

**NEVADA DEPARTMENT OF AGRICULTURE
DIVISION OF MEASUREMENT STANDARDS
BUREAU OF WEIGHTS AND MEASURES**

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PLACED IN SERVICE REPORT

FOR NEWLY INSTALLED OR REPAIRED NATIONAL TYPE EVALUATION PROGRAM (NTEP) APPROVED COMMERCIAL DEVICES OR ALL NEWLY INSTALLED OR REPAIRED COMMERCIAL DEVICES MUST BE NTEP APPROVED.

BUSINESS NAME _____ **DATE:** _____

ADDRESS: _____

CITY: _____ **ZIP CODE:** _____ **PHONE:** _____

	MANUFACTURER OF DEVICE	MODEL & CAPACITY	NEW DEVICE	CERTIFICATE OF CONFORMANCE NO.
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

	REPAIRED DEVICE		RECALIBRATED DEVICE		RED TAG NUMBER	BLUE TAG NUMBER
	YES	NO	YES	NO		
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____

WERE RED OR BLUE TAGS REMOVED? YES ___ NO ___

REMARKS:

REGISTERED SERVICE AGENCY _____ **RSA NO.** _____

ADDRESS _____ **CITY** _____ **STATE** ___ **ZIP** _____

CONTACT PERSON _____ **PHONE:** _____ **SEAL ID** _____

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