

Placed in Service Procedures

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 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.

In the past, many RSA's have not bothered to follow these requirements. Excerpted from NAC 581:

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

1. **Within 24 hours after installing the device or making the 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 or 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 will be fined \$250.00.

A subsequent or second violation will be raised to \$50.00, then \$100.00. After the third violation, the RSA may face an administrative hearing.

Registered Service Agency

Registered Service Agent

Date