

**Division of Measurement Standards  
Department of Food and Agriculture**

**FIELD REFERENCE MANUAL  
2014**

**California Code of Regulation  
Title 4, Division 9**

**Chapter 12  
Administration**

**Article 1. Permit Reform Act through  
Article 2. Weights and Measures Penalty Guidelines**



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

## DISCLAIMER

This document represents the Division of Measurement Standards' field manual for enforcing regulations pertaining to weights and measures in California. This field manual is not to be considered as the official Code of Regulations, as published by Barclays Law Publishers.

**NOTE:** Language in Handbook 44 that is not adopted is annotated “[NOT ADOPTED]” in this document.

**NOTE:** Requirements are different than, or in addition to, the requirements of Handbook 44 are included in the appropriate section this document. They are shaded, bordered, and numbered in the 4002 series to differentiate them from the Handbook 44 requirements.

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**Chapter 12. Administration**

**Article 1. Permit Reform Act.**

**4700. Permit Processing Times (Including Licenses, Permits, Regulations and Certificates).**

- (a) Within the number of calendar days of receipt of an application for a permit shown in column A of subsection (c), the Division shall inform the applicant in writing that the application is either complete and accepted for filing, or that it is deficient, and what specific information or documentation is required to complete the application. An application is considered complete if all necessary fees and information required by the application form have been submitted.
- (b) Within the number of calendar days after receipt of a complete application, as shown in column B of subsection (c), the Department shall approve or disapprove the application.
- (c) The Division's minimum, median, and maximum time periods, in calendar days, for processing an application from the receipt of the initial application to the final decision, based on the Department's actual performance during the two years immediately preceding the proposal of this section, are shown in columns C, D, and E of the chart which follows.

	A	B	C	D	E
Permit Type	Maximum time for notifying that application is complete or deficient (Days)	Maximum time after receipt of a complete application to issue or deny permit (Days)	ACTUAL DAYS TO PROCESS BASED ON PRIOR TWO YEARS		
			Minimum	Median (Days)	Maximum
Device Repairman Registration	30	35	1	6	52
- Renewal	7	60	1	17	66
Weighmaster License	15	45	2	12	84
- Renewal	45	45	2	12	84

NOTE: Authority cited: Section 15376, Government Code; and Section 12027, Business and Professions Code. Reference: Section 15376, Government Code.

**4701. Appeal Procedure.**

- (a) The following information shall be included on application forms for all Department permits subject to Government Code Sections 15374-15378:

“The Department of Food and Agriculture has established time periods for the processing of permit applications, in compliance with Government Code Sections 15374-15378. Failure to comply with these time periods may be appealed to the Secretary of Food and Agriculture, 1220 N Street, P.O. Box 942871, Sacramento, CA 94271-0001, pursuant to regulations set forth in Title 4, California Code of Regulations, Section 4701. Under certain circumstances, the Secretary may order that the applicant receive a reimbursement of filing fees.”

- (b) An applicant whose application for a permit has not been processed by the Department within the time periods established by Section 4700 may appeal in writing to the Secretary of the Department of Food and Agriculture. The appeal shall set forth a concise statement of facts and chronology of events regarding the application. An appeal concerning a permit application on which a final decision has been made must be filed within 30 days of the date the applicant was notified of the decision.
- (c) The Secretary shall promptly review an appeal filed under this section and, shall issue a decision within 30 days after conducting any investigation of the matter which the Secretary deems appropriate.
- (d) If the Secretary finds that a program exceeded the time limit for informing the permit applicant that an application is complete or is deficient and requires additional information to be processed, the Secretary shall direct the program to make its determination by a specified date and so inform the applicant.
- (e) The time period within which the Department must make a decision to issue or deny the permit commences with the date the complete application is received. If the Secretary finds that the Department exceeded the time period for acting on a completed application without the good cause defined by Government Code Section 15376(h), all filing fees paid by the permit applicant will be refunded.

NOTE: Authority cited: Sections 15376 and 15378, Government Code; and Section 12027, Business and Professions Code.  
Reference: Sections 15376 and 15378, Business and Professions Code.

## Article 2. Weights and Measures Penalty Guidelines

### 4800. Notice of Proposed Action and Disposition.

- (a) When a county sealer takes administrative action, the person charged with a violation(s) shall be notified of the proposed penalty(s) and the right to request a hearing. The notification shall also include the right to appeal to the Secretary pursuant to the procedures provided in Section 12015.3(c) or Section 13302 as appropriate of the Business and Professions Code.
- (b) When the State Sealer takes administrative action, the person charged with the violation(s) shall be notified of the proposed penalty(s), and the right to request a hearing. The notification shall also include the right to have the decision reviewed, within 30 days of receiving the sealer's decision, pursuant to Section 12015.3(c) of the Business and Professions Code.
- (c) When a respondent in an administrative action agrees to stipulate to the notice of proposed action, a signed stipulation with the payment of the proposed administrative penalty shall be returned to the county/State Sealer within 45 days of the postmark of the notice of proposed action. If the stipulation and payment of the proposed administrative penalty are not received within 45 days, the county/State Sealer may file a certified copy of a final decision that directs the payment of a civil penalty with the clerk of the superior court of any county pursuant to Section 12015.3(d) of Business and Professions Code.
- (d) If an administrative hearing is requested, a proposed decision and order shall be made by a hearing officer within 60 days of the conclusion of the hearing. The final decision and order shall be made by the sealer. This order will be mailed to the respondent. Any penalty imposed shall be due and payable within 45 days of the postmark of such order. If a respondent fails to pay the penalty and fails to timely file a written appeal pursuant to Business and Professions Code Section 12015.3(c) or 13302(c), the sealer may take action as provided in Business and Professions Code Sections 12015.3(d) or 13302(d). Action may be taken to collect the penalty and the collection costs actually incurred.
- (e) In the event that a respondent fails to comply with the provisions of Business and Professions Code Sections 12015.3 or 13302, the sealer may take the action proposed without a hearing. This action may include collection of the penalty and the collection costs actually incurred.

NOTE: Authority cited: Sections 12015.3(b) and 13302(b), Business and Professions Code. Reference: Sections 12015.3(b) and 13302(b), Business and Professions Code.

### 4801. Administration.

- (a) When a county sealer initiates an action, the sealer shall send a copy of the notice of proposed action to the State Sealer at the time of notice to the person charged with the violation(s). Additionally, the county sealer shall inform the State Sealer of violations for which penalties have been assessed. On at least an annual basis, the State Sealer shall inform county sealers throughout the State of violations for which penalties have been assessed.
- (b) When the State initiates the action, the State Sealer shall send a copy of the notice of proposed action to the county sealer involved. This notice shall also be sent, at the time of notice, to the person charged with the violation(s). The State Sealer shall also inform the county sealer in which the action has been initiated of violations for which penalties have been assessed.

NOTE: Authority cited: Section 12027, Business and Professions Code. Reference: Section 12027, Business and Professions Code.

**4802. Penalty Guidelines.** In applying Sections 12015.3 or 13302 of the Business and Professions Code, the sealer shall use the provisions of this section to determine the types of violations for which penalties may be assessed and the amounts of the penalties. Nothing in this article prohibits a sealer from seeking other relief through the criminal or civil court process in lieu of administrative action.

- (a) For the purposes of this article, violation types are designated as "Category A", "Category B", and "Category C".

- (1) “Category A” violations are violations in which there are actual, or there is the potential for actual false, deceptive, or misleading business practices, or significant monetary loss to consumers; or repeated violations of subparagraph (2) that occurred within a two-year period at the same location and which resulted in an action and subsequent penalty. Included in this category are certain violations subject to prior legislated fine levels pursuant to Business and Professions Code Section 12729. The appropriate penalty range for these violations is \$400-\$1,000; however, such penalty shall not exceed the maximum criminal fine specified in the charging section.
  - (2) “Category B” violations are violations in which there is a reasonable potential for intermediate level of consumer or competitive harm; or repeated violations of subparagraph (3) that occurred within a two-year period at the same location and which resulted in an action and subsequent penalty. The appropriate penalty range for these violations is \$150-\$600; however, such penalty shall not exceed the maximum criminal fine specified in the charging section.
  - (3) “Category C” violations are primarily violations that would typically have a less egregious effect on consumers or equitable competition in the marketplace. Included in this category are other violations included in Business and Professions Code, Division 5 that are not included in Table A. The appropriate penalty range for these violations is \$50-\$250; however, such penalty shall not exceed the maximum criminal fine specified in the charging section.
- (b) Table A shall be used to establish the level of severity of a particular violation and its corresponding penalty range. Except where specific violation parameters are provided, the violation column in Table A is an abbreviated description of the corresponding section in the California Business and Professions Code, Division 5, Weights and Measures.

**1** = Category A  
(\$400 to \$1,000)

**2** = Category B  
(\$150 to \$600)

**3** = Category C  
(\$50 to \$250)

**TABLE A**

<b>B&amp;P §</b>	<b>VIOLATION</b>	<b>TYPE</b>		
<b>12016</b>	Hindering or obstructing sealer.	<b>1</b>		
<b>12018</b>	Neglect or Refusal to exhibit weighing or measuring device for inspection	<b>1</b>		
<b>12021</b>	Marking or stamping false or short weight or measure on containers: Taking false tare (knowingly).	<b>1</b>		
<b>12022.5</b>	Fresh meats or roasts: Advertising/selling on basis of net weight, not including added fat.		<b>2</b>	
<b>12023</b>	Selling according to gross weight or measure.		<b>2</b>	
<b>12024</b> <i>(Prepacked product – Labeled and sold, but not packed on the same premises)</i>	Selling in less quantity than represented: Prepackaged – Labeled and sold, but not packed on the same premises.			
	- Single Lot:			
	Overcharge less than 50¢.			<b>3</b>
	Overcharge 50¢ to \$2.00.		<b>2</b>	
	Overcharge more than \$2.00.	<b>1</b>		
	- Total of All Lots:			
	Overcharge less than \$2.00.			<b>3</b>
	Overcharge \$2.00 to \$10.00.		<b>2</b>	
	Overcharge more than \$10.00.	<b>1</b>		
	Short measure bulk wood deliveries.	<b>1</b>		

B&P §	VIOLATION	TYPE		
<i>12024</i> (Prepacked product – Packed, labeled, and sold on the same premises)	Selling in less quantity than represented (per BPC §12024.3 criteria) Prepackaged – Packed, labeled, and sold on the same premises			
	- Single Lot (unknowingly):			
	Overcharge of \$2.00 or less			3
	Overcharge more than \$2.00	1		
	- Total of Multiple Lots (unknowingly):			
	Overcharge of less than \$2.00			3
	Overcharge \$2.00 to \$10.00		2	
<i>12024</i> (Wholesale or retail lots – not packed or labeled by retailer)	Overcharge more than \$10.00	1		
	Selling in less quantity than represented: Prepackaged – Wholesale or retail lots – Not packed or labeled by retailer			
	Overcharge not more than \$50.00		2	
	Overcharge more than \$50.00	1		
<b>12024.1</b>	Misrepresenting charge for service rendered (willfully).	1		
<b>12024.2</b>	Unlawful computation of value.			
	(A) Test Purchase of Commodities by Weight, Measure, or Count, Determined at Time of Sale: (Applies to any number of items purchased or inspected for pricing integrity)			
	- Overcharged on One Item: Overcharge equals 15¢ or more and is 5% or more of correct value for that item.		2	
	- Overcharged on Two or More Items: Total Overcharge equals 15¢ or more and is 3% or more of correct total value for those items.	1		
	(B) Scanning/Automated and Other Check stand Inspections.			
	- Overcharged on fewer than 10% of items purchased or inspected for pricing integrity or total overcharge is less than 2% of correct total price of all items purchased or inspected.			3
	- Overcharged on 10% or more but on fewer than 12% of items purchased or inspected for pricing integrity.		2	
	- Total overcharge 2% or more but less than 4% of correct total price of all items purchased or inspected.		2	

B&P §	VIOLATION	TYPE		
<i>12024.2</i> <i>Cont.</i>	- Overcharged on 12% or more of items purchased or inspected for pricing integrity.	1		
	- Total overcharge 4% or more of the correct total price of all items purchased or inspected.	1		
	Test Sample Size of 10 or Fewer Items ("Initial Standard Inspections" as defined by BPC §13350 or "Special Inspections" as defined by BPC §13356):			
	- Overcharge on any item does not exceed 8% of the correct price of that item			3
	- Overcharge on any item is greater than 8% but does not exceed 15% of the correct price of that item		2	
	- Overcharge on any item is greater than 15% of the correct price of that item	1		
<i>12024.5</i>	Sale of fowl, meat, or fish other than by weight: ready-to-eat items.		2	
<i>12024.55</i>	Door-to-door salespersons; failure to provide price per pound statements on packages.		2	
<i>12024.6</i>	Prohibition of advertising intended to entice customer into transaction other than represented.	1		
<i>12024.7</i>	Failure to provide: A statement of weight and type of cuts of meat sold; itemized statement showing quantity of fruits, vegetables, and other food products delivered in connection with meat sale.		2	
<i>12024.9</i>	Failure to provide a statement of weights supplied to consumer upon direct sale of meat on basis of primal cuts or carcass weight.		2	
<i>12024.10</i>	Failure to retain a document stating weight and cut of meat sold.		2	
<i>12025</i>	Refusal to exhibit commodity being sold at given weight or quantity.	1		
<i>12025.5</i>	Identification of commodity or container ordered "off sale" under §§ 12211 or 12607.	1		
<i>12107</i>	Violation of tolerances and specifications for commercial weighing and measuring apparatus.			3
<i>12107.1</i>	Establishment of commodity standards, weights, measures, and counts: Procedure: Unlawful sales.			3
<i>12500.5</i>	Approval and certification of commercial instruments: Sale or use for commercial purposes of nonapproved instruments.		2	
<i>12507</i>	Repair of "out of order" instruments: Time: Disuse: Effect of refusal or neglect to repair: Disposition of seized instruments.	1		
<i>12508</i>	Removal or obliteration of sealer's tag or device.	1		
<i>12510(a)</i>	Presumption of intent to violate law:			
	(1) Using an incorrect device.		2	
	(2) Sells commercial device not sealed within last year.			3

B&P §	VIOLATION	TYPE			
<i>Cont.</i> <i>12510(a)</i>	(3) Using a condemned device contrary to law.	1			
	(4) Uses for commercial purposes an unsealed, incorrect device not kept at fixed location.		2		
	(5) Used to falsify.	1			
	(6) Location of retail scale.		2		
	(7) False computation of price.		2		
	(8) Return to zero (knowingly).	1			
	(9) Deliver for test.		2		
	(10) Sells, uses, rents, loans incorrect device.		2		
	<i>12512</i>	Purchase of less than true quantity.	1		
	<i>12515</i>	(a) Repair, sale, or installation of instrument: Failure to notify county sealer.		2	
<i>12516</i>	Location of scale when auctioning livestock		2		
<i>12532</i>	(a) Engaging in business as a service agency when not registered with the Secretary of Food and Agriculture		2		
<i>12533</i>	(a) (1) Not possessing or having available necessary standards and testing equipment			3	
	(2) Standards and testing equipment shall meet specifications and tolerances in NIST 105 Series Handbooks			3	
	(b) Ensure every service agent has a current service agent license		2		
	(c) Possess a current copy of Title 4 of the California Code of Regulations, Field Reference Manual			3	
<i>12534</i>	Use suitable and sufficient standards, permanently and uniquely identified and have a current certificate of accuracy			3	
<i>12540</i>	Service agent examination and licensing		2		
<i>12602</i>	Distributing commodity contained in nonconforming package: Exception for wholesale or retail distributors not engaged in packaging or labeling.		2		
	Regulations to be established by Secretary: Required provisions of regulations.				
<i>12603</i>	- Identity of commodity and/or name and place of business of packer/distributor/manufacturer.		2		
	- Net quantity of contents not on container or label.		2		
<i>12605</i>	Prohibition of distribution of packaged commodity containing qualifying words in separate statement of net quantity of contents: Supplemental statements: Prohibited qualifications.		2		
<i>12606</i>	Containers not to be constructed or filled as to facilitate fraud		2		
<i>12606.2</i>	Misleading food containers, prohibited		2		

B&P §	VIOLATION	TYPE		
12611	Selling commodity in nonconforming container or with nonconforming label: Required information not prominently displayed.		2	
12703	Weighmaster License, fee and/or penalty required.		2	
12704	Weighmaster License fee.		2	
12705	Change in legal entity of weighmaster licensee.		2	
12707	Weighmaster License renewal; failure to pay fee when due.		2	
12710.5	(b) Failure to notify of replacement/deletion of deputy weighmaster.			3
12711	When weighmaster certificate to be issued.		2	
12712	Issuance of certificate by one other than weighmaster making determination; transfer of weight or measure to other certificate.			
	(a) Weighmaster certificates issued based on information from another weighmaster.		2	
	(b) Transfer of weight from one certificate to another.		2	
12713	(a) Responsibility for completeness of weighmaster certificate.		2	
	(b) Omitted information on weighmaster certificate.		2	
12714	Weighmaster certificate legend/principal licensee name.			3
12714.5	Information on certificate to be legible; consecutive numbering.			3
12715	Contents of weighmaster certificate.			3
12716	Weighmaster recordkeeping; inspection.		2	
12716.5	Correction of errors (weighmaster certificate).		2	
12717	Approval, testing, and sealing of weighing or measuring device.		2	
12718	(a) Requests a person to weigh, measure, or count falsely.		1	
	(b) Requests a false or incorrect weighmaster certificate.		1	
	(c) Furnishes or gives false information to a weighmaster.		1	
	(d) Knowingly presents for payment a false weighmaster certificate.		1	
	(e) Knowingly issues a false weighmaster certificate.		1	
	(f) Alters a weighmaster certificate resulting in a false weight, measure, or count.		1	
	(g) Possesses blank weighmaster certificates if not licensed.		1	
	(h) Issues a weighmaster certificate with alterations or omissions of gross, net, tare weights, net only weights, or measurements.		1	
12719	Change of net contents after recordation of weight.		1	
12720	Alteration of tare weight of vehicle prior to determining net weight of commodity.		1	
12721	Weighing for purposes of certification.		1	

B&P §	VIOLATION	TYPE		
<i>12722</i>	Use of predetermined tare weight; exemption for specified rock products.			
	(a) Violation of tare regulations.	<b>1</b>		
	(b) Rock, sand, and gravel predetermined tares.	<b>1</b>		
<i>12724</i>	Determination of gross and tare weights by a weighmaster; requirement that all persons be off scale and vehicle; exceptions.		<b>2</b>	
<i>12725</i>	Conditions under which gross weight not to be certified.		<b>2</b>	
<i>12727</i>	Verification of weight, measure, or count.	<b>1</b>		
<i>12728</i>	Requirement that entire vehicle rest on scale; exemption for seed cotton, multiple rail cars containing grain/grain products.		<b>2</b>	
<i>12729 (c)</i>	Tomato cab card tare weight. (See also B&P Section 12729)	<b>1</b>	<b>2</b>	
<i>12730</i>	Farm products.		<b>2</b>	
<i>12731</i>	Livestock.		<b>2</b>	
<i>12732</i>	Adjustments to load; commodity weights determined at other than site where vehicle was loaded.		<b>2</b>	
<i>12733</i>	Scrap metal and salvage materials.		<b>2</b>	
<i>12734</i>	Squid or anchovy.		<b>2</b>	
<i>13300</i>	Customer display and indicator requirements		<b>2</b>	
<i>13411</i>	Sale of petroleum products contingent upon additional purchase.		<b>2</b>	
<i>13413</i>	Deceptive, false, or misleading statements (Chapter 14) Petroleum Products.	<b>1</b>		
<i>13420</i> <i>13421</i> <i>13422</i>	Operators of petroleum dealerships required to make monthly update of advertising medium indicating hours of sale and turn off lights when not open for business.			<b>3</b>
<i>13441</i>	Sale or delivery of nonstandard product.	<b>1</b>		
<i>13442</i>	Sale or delivery of nonstandard product as motor fuel to be labeled "not gasoline".	<b>1</b>		
<i>13451</i>	Sale or delivery of nonstandard diesel, kerosene, or fuel oil.	<b>1</b>		
<i>13460</i> <i>13461</i>	Sale of engine or gear oil which fails to meet specifications.	<b>1</b>		
<i>13470</i>	Display of price sign on dispensing apparatus: Contents of sign.		<b>2</b>	
<i>13470.5</i>	Gallon-to-liter conversion table.		<b>2</b>	
<i>13472</i>	Dual pricing.		<b>2</b>	
<i>13480</i>	Sale, etc., of petroleum products from unlabeled containers, etc: Viscosity rating: Containers with net content of gallon or less.			<b>3</b>
<i>13482</i>	Sale of lubricant without SAE/API service classification.			<b>3</b>
<i>13486</i>	Filling of tanks with product other than that identified on container label.	<b>1</b>		

<b>B&amp;P §</b>	<b>VIOLATION</b>	<b>TYPE</b>		
<i>13500</i>	Labeling:			
	(a) No product and/or grade on delivery vehicle.			<b>3</b>
<i>13501</i>	Commingling of products.	<b>1</b>		
<i>13502, 13486</i>	Deliveries into storage tanks.	<b>1</b>		
<i>13520</i>	Temperature-corrected gallonage.		<b>2</b>	
<i>13530</i>	Application of article; display of price per liter or per gallon.			
	(a) Advertising a price that is not identical with the dispenser.		<b>2</b>	
<i>13531</i>	Display requirements; exemption of specified geographic areas; violations.			
	(a) Failure to advertise motor fuel prices.		<b>2</b>	
<i>13532</i>	Motor fuel; contents of display:			
	(a) Advertising price signs.			<b>3</b>
	(b) Violation of discount advertising.			<b>3</b>
	(c) Advertising lower price only. (See also § 13413)		<b>2</b>	
	(d) Failure to advertise price in same form.		<b>2</b>	
<i>13534</i>	Additional advertising matter.			<b>3</b>
<i>13562</i>	Change of designation under which product purchased: Authorization.		<b>2</b>	
<i>13568</i>	Written authority; furnishing copies.		<b>2</b>	
<i>13570</i>	Percentage of alcohol to be stated on normal business records: Certification of antiknock index.		<b>2</b>	
<i>13571</i>	Not providing documentation when requested.		<b>2</b>	
<i>13593</i>	Refusal to permit sampling.	<b>1</b>		
<i>13595</i>	Selling product which does not meet specifications. (See also §§ 13413, 13441, 13451)	<b>1</b>		
	Selling from unlabeled or mislabeled containers. (See also §§ 13413, 13480)			<b>3</b>
<i>13600</i>	Unauthorized breaking, etc., of seal.	<b>1</b>		
<i>13740</i>	Sale or distribution of adulterated or mislabeled product.	<b>1</b>		
<i>13741</i>	Deceptive, false, misleading statement (Chapter 15) Automotive Products	<b>1</b>		

NOTE: Authority cited: Sections 12015.3(a), 12027 and 13302(a) Business and Professions Code.  
Reference: Sections 12015.3(a), 12028 and 13302(a), Business and Professions Code.