

California Type Evaluation Program (CTEP)

Application for Evaluation of a Weighing or Measuring Device

Applicant Information

The contact person during the Application process:

Contact Name:	<input type="text"/>	Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>	Alternate Phone:	<input type="text"/>

Company information to appear on the Certificate of Approval (COA):

Company Name:	<input type="text"/>	Contact Name:	<input type="text"/>				
Street Address:	<input type="text"/>	Email Address:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Zip Code:	<input type="text"/>	Country:	<input type="text"/>
Phone Number:	<input type="text"/>	Fax #:	<input type="text"/>				
Alternate Phone:	<input type="text"/>	Web Address:	<input type="text"/>				

All COA billing is to be sent (including Annual Administrative Fee Invoice) to:

Company Name:	<input type="text"/>	Contact Name:	<input type="text"/>				
Street Address:	<input type="text"/>	Email Address:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Zip Code:	<input type="text"/>	Country:	<input type="text"/>
Phone Number:	<input type="text"/>	Fax #:	<input type="text"/>				
Alternate Phone:	<input type="text"/>	Web Address:	<input type="text"/>				

Device Description

Device Type (select from drop down):	<input type="text"/>
Model(s):	<input type="text"/>
Intended Purpose of the Device:	<input type="text"/>

IMPORTANT! Please read this page carefully.

No type evaluation testing will begin until applicant submits all required documentation and a deposit to cover estimated fees. Issuance of a Certificate of Approval (COA) is contingent upon payment of all fees.

The following documentation and fees must accompany each initial application:

- 1) Technical information such as working drawings, functional drawings, electrical diagrams, piping diagrams, operating and service manuals (these may be hand drawn).
- 2) Specifications, photographs, and descriptions sufficient to provide an understanding of construction and method of operation of the device and components. **Note:** All descriptive material must be in English. Required documents and the CTEP application will not be returned. Additionally, it is strongly recommended that you consult the information in the [Pre-Evaluation Checklist](#).
- 3) **\$500.00** non-refundable application fee.
- 4) **\$1500.00** initial minimum deposit for application review and evaluator's preliminary discussions with the applicant. The evaluator will then request an additional deposit based on the complexity of the device, in accordance with the fee schedule. [Fee Schedule](#)

The fees established herein also govern usage of county personnel and equipment in testing. All county costs incurred in testing will be submitted to the Division of Measurement Standards, and will be included in invoices sent to the manufacturer(s).

The CTEP charges an annual administrative fee of \$200.00 for all active COAs. This fee provides for the maintenance of electronic and hard copies of active COAs, and is due on the first anniversary after a COA is issued, and each year thereafter that the design and type of device is being manufactured. Nonpayment of CTEP's annual Administrative Fee will cause the COA to become inactive and no longer appear on the CTEP website. The Administrative Fee will be invoiced each year on November 15.

Method of Payment:

If you wish to pay by credit card, please e-mail dms@cdfa.ca.gov for instructions.

If paying by check, please mail your payment with signed application and required documentation. Make checks payable to: **CDFA Reimb 050-CTEP**

Submit your payment, application, and required documentation to:

California Department of Food and Agriculture
Division of Measurement Standards
California Type Evaluation Program (CTEP)
6790 Florin Perkins Road, Suite 100
Sacramento, CA 95828
(916) 229-3000

Applicant agrees to and accepts all of the following terms and conditions for application for a California Type Evaluation Program (CTEP) Certificate of Approval: 1) All devices manufactured as the type referenced will continue to conform to the same specifications and tolerances and be of the same type without technical or metrological deviation of consequence; and 2) All costs incurred by CTEP and participating county(ies) will be paid by the applying company.

Signature: _____

Date Signed: