CDFA



COUNTY MONTHLY REPORT INFORMATION AND INSTRUCTIONS

Revised: August 9, 2023
(Updates in **Blue**)

Reporting Period: Monthly

Reports Due: Data for each fiscal year (FY) is due the following November.
(e.g., FY 2022/23 data is due November 1, 2023)

1. **To Access the DMS County Monthly Report (CMR) Database:** Log into the CDFA County Reporting System website at <https://secure.cdfa.ca.gov/egov/crs>. Login credentials and passwords for the County Reporting System are managed by the County Liaison's Office.
2. **To Create a new CMR:** Log in to the CDFA CMR database. Select "DMS County Monthly Report." See "Enter New Report For:" and select a month and year in the dropdown fields, then click "go." This will create a new report for that month and year. Page 1 of the two-page CMR will be displayed.
3. **To Complete the CMR:** Enter data into the appropriate cells. There is a "Submit" button at both top and bottom of each page. By clicking "Submit," your data will be saved for future editing/finalization. **Important Note: Data is not saved until the "Submit" button is clicked.**
4. **To Navigate between Pages:** Click "show page" button that is located at the top and bottom on the left side of the page.
5. **To Finalize the CMR:** While your report is in "Pending" status, you can review and change the report at any time. Do not finalize your report until you are certain all data is entered and accurate. To set the report status to "Finalized," click on the red verbiage "Click here to set CMR status to Finalized" located at the bottom of page 1. **Note: Do not finalize until after you have clicked the submit button or you will have an empty form.**
6. **To View all your CMR reports:** Click "View Reports" link at the bottom of each page.

Tip: A pop-up box describing the requested data can be found by clicking the numbered titles on pages 1 and 2 and column titles on page 2.

INSPECTION DEFINITIONS

Service Agency Inspections (A):

All inspections performed upon commercially used weighing and measuring devices in which one of the following scenarios occurred:

1. A device was inspected in response to a “placed in service report” other than an “Initial Inspection.”
2. A device was inspected after being repaired by a service agency or should have been repaired by a service agency because of a failed inspection.
3. A device was inspected within 120 days of the county discovering the device being placed into service for the first time at a location.

All inspections recorded under the Service Agency section shall be counted on page 2 as either a reinspection or new installation and **not** as an initial test.

Note: The total number of inspections listed under Service Agency in Column A on page 1 will equal the total number of reinspections (in and out) and new installations (in and out) recorded under the categories of “Measuring” and “Weighing” from page 2 of the report.

Device Inspections (B):

All inspections performed upon commercially used weighing and measuring equipment to verify compliance with established specifications and tolerances or payment card skimming devices. **Include in this category devices in use, and devices installed or repaired by a person other than a service agency.**

Devices may have several inspections in a reporting period. For example, a computing scale that is inspected and marked “Out of Order” and later in the same reporting period, reinspected after being returned to service upon completion of repairs by a service agency, would be counted as two inspections, the first being the initial inspection and the second reported as a reinspection.

Note: The total number of inspections listed under “Devices” in Column B of page 1 equals the total number of initial inspections (in and out) and other inspections recorded under the categories of “Measuring” and “Weighing” from page 2 of the report.

Quantity Control Inspections (C):

All inspections performed on packaged and bulk commodities (e.g., shipments of landscape materials or cords of firewood) related to the net contents. The total number of inspections for “Quantity Control” in Column C of page 1 is found by adding the following:

1. Total number of packages “accepted” and “rejected” during a *Package Inspection* (determine the number of packages “Accepted” and “Rejected” by adding the lot sizes for each category from the *Package Inspection Report* form.)
2. Total number of packages sampled during an *Audit Inspection*
3. Total number of packages rejected during a *Labeling Action*
4. Total number of items verified for either *Test Purchases* or *Test Sales* (generally at CRV Recycling Centers, non-weighmaster)
5. Total number of *Bulk Commodities Verified*

6. Total number of “Packages Scanned” or PLUs verified during a *Price Verification Inspection*

Note: The total number for Inspections found under Quantity Control, Column C, Item 2 is found by adding Item 36 + Item 37 + Item 40 + Item 42 + Item 44 + Item 47 + Item 50.

Note: The data for CRV surcharge verification is entered on the *County CRV Monthly Report*, not the *County Monthly Report*.

Weighmaster Inspections (D):

Such inspections include:

1. Total number of *Audits* performed; (an audit includes follow-up on a Junk Dealer Recycler location for license accuracy or a review of weighmaster certificates at a location-regardless of the number of certificates inspected at a location)
2. Total number of *Tare Verified* (this includes the total number pre-established tares for containers, vehicles, cab cards, gondola tares, etc. that are tested for accuracy)
3. Total number of *Reweighs* of common carriers to verify accuracy of a weighmaster certificate for a load
4. **Total number of Test Sales** of commodities (CRV sales to a Recycling Center, non-weighmasters or where a receipt and no weighmaster certificate is issued should be reported under the QC section)

Note: The total number for Inspections found under Weighmaster, Column D, Item 2 is found by adding Item 53 + Item 54 + Item 55 + Item 56

Fuels Inspections (E): All activities conducted related to this category during a single visit to a location would be one inspection. For example, if an inspector goes to a station and reviews advertising signs, tank labels, and collects two product samples, it would be recorded as one inspection and classified as either *Initial* (i.e., first visit of year) or *Other* (i.e., follow-up inspections or special request).

Note: The total number for Inspections found under Petroleum, Column E, Item 2 is found by adding Item 57 + Item 58

INSTRUCTIONS

ITEM 1. Locations Visited. Enter the total number of locations visited for each program in the appropriate column. The purpose for the visit may include:

- Inspections
- Audits
- Quantity verification of packaged or bulk commodities, tare verification, product labeling, or price verification
- Follow-up on the disposition of off-sale merchandise
- Investigation or enforcement actions
- Informational calls
- Inspections resulting from service agents placing devices in service or making new installations

If two or more program activities are involved at the same location (Quantity Control and Devices, for example) indicate a “location visited” for each.

Note: Both activities should be documented on an inspection report(s).

ITEM 2. Inspections. The entry for this line is automatically calculated based on entries from page 2 of the online form and will populate in the appropriate column.

ITEM 3. Investigations.

- **Consumer Complaints.** Enter in the appropriate program box the total number of consumer complaints investigated.

Note: Complaints from industry or their employees would be considered consumer complaints.

- **Other complaints.** Enter, in the appropriate program box, the total number of complaints investigated other than consumer complaints (i.e., request for assistance from another agency, self-initiated complaints by county staff).

ITEM 4. Notices of Violation Issued. Enter in the appropriate program box the total number of Notices of Violation issued (the number of code sections violated).

Note: Include the total violations observed during the inspection. Example: If ten (10) different code sections were violated, you would count 10 violations for that event under the appropriate column. If more than one program is affected, list the violations applicable under each program’s column, Example 2: An official is performing an inspection at a Retail Motor Fuel Location. They observed that three (3) fill inlets were not labeled, one (1) dispenser was missing the name of the product “gasoline,” and five (5) dispensers were out of tolerance. They would note under the Petroleum column two (2) violations and under the Device column one (1) violation.

ITEM 5. Civil Administrative Actions Taken. Enter in the appropriate program box the total number of Civil Administrative Actions taken. This entry reflects the number of Notices of Proposed Action sent out (e.g., mailed) during the reporting period.

ITEM 6. Civil Administrative Hearings Held. Enter, in the appropriate program box, the total number of Civil Administrative Hearings held during the reporting period regardless of where the hearing is held. This entry reflects the total number of hearings performed in response to Notices of Proposed Action sent out (e.g., mailed).

ITEM 7. Civil Administrative Penalties Assessed. Enter, in the appropriate program box, the total dollar amount assessed from Civil Administrative penalties during the reporting period.

Note: As it is possible for the hearing officer to reduce the administrative penalty, this dollar value should be entered after the hearing officer’s ruling or when the

business waives their right to a hearing and stipulates or fails to respond and the time period lapses. Generally, the reporting period is the same time period that the sealer or their representative files a certified copy of their final decision directing payment.

ITEM 8. Citations Issued. Enter, in the appropriate program box, the total number of **criminal** citations issued during the reporting period:

- Total infractions.
- Total misdemeanors.

ITEM 9. Criminal Complaints Filed. Enter, in the appropriate program box, the total number of criminal complaints filed during the reporting period due to investigative action by your staff.

Note: **Counts should be entered** at time of filing. In joint actions, **the county agency where the proceedings were filed should enter the complaint.**

ITEM 10. Civil Complaints Filed. Enter in the appropriate program box, the total number of civil actions filed during the reporting period due to investigative action by your staff.

Note: **Counts should be entered** at time of filing. In joint actions, **the county agency where the proceedings were filed should enter the complaint.**

ITEM 11. Convictions/Judgments. Enter, in the appropriate program box, the total number of convictions and/or judgments granted. Enter for the reporting period judgments received.

Note: In joint actions, only one agency should take credit for each litigation. The agency where the judgment is filed will mark this in their monthly report.

ITEM 12. Penalties Assessed. Enter, in the appropriate program box, the total dollar amount of fines **assessed by the county's district attorney.**

- **Infraction/Criminal Fines Assessed.** Enter, in the appropriate program box, the total dollar value of infraction/criminal fines levied by the court for criminal complaints and citations filed on behalf of your office.
- **Civil Penalties Assessed.** Enter, in the appropriate program box, the total dollar value of civil penalties levied by the court for civil actions filed on behalf of your office. For multi-agency complaints, the county where the complaint was filed should enter the **dollar** amount of civil penalties assessed. Do not include any *cy pres* restitution.

ITEM 13. Investigative Cost Recovery. Enter, in the appropriate program box, the total dollars received in cost recovery for either criminal or civil judgments.

Note: In joint actions, only list your portion of the cost recovery assessed.

ITEM 14-16. *Reserved for individual county use.*

ITEM 17. Total Program Direct Hours. Enter, in the appropriate program box(s), the total number of direct hours devoted to each of the programs (Service Agency, Devices, Quantity Control, Weighmaster, and Fuels).

Note: **Program** Direct Hours includes travel, **inspection**, and laboratory time, as well as time spent on paperwork associated with performing inspections, investigations, and other enforcement actions. Include maintenance of equipment and training sessions given or received for a specific program.

ITEM 18. Total Weights and Measures Direct Hours. Enter the sum of the direct hours for all program areas **found in Item 17** (Service Agency hours + Device hours + Quantity Control hours + Weighmaster hours + Fuels hours = Total Weights and Measures Direct hours).

ITEM 19. Total Weights and Measures Support Hours (Optional). Enter the total support hours spent in a function not related to a specific weights and measures program [i.e., training (supervisory or personnel related), meetings (general), clerical time, and administrator's time (agricultural commissioner/deputy)].

ITEM 20. Total Weights and Measures Hours. Enter the sum of the total weights and measures direct hours and indirect hours (Item 18 + Item 19 = Item 20).

Remember to type in the name of the Sealer or Deputy Sealer responsible for filling out the form in the bottom right corner **of the CMR form**.

WEIGHING AND MEASURING DEVICES PROGRAM

(Page 2 of CMR)

Section 1. Explanations.

INITIAL INSPECTION (INITIAL INSP); “IN” or “OUT” of Compliance

Initial Inspections are those inspections performed to verify compliance of commercially used devices based on the inspection frequency for that device type as outlined by the California Code of Regulations. Example: If the inspection frequency of a device type is “annual”, the annual inspection of the device is the initial inspection.

Record the condition of devices in use “as found.” If a device fails to comply with applicable requirements, record it as “OUT” in the initial inspection.

- If a device is recorded as “OUT” and someone other than a service agency attempts to correct the device and it is tested again in the same visit, record the subsequent test(s) in the “OTHER” test column.
- If a device is recorded as “OUT” and a service agency repairs the device and it is tested again, record the subsequent test(s) in the “Reinspection” column.
- An entry is required for both the “IN” and “OUT” boxes or the system will not be able to calculate the “% In Compliance.”

Note: If the device was inspected within 120 days of the county discovering the device being placed into service for the first time at a location, this is considered a “New Installation.”

PERCENT IN COMPLIANCE (% IN COMP.)

The percent compliance for each device type verified is automatically calculated using the following formula:

$$\frac{\text{Number of devices “In”}}{[\text{Number “In”} + \text{Number “Out”}]} \times 100 = \% \text{ in Compliance}$$

OTHER

“Other” inspections include:

- Devices which did not pass an inspection where someone other than a service agency attempted to correct the device and the device was tested again in the same visit.
- Payment card skimmer inspections.
- Noncommercial device inspections.
- A device that has been reinspected during a complaint investigation.
- A device that has been reinspected more frequently than required by the California Code of Regulations except those listed under “Reinspection” (e.g., a livestock scale that is inspected every six months as required by the Packers and Stockyards Act).

DEVICE HOURS

Record the direct person-hours spent testing each device in Section 1 (i.e., “In”, “Out”, and “Other”). Direct hours include but are not limited to prep time, travel time, standby time, time to write reports related to an enforcement action, inspection-related phone calls, etc. Direct Hours are recorded under Devices, Column B, Item 17, on page 1.

Section 2. Explanations.

REINSPECTION; “IN” or “OUT” of Compliance

Reinspection refers to:

- A device which did not pass the “Initial Inspection” or “New Installation” inspection and the device is being inspected again on a different visit.
- Inspections where a service agency has repaired a device which was found to be incorrect, and the device is tested again by the official.
- An inspection of a device in response to a “placed in service report” other than an “Initial Inspection” or “New Installation.”

Record the “as found” condition of devices in use as “In” or “Out” of Compliance.

PERCENT IN COMPLIANCE (% IN COMP.)

The percent compliance for each device type reinspected is automatically calculated using the following formula:

$$\frac{\text{Number of devices “In”}}{[\text{Number “In”} + \text{Number “Out”}]} \times 100 = \% \text{ in Compliance}$$

Section 3. Explanations.

NEW INSTALLATIONS (NEW INSTALL); “IN” or “OUT” of Compliance

New Installations are those devices which have been placed in service for the first time at a location, even if it is a used device. New Installations also include inspection of devices intended to be installed in another county.

Devices not checked within 120 days of the county discovering that the device has been placed into service for the first time at a location are to be recorded as an “Initial Inspection.”

Record the “as found” condition of all devices as “IN” or “OUT” of Compliance.

- If a device is recorded as “OUT” and someone other than a service agency attempts to correct the device and it is tested again in the same visit, record the subsequent test(s) in the “OTHER” test column.
- If a device is recorded as “OUT” and a service agency repairs the device and it is tested again, record the subsequent test(s) in the “Reinspection” column.

PERCENT IN COMPLIANCE (% IN COMP.)

The percent in compliance for each New Installation is automatically calculated using the following formula:

$$\frac{\text{Number of devices "In"}}{[\text{Number "In" + Number "Out"}]} \times 100 = \% \text{ in Compliance}$$

Section 2 and 3. Explanations

SERVICE AGENCY (SA) HOURS

Record the direct person-hours spent testing each device in Sections 2 and 3. Direct Hours include but are not limited to prep time, travel time, standby time, time to write reports related to an enforcement action, inspection-related phone calls, etc. Direct Hours are recorded under Service Agency, Column A, Item 17, on page 1.

TOTAL INSPECTED COLUMN (TOTAL)

When you click on "Submit," the database automatically calculates the total number of inspections completed by device type and overall. This number is found by adding the Initial Inspections (IN and OUT), Other Inspections, Reinspections (IN and OUT), and New Installations (IN and OUT).

Total Inspected = Initial Inspections "IN" + Initial Inspections "OUT" + Other + Reinspections "IN" + Reinspections "OUT" + New Installations "IN" + New Installations "OUT"

COLUMN TOTALS

When you click on "Submit," the database automatically calculates the totals for each column related to measuring and weighing devices.

DEVICE AND REGISTERED SERVICE AGENCY COMPLIANCE

(Items 1-33 are found on page 2 of the CMR)

Measuring Devices

ITEM 1. CNG Meters. A metering system used for the measurement of compressed natural gas used as a motor vehicle fuel.

ITEM 2. Electric Submeters. A watt-hour meter used for the measurement of electrical energy and used to bill domestic or commercial tenants for electricity usage.

ITEM 3. EVSE. A metering system used for the measurement of electricity dispensed in vehicle fuel applications.

- ITEM 4. Fabric, Cordage, Wire Meters.** This item includes devices as defined in Section 5.50, 5.51 and 5.52 of the Field Reference Manual, California Code of Regulations, Title 4, Division 9.
- ITEM 5. Grease and Lube Meters.** Devices designed for the measurement and delivery of liquid lubricants.
- ITEM 6. Hydrogen Meter.** Devices used for the measurement of hydrogen gas used as a vehicle fuel.
- ITEM 7. LNG Meter.** Liquefied Natural Gas meters of various sizes used at retail and wholesale establishments for determining the amount of liquefied natural gas offered for sale as a motor vehicle fuel.
- ITEM 8. Liquefied Gas Meters.** This item includes more than liquefied petroleum gas (LPG) meters. Document under this item: cryogenics as well as liquefied petroleum gas (LPG) or other liquids that do not remain in a liquid state at atmospheric pressure and temperature, such as butane, propane, anhydrous ammonia, carbon dioxide, nitrogen, oxygen, and others, both retail and wholesale whether mounted on a vehicle or otherwise.
- ITEM 9. Milk Tanks (Liquid).** Calibrated tanks used for raw milk or milk products tested for accuracy of chart graduations and capacity by liquid test.
- ITEM 10. Odometers.** A device that automatically indicates the total mileage traveled by a rental vehicle, tow truck, ambulance, etc.
- ITEM 11. Retail Motor Fuel Meters.** A measuring device used for retail deliveries of motor fuels to individual highway vehicles.
- Note:** This does not include compressed natural gas (CNG) meters, liquefied natural gas (LNG) meters, EVSE, and hydrogen devices. Enter device counts for the following motor fuel meters into these item numbers: CNG (Item 1), EVSE (Item 3), Hydrogen (Item 6), LNG (Item 7).
- ITEM 12. Retail Meters.** A device, other than a retail water meter or retail motor fuel meter, designed for single deliveries of less than 50 gallons (kerosene, solvent, etc.).
- ITEM 13. Retail Water.** A stationary water meter or dispenser used for the measurement of water sold at retail.
- ITEM 14. Tanks.** Tanks used for commercial measurement and tested for accuracy.
- ITEM 15. Taximeters.** A device that automatically calculates, at a predetermined rate or rates, and indicates the charge for hire of a vehicle.
- ITEM 16. Vapor Submeters.** A vapor meter for the measurement of hydrocarbon gas in the vapor state, such as propane or natural gas, and used to bill domestic or commercial tenants for use of the product.

- ITEM 17. Vehicle Meters.** This item includes any meter mounted on a mobile conveyance, except liquefied gas meters mounted on a vehicle which are included under Items 7 or 8.
- ITEM 18. Water Submeters.** A water meter used for the measurement of water and used to bill domestic or commercial tenants for water usage.
- ITEM 19. Wholesale Meters.** A stationary device designed for single deliveries of more than 50 gallons except retail motor fuel meters.
- ITEM 20. Miscellaneous Measuring Devices.** Includes all other commercial measuring devices not included above.

Weighing Devices

- ITEM 21. Class II Scales (other than Prescription/Jewelers).** An analytical type scale or balance adapted to weigh high-value, lightweight products (e.g., cannabis) that are **not gems, precious metals, or used for prescriptions.**
- Note:** **Scales used to weigh gems, precious metals, or used for prescriptions** are listed under Item 30.
- ITEM 22. Computing Scales.** A computing type scale **with a capacity less than 100 pounds** that indicates the money values of amounts of commodities weighed at predetermined unit prices, throughout all or part of the weighing range of the scale. **Included in this classification are non-computing scales interfaced with Point-of-Sale systems (checkout stands at a grocery store for instance).**
- Note:** **A scale embedded into a shopping cart is to be reported under item 33, Miscellaneous Weighing Devices.**
- ITEM 23. Counter Scales.** A non-computing, small capacity scale which, by reason of its size, arrangement of parts, and moderate nominal capacity, is adapted for use on a counter or bench.
- Note:** **A scale not used on a counter or bench is to be reported as a platform scale under Item 25, Dormant/Portable Platform.**
- ITEM 24. Crane Scale.** A scale with a nominal capacity of 5,000 pounds or more designed to weigh loads that are suspended freely from an overhead, track-mounted crane.
- ITEM 25. Dormant/Portable Platform.** A dormant scale is any self-contained platform scale without wheels. May also be built into a prepared foundation. Example: A scale mounted flush with the floor that is used in a warehouse shipping or receiving department. Included in this classification are portable type scales. A portable platform scale is any self-contained scale by reason of its design, with or without wheels that can readily be moved from place to place.

- ITEM 26. Hopper and Tank Scales.** Permanently installed scales designed for the weighing of granular or liquid materials in bulk where the load-receiving element is a tank, box, or hopper mounted on a weighing element.
- Example:* A hopper scale used in aggregate batching (stationary or portable). A tank scale as used by creameries, distilleries, and wineries in determining the weight of liquids.
- ITEM 27. Hanging Scales.** Any automatic indicating scale of the hanging type, except those defined elsewhere in this report.
- ITEM 28. Livestock and Animal Scales.** A scale equipped with stock racks and gates. One adapted to weighing livestock standing on the scale platform or adapted to the weighing of a single head of livestock.
- ITEM 29. Monorail and Meat Beam Scales.** A meat beam is a scale particularly adapted to the weighing of sides of beef, pork, etc. In its simplest form, it comprises two connected weighbeams and is supported from a hinged bracket with a hook for a load-receiving element. A scale which has the load-receiving element as part of a rail system is called a monorail scale. In the meat industry, such a scale is also called a track scale or an abattoir scale.
- ITEM 30. Prescription/Jewelers Scales.** Analytical type scales or balances adapted to the weighing of medicinal ingredients in a pharmacy or for weighing gems or precious metals.
- ITEM 31. Railway Track Scales.** A track scale especially designed for the weighing of mobile railway equipment.
- ITEM 32. Vehicle Scales.** A scale adapted to weighing highway/off-highway vehicles, loaded or unloaded.
- ITEM 33. Miscellaneous Weighing Devices.** Includes any other commercially used weighing device not included in this report.

Quantity Control Program

Package Inspection Reports – Based on Handbook 133 Sampling Plan and Instructions.

ITEM 34. Lots Accepted. The number of lots accepted using a sampling plan which has been recorded on a Package Inspection Report.

ITEM 35. Lots Rejected. The number of lots rejected using a sampling plan which has been recorded on a Package Inspection Report.

ITEM 36. Packages Rejected. Total packages rejected using a sampling plan.

ITEM 37. Packages Accepted. Total packages accepted using a sampling plan.

ITEM 38. Packages Sampled. Record the total number of sample packages weighed, measured, or counted and recorded on a Package Inspection Report.

Hours. Record the total number of hours spent documenting lot compliance on a package inspection report (selecting random sample, verifying net content of packaged goods, documenting results, sharing results with responsible party, marking lot off sale, notifying other jurisdictions, etc.). Includes standby time, e.g., waiting for business to provide support in accessing lot. Travel time will be included under Audit Inspections.

Audit Inspections

ITEM 39. Total Lots Inspected. Record the total number of lots inspected.

Hours. Record the total number of hours spent on audit inspections. Audits are done to identify lots requiring inspection using the Handbook 133 Sampling Plan. Include travel time and standby time.

ITEM 40. Packages Sampled. Record the total number of packages weighed, measured, or counted during the audit; the number of packages sampled is greater than the number of lots inspected.

Labeling Actions

ITEM 41. Lots Rejected. Record the number of lots where labeling violations were documented and a business must make corrections.

Hours. Record the total number of hours spent on labeling actions (includes time filling out the labeling violation form, removing product from sale, notifying other jurisdictions of violations, notifying packer, travel time where appropriate, etc.).

ITEM 42. Packages Rejected. Record the number of packages rejected, i.e., removed from sale for labeling violations.

Test Purchases/Sales

ITEM 43. Locations Visited. Record the number of establishments where test purchases or test sales were made.

Hours. Record the total number of hours spent performing the test purchase(s) or test sale(s) (includes travel, time preparing or weighing samples, documenting results on forms, issuances of NOV's, etc.).

ITEM 44. Purchases or Sales Made. Record the number of individual packages purchased or commodities sold. In the case of nonpackaged commodities, (e.g., gala apples in the fruit display), record each product purchased as an individual transaction.

For commodities sold to a recycling center (non-weighmaster), each product sold would be one transaction, (e.g., the sale of Aluminum CRV containers and Plastic CRV bottles would be two transactions).

ITEM 45. Overcharges or Under Payment. Enter the total number of overcharges or underpayments. (Only the overcharges that exceed the tolerance of the weighing or measuring device used to make the purchase or determine payment should be counted as a violation or included on this form.)

Note: If you are overcharged because the business fails to take a tare, this is considered a violation regardless of device tolerance considerations.

ITEM 46. Undercharges or Over Payment. Enter the total number of undercharges. (Only the undercharges or overpayments that exceed the tolerance of the weighing or measuring device used to make the purchase should be counted.)

Bulk Commodities Verified

ITEM 47. Inspections Made. Record the total number of inspections made. Bulk commodities include cords or partial cords of firewood, landscaping materials (bark, sand, gravel, stones, etc.), or any other item sold or purchased by weight, measure, or count in bulk form. Do not include commodities verified during a weighmaster inspection (Items 54-56).

Hours. Record the total number of hours spent on bulk commodity verification including documentation and travel time.

Price Verification

ITEM 48. Locations Tested. Record the total number of locations where scanner, price look-up (PLU), or manual entry of price verification occurred.

Hours. Record the total number of hours spent on price verification (includes travel time, documentation time, etc.).

- ITEM 49. Locations Accepted.** Record the total number of locations where no scanner, PLU, or manual entry overcharges were observed.
- ITEM 50. Packages Scanned/PLU.** Record the total number of items that had prices which were scanned, used a PLU, or were manually entered for price verification.
- ITEM 51. Overcharges.** Record the total number of items that overcharged during price verification tests.
- ITEM 52. Undercharges.** Record the total number of items that undercharged during price verification tests.

Weighmaster Program

- ITEM 53. Audits.** Record the total number of weighmaster audit inspections made.
- Hours.** Record the total number of hours spent on weighmaster audits.
- Note:** Junk Dealer Recycler (JDR) inspections are classified as an *Audit*.
- ITEM 54. Tares Verified.** Record the total number of tare weights verified.
- Hours.** Record the total number of hours spent on verifying tares.
- ITEM 55. Reweighs.** Record the total number of reweighs performed (i.e., requiring a loaded truck to return to the scale to be weighed to verify the issued weighmaster certificates).
- Hours.** Record the total number of hours spent on reweighs.
- ITEM 56. Test Sales.** Record the total number of test sales made. Test Sales include the sale of scrap and salvage material to a Weighmaster business and may also include testing a Weighmaster business that charges for a service (e.g., shredding paper).
- Note:** CRV materials being sold to a CRV recycling center, non-weighmaster, or CRV sold at a weighmaster without performing any other Weighmaster-related activity are not to be included in this category (see Items 43-46).
- Hours.** Record the total number of hours spent on the test sales.

Note: Each of the events above may require documentation and travel time which should be included in the hours for that item.

Fuels Program (formerly known as the Petroleum Program)

ITEM 57. Initial Inspections. [County Subvention Agreement (CSA) Inspections] Record the total number of initial inspections performed to fulfill the cooperative agreement.

Hours. Record the total number of hours spent on initial inspections. Include travel time and time spent on documentation.

ITEM 58. Other Inspections. (Non-CSA Inspections) Record the total number of inspections performed other than the initial inspection (e.g., follow-up).

Hours. Record the total number of hours spent on other than initial inspections; this would include time spent collecting samples. Include travel time and time spent on documentation.

ITEM 59. Quantity of Product Rejected – Quality. Enter the quantity of product (e.g., fuel, lubricant, and automotive products) that were marked off sale due to the product's failure to meet quality standards.

ITEM 60. Quantity of Product Rejected – Labeling. Enter the quantity of product (e.g., fuel, lubricant, and automotive products) that were marked off sale due to a labeling violation.

County Use Only: The data listed in this area will not be recorded or tabulated by the Division and may be used for any reason the county deems necessary.

COUNTY MONTHLY REPORT
CRV ENFORCEMENT ACTIVITIES REPORTING
INFORMATION AND INSTRUCTIONS

Revised: August 9, 2023
*(Updates in **Blue**)*

Reporting Period: Monthly

Reports Due: Data for each fiscal year (FY) is due the following November.
(e.g., FY 2022/23 data is due November 1, 2023)

Effective January 1, 2015, California Business and Professions Code (BPC) Section 12024.13 added additional reporting requirements to Sealers for the annual report written pursuant to BPC Section 12209. Sealers must separately report any action taken to enforce BPC Section 12024.13 when the action results in a penalty being levied for a violation of this section. The following information is required to be submitted monthly to fulfill these reporting requirements:

CRV Locations Tested: Enter the number of locations tested where CRV transactions were documented.

CRV Overcharges: Enter the number of CRV Overcharges observed during all inspections for the reporting period.

CRV Civil Administrative Actions Taken: Enter the number of Civil Administrative Actions taken by your jurisdiction for the reporting period.

CRV Civil Administrative Hearings Held: Enter the number of Civil Administrative Hearings Held during the reporting period.

CRV Civil Administrative Penalties Assessed: Enter the **dollar amount** of Civil Administrative Penalties assessed during the reporting period **(this will be the same month that the Hearing Officer's decision is upheld by the County Sealer and the respondent is notified, or the month that the respondent returns stipulation to the penalty, or the month that it is determined through failure by respondent to request a hearing that the penalty will be upheld)**.

CRV Civil Administrative Penalties Collected: Enter the amount of Civil Administrative Penalties collected during the reporting period. *Note: Payments for Civil Administrative Penalties assessed may occur in a subsequent reporting period.*

CRV Civil Cases Filed: Enter the number of civil cases filed by your office with a District Attorney or the Attorney General's Office during the reporting period.

CRV Civil Cases Settled: Enter the number of civil cases settled during the reporting period.

CRV Civil Penalties Collected: Enter the **dollar** amount of Civil Penalties collected during the reporting period. *Note: Payments for Civil Penalties assessed often occur in subsequent reporting periods.*

CRV Criminal Cases Filed: Enter the number criminal cases filed by your office with a District Attorney or the Attorney General's Office during the reporting period.

CRV Criminal Cases Settled: Enter the number of criminal cases settled during the reporting period.

CRV Criminal Penalties Collected: Enter the **dollar** amount of criminal penalties collected during the reporting period. *Note: Payments for Criminal Penalties assessed often occur in subsequent reporting periods.*

Comments: Include any pertinent comments.

COUNTY ANNUAL REPORT INFORMATION AND INSTRUCTIONS

Revised: August 1, 2023
(Updates in **Blue**)

Reporting Period: July 1 – June 30 Fiscal Year (FY)
Reports Due: Data for each FY is due the following November.
(e.g., FY 2022/23 data is due November 1, 2023)

- To Access the DMS County Annual Report (CAR) Database:** Log into the CDFA County Reporting System website at <https://secure.cdfa.ca.gov/egov/crs>.
- To Create a New CAR:** Log into the CDFA County Reporting System and either enter the County Annual Report directly or enter via the County Monthly Report page for your county and select “Enter Annual Report for *County*.”

Select the appropriate Fiscal Year from the dropdown menu, e.g., 2022/23 and click on “go.” This will create a new report for the selected fiscal year.
- To Complete the CAR:** Enter data into the appropriate cells. There is a “Submit” button at the bottom of the page. By clicking “Submit”, data will be saved for future editing and finalization. **Important Note:** Data is not saved until the “Submit” button is clicked.
- To Finalize the CAR:** While a report is in "Pending" status, it can be reviewed and edited at any time until finalized. Do not finalize the report until certain all data entered is accurate. To set the report status to "Finalized," click on the red verbiage “Click here to set CAR status to Finalized” located at the bottom of the page.
- Viewing CAR Reports:** Click “edit” or “print version (pdf)” links from the County Annual Reports Menu page to look at prior entered data.

FINANCIAL REPORT

One Personnel Year (PY) = 2,080 hours

Column A This is a computer calculated field. It is the percent hours by program. **Note:** After the Total Hours in Column B are entered, the “Submit” button must be clicked for this to be calculated.

Column B Enter the total personnel hours (both direct and indirect) for each program activity. For this report, personnel hours are based on the total number of hours worked in weights and measures (including administrative, clerical, and support time). **Note:** These hours when divided by 1 PY of 2,080 hours may not match the total number of positions authorized in your budget.

Example: There are five (5) positions authorized in your budget. However, only 4.5 positions are filled during the FY. Based on one (1) PY = 2,080 hours, your report would show 9,360 personnel hours distributed among the different programs and your authorized budget positions would show five (5) (10,400 hours).

- Column C Enter the monies expended for each program. This includes all expenses by category such as personnel costs, vehicles, equipment, etc.
- Column D Enter the total revenue collected for each program. Revenue includes monies collected for inspection ordinances (e.g., device registration, price verification, or package inspection), RSA funds distributed per Business and Professions Code (BPC) Section 12537, cy pres funds given directly to the county as part of a legal settlement, and for conducting inspections related to cooperative agreements (i.e., Weighmaster and Petroleum Agreements).
- Column E Enter the total reimbursements received. Reimbursements may include being paid for standby time, inspection of noncommercial devices, time spent assisting with type approvals, reimbursements for investigative time awarded by a court decision (BPC Sections 12210, 12210.5 and 12500, etc.), cost recovery of up to 12 % for collecting Device Administrative Fees, or payments for an administrative civil penalty/Notice of Proposed Action, i.e., NOPA funds.

BUDGET REPORT

- Line 8 Enter the number of positions authorized in your budget.
- Line 9 Enter the total weights and measures budget.

WEIGHING AND MEASURING DEVICES

Enter the total device population for each category as of July 1 of the reporting fiscal year. The device categories are described in the County Monthly Report Instructions.

PROGRAM REPORTS (on second page)

Price Verification If your county registers retail point of sale systems or has a price verification ordinance, enter the number of registered locations and the number of registered checkout devices in your county. This is not to be confused with the device count for scales connected to point-of-sale systems found in grocery stores in your county.

Fuels Enter the total number of retail vehicle fueling stations (including cardlocks) selling conventional fuels (e.g., gasoline, diesel, biodiesel blends, E-85) in your county. Do not list stations with only hydrogen, CNG, LNG or Electric Vehicle Fueling Systems.