Nevada Department of Agriculture

PLACED IN SERVICE PROCEDURES

All applicants MUST complete this section. Please select ONE option.

To all Registered Service Agents/Agencies:

Nevada Administrative Code 581 specifically requires that any repair, adjustment or installation of a device must be reported to the Bureau of Weights and Measures within a certain time frame. This enables us to effectively schedule tests and inspections of new or repaired equipment in a timely and efficient manner

Please follow these requirements. Excerpted from NAC 581:

NAC 581.370 Duties of repairman. (NRS 581.050, 581.067) A person who installs or male a repair or adjustment to a weighing or measuring device shall:

1. **Within 24 hours after installing the device or making repair or adjustment to the device, notify the State Sealer of Weights and Measures by oral communication** that the device has been installed or that the repair or adjustment has been made; and
2. **Within 5 days after installing the device or making the repair of adjustment to the device, submit to the State Sealer of Weights and Measures a written notification of the installation, repair or adjustment on a form prescribed by the State Sealer of Weights and Measures.**

Beginning 1 January 2010, for failure to inform Weights and Measures in any of the above circumstances, a fine of $25.00 for each device will be imposed upon the RSA.

Example: If the RSA adjusts 10 devices and does not send in a "Placed in Service" report within the guidelines above and this is discovered by Weights and Measures inspectors, the RSA may be fined $250.00

A subsequent or second violation will be raised to $50.00 per device, then $100.00 per device. After the third violation, the RSA may face an administrative hearing that could result in removal from the RSA program.

_____ _____

PRINTED NAME OF APPLICANT SIGNATURE OF APPLICANT

_____

COMPANY NAME

_____

DATE