

Public Weighmaster Program

Division of Consumer Equitability

PUBLIC WEIGHMASTER GENERAL INFORMATION

1. Public Weighmaster Program is governed under Nevada Revised Statute and Nevada Administrative Code - Title 51, Chapter 582.
2. All commercial weighing and measuring devices are governed under Nevada Revised Statute and Nevada Administrative Code - Title 51, Chapter 581 and 590.
3. A scale being used as a public weighmaster scale must have passed the last inspection and must have a current CERTIFICATE OF INSPECTION HLT FORM and DIVISION OF CONSUMER EQUITABILITY SEAL.
4. All licenses and certificate of inspections must be kept conspicuously displayed where the weighing is performed by the party or parties to whom they have been issued. NAC 582.030 & NAC 581.290 - Display of license. The license issued for a weighing or measuring device used as commercial weighing and measuring equipment pursuant to NAC 581.280 and 581.285 must be publicly displayed at the business location where the device is located.
5. The REGISTRATION DEPUTY PUBLIC WEIGHMASTER FORM (WM-PWM-01) must be completed and returned to the Division of Consumer Equitability each time a weighmaster and/or a deputy weighmaster is removed and/or added to the weighmaster program.

This form can be found at:

http://agri.nv.gov/Protection/Weights_and_Measures/Public_Weighmaster_Program/.

Keep a copy on file and mail form to:
Nevada Department of Agriculture
Division of Consumer Equitability PWM
2150 Frazer Avenue
Sparks, NV 89431

or

Email: pwmreg@agri.nv.gov

DEFINITIONS

WEIGHMASTER - A bonded and licensed business / person performing factual weighing for the public.

DEPUTY WEIGHMASTER – A person employed or designate to perform duties for the Weighmaster.

DOUBLE-DRAFT WEIGHING. - When weighing a combination of vehicles that will not rest fully, completely and as one complete unit on the scale platform and not uncoupling from what is not on the scale.

AXLE WEIGHT. - Part of the total vehicle weight carried by the wheels on an axle or axle group (doubles, triples, etc.).

TARE. – Tare weight is the weight of a vehicle or container when it is empty. Many vehicles have marking plates with information such as their tare weight.

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UNLAWFUL ACTS

1. Each Vehicle is to be weighed before a tare weight is recorded.
UNLAWFUL TO RECORD VERBAL TARE WEIGHTS.
2. Tare weights are valid for 48 hours and for one transaction only.
3. **UNLAWFUL** TO DO DOUBLE-DRAFT WEIGHING. NRS 582.210 - Requirements for weighing vehicle or combination of vehicles; variance.
4. **UNLAWFUL** TO ISSUE INCOMPLETE WEIGH TICKETS.
5. **UNLAWFUL** TO ISSUE WEIGH TICKETS FOR AXLE WEIGHTS ON SINGLE DECK PLATFORMS – however, axle weight may be included on the weigh ticket as long as there is a statement that states, “AXLE WEIGHTS ARE NOT CERTIFIED. ONLY GROSS AND/OR TARE WEIGHTS CAN BE CERTIFIED.”

WEIGH TICKETS (CERTIFICATES) NAC 582.085 - 095

1. Weigh tickets must be used and **filed** in a numerical (example 001, 002, etc.) or alphabetical order (example A001, A002, etc.).
2. Only Weighmaster or Deputy Weighmaster signature on weigh tickets.
3. Complete signatures – **No INITIALS.**
4. Draw a line through all unused spaces.
5. License number or vehicle company number must be recorded.
6. The name of the owner, agent or consignee of the commodity.
7. **ALL** copies of “VOID” weigh tickets must be retained on file. NAC 582.070 - Public weighmaster certificates: Drivers' and loaders' counts; voided certificates; retention of copies.
8. All information recorded must be neat, clear and complete.
9. Completed weigh tickets must be retained locally for three (3) years. NRS 582.115 - Maintenance of copies of certificates issued; inspection of weigh tickets.
10. You may refuse to issue a weigh ticket if a driver refuses to furnish all necessary information.
11. Weights may be handwritten if no printer is used in conjunction with recording device (indicator).
12. Issue one (1) weigh ticket for tare weight and one (1) weigh ticket for gross weight, or one (1) weigh ticket for both weights with net weight calculated.
13. Make sure vehicles are completely on scale, i.e., all tires completely on scale.
14. Nothing under 1,000 lbs. to be weighed on a truck scale (use vehicle as tare weight to get new weight of commodity if under 1,000 lbs.).
15. Keep all blank weigh tickets out of reach of the general public.

**FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN SUSPENSION OR
REVOCATION OF YOUR PUBLIC WEIGHMASTER LICENSE.**

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PROPER PROCEDURES FOR VEHICLE TARE WEIGHTS

When using trucks/trailers for product deliveries by weight, such as decorative rock or type II, you must take a tare weight for each and every individual delivery. Exception: if you have trucks that will always have the same one or two trailers in tow, the vehicle will always have the same driver and the vehicle will always have a full tank of fuel at the time the tare weights are re-established, then you may take a tare weight once per week. Remember, you must meet all three requirements outlined above otherwise a new tare weight is required for each transaction.

The three following additional conditions also apply:

A) If a part of the truck or trailer has been changed such as a tire, the vehicle will need to have a new tare weight established.

B) If conditions are muddy, such as after a rain storm, the tare weights will need to be re-established for each outgoing load. The reason for this is that the truck and trailers will pick up a considerable amount of weight in mud.

C) If the truck's fuel tank is low, you cannot adjust the net weight to compensate for a full tank at the time the tare weight was taken. If you want to account for the low fuel condition, then a fresh tare weight will be required and will be good for the one transaction only.

ITEMS INSPECTED ON PUBLIC WEIGHMASTER AUDIT

1. No Weighmaster or Deputy Weighmaster signature. The weighmaster or deputy weighmaster shall sign the weigh ticket with their complete name.
2. Incomplete signature.
3. Non-Weighmaster or Deputy Weighmaster signature. Someone not on the weighmaster list.
4. No identification number. Missing license plate, equipment or unit number or identifier.
5. Voided weigh tickets. Voided weigh tickets are noted.
6. The name of the owner, agent or consignee of the commodity.
7. No date on weigh ticket.
8. Missing weigh tickets.
9. All information recorded must be neat, clear and complete.
10. Three years of copies of weigh tickets issued and copies of weigh tickets voided.
11. All licenses are on displayed.
12. All unused spaces must have a line drawing through the space.

MOST COMMONLY FOUND ERRORS

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Weighmaster weigh tickets are reviewed throughout the state at all locations that weigh for the public for hire. The results of these audits indicate that many deputy weighmasters at these scales committed violations in the following areas:

- Inserting a tare weight of the vehicle without actually weighing the vehicle.
- Failing to eliminate unused weight spaces with "Gross Only", "Tare Only", or "Net Only".
- Using initials or an incomplete signature when signing the certificate.
- Failing to sufficiently identify the commodity.
- Failing to identify the owner or agent and consignee – the buyer and seller.
- Failing to identify the vehicle(s) by license number(s).
- Failing to keep voided certificates on file.
- Failing to issue certificates in sequential order.
- Failing to file certificates in sequential order.
- Weighing without being registered as a deputy weighmaster.

Each of these violations is a misdemeanor punishable by a fine of up to \$1,000, NRS 582.320 & NAC 582.300.

CAT SCALES ONLY – UN-HIDE WEIGHTS FOR TESTING PURPOSES ONLY

Press Menu on the CAT Controller, this will place you in the (Operations Menu) Screen

- Arrow down to (Service Menu) and press enter
- Security Code 324722657

This will place you in the (Service Menu) screen

- Arrow down to (Special Functions) and press enter

This will place you in the (Special Functions Menu) screen

- Arrow down to (Hide Weights Until Pin Number) and press enter
- Up arrow and highlight (No) and press enter.

Press the Menu button until you see (Write System Configuration Files To Flash For Recovery) and select (Yes).

Once you see the (Operations Menu) press menu one time and you will be back at the idle screen. The weights will be viewable at the bottom of the screen for 2 hours.

After 2 hours they will automatically hide themselves. There is no need to go back into the indicator to change it.

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WEIGHMASTER & DEPUTY WEIGHMASTER Q&A

Q. Your scale must be maintained at?

A. Zero balance - NRS 582.200 (1).

Q. In order to issue a weighmaster certificate you must be?

A. Listed as a deputy weighmaster on the principal weighmaster license - NAC 582.035 (1).

Q. As a deputy weighmaster, when you sign a weighmaster certificate, you must?

A. Sign your complete name as it appears on the weighmaster license - NAC 582.060 (5).

Q. As a deputy weighmaster, you must?

A. Date each certificate - NRS 582.085 (2e).

Q. As a deputy weighmaster, you must not?

A. Issue an incomplete certificate all applicable information must be filled in and be clear and legible - NAC 582.060 (2) & (4); & NRS 582.085 (2).

Q. The vehicle or combination of vehicles being weighed and certified must be identified by?

A. Vehicle license/ID number of the truck and each trailer - NRS 582.085 (2g).

Q. If you do not count the number of units of the commodity that you are weighing, what must you show on the weighmaster certificate?

A. The number of units followed by the words "driver's count" or "DC" or "loader's count" or "LC" as applicable - NAC 582.070 (1).

Q. If you are weighing hay or hay products, what information is needed on the weighmaster certificate?

A. The type of hay, the grower's name and address as provided by the truck driver, the number of bales of hay followed by "DC" or "LC" as applicable - NRS 582.085 (2b, c, d); & NAC 582.070 (1).

Q. As a deputy weighmaster, what do you do with a weighmaster certificate on which you made an error?

A. Write "VOID" across it and keep all copies as part of the records for three years - NAC 582.070 (2), (3).

Q. How long must you keep a copy of all issued weighmaster certificates, voided weighmaster certificates and records and worksheets?

A. 3 years - NAC 582.070 (3).

Q. Is it permissible for a deputy weighmaster to alter gross weights, tare weights or net only weights on a weighmaster certificate?

A. No - NRS 582.095.

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Q. If you only determine one weight on the weighmaster certificate, where must you write the words "Gross Only", "Tare Only", or "Net Only"?

A. In the appropriate unused weight spaces - NAC 582.060 (3).

Q. Generally, as a deputy weighmaster at a public scale when issuing a weighmaster certificate, should you accept the driver's word for the tare weight of the vehicle?

A. No - NAC 582.050.

Q. During an annual test of your vehicle scale, the inspector notes that your scale is slightly out of tolerance and issues you a repair tag. What must you do/not do?

A. Do not issue any public weighmaster certificates until the scale has been repaired and retested by Weights and Measures personnel - NRS 582.028 (1); & NRS 582.200 (2).

Q. When weighing a vehicle or combination of vehicles which is too long for your scale and issuing a weighmaster certificate, which is correct?

A. You must have the driver disconnect the trailers and weigh them separately. The weights may then be combined for the issuance of the weighmaster certificate - NRS 582.210 (1b).

DEPARTMENT OF AGRICULTURE DIVISION OF MEASUREMENT STANDARDS		0001								
PUBLIC WEIGHMASTER'S CERTIFICATE OF WEIGHT AND MEASURE										
ABC COMPANY DIVISION OF XYZ, INC. PO BOX 000 ANYTOWN, NV 89000 PHONE: 123-456-7890										
DRIVER ON _____		DRIVER OFF _____								
		DATE _____ 20____								
THIS IS TO CERTIFY, That the following described merchandise was weighed by a Public Weighmaster as prescribed by the Public Weighmaster Law, NRS Chapter 582.										
OWNER or CONSIGNEE _____	DELIVERED TO _____									
COMMODITY _____	NO. OF UNITS _____									
CARRIER _____										
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">TRUCK LICENSE NUMBER</td><td style="width: 50%;"></td></tr><tr><td>TRAILER NUMBER (1)</td><td></td></tr><tr><td>TRAILER NUMBER (2)</td><td></td></tr><tr><td>TRAILER NUMBER (3)</td><td></td></tr></table>			TRUCK LICENSE NUMBER		TRAILER NUMBER (1)		TRAILER NUMBER (2)		TRAILER NUMBER (3)	
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TARE WEIGHT	SIGNATURE _____									
NET WEIGHT	PRINT NAME _____									
SAMPLE WEIGH TICKET										



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PUBLIC WEIGHMASTER FAQ

Question: If Vendor A is buying or selling a commodity to Customer B using A's scale does A need to be a Public Weighmaster?

Answer: NO

Question: If Vendor A is buying or selling a commodity to Customer B using B's scale does B need to be a Public Weighmaster?

Answer: NO

Note: In both examples above the scale needs to be licensed with and certified by State of Nevada's Department of Agriculture.

NRS 581.0025 "Commercial weighing and measuring equipment" defined. "Commercial weighing and measuring equipment" means weights and measures, and weighing and measuring devices, used commercially in:

1. Establishing the size, quantity, extent, area or measurement of quantities, things, produce or articles for distribution or consumption, purchase, offer or submission for sale, hire or award; or
2. Computing any basic charge or payment for services rendered on the basis of weight or measure.

NAC 581.275 License required. (NRS 581.050, 581.065, 581.067) A person shall not use any weighing or measuring device as commercial weighing and measuring equipment unless the Division has issued a license for that device pursuant to NAC 581.280 and 581.285.

NAC 581.290 Display of license. (NRS 581.050, 581.065, 581.067) The license issued for a weighing or measuring device used as commercial weighing and measuring equipment pursuant to NAC 581.280 and 581.285 must be publicly displayed at the business location where the device is located.

Question: If Vendor/Customer A buys or sells to Vendor/Customer B using company C's scales (such as a truck stop scales) who needs to be a Public Weighmaster?

Answer: Company C, their only interest in the transaction is the weighing of the commodity being bought or sold.

NRS 582.011 "Public weighing" defined. "Public weighing" means the weighing, measuring or counting, upon request, of vehicles, property, produce, commodities or articles other than those that the weigher or the employer of the weigher, if any, is either buying or selling.

NRS 582.012 "Public weighmaster" defined. "Public weighmaster" means any person who performs public weighing.

If you have any questions regarding any of this information, please do not hesitate to call one of the offices listed here or email.

SPARKS

2150 Frazer Avenue
Sparks, NV 89431
Phone: 775-353-3784
Cell: 775-224-9810
Fax: 775-353-3798

LAS VEGAS

2300 McLeod Street
Las Vegas, NV 89104
Phone: 702-668-4541
Cell: 702-249-3622
Fax: 702-668-4567

ELKO

4780 E. Idaho Street
Elko, NV 89801
Phone: 775-738-8076
Cell: 775-686-0527
Fax: 775-738-2639

pwmreg@agri.nv.gov



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ACKNOWLEDGEMENT FORM

ALL PWM APPLICANTS MUST COMPLETE THIS SECTION

I have read and been informed about the content, requirements, and expectations of the Public Weighmaster Program.

I understand that if I have questions, at any time, regarding the Public Weighmaster Program, I will consult with my immediate supervisor or the Division of Consumer Equitability.

Employee Signature: _____

Employee Printed Name: _____

Circle which one applies to you: Weighmaster / Deputy Weighmaster

Date: _____

Sent a copy to:
Nevada Department of Agriculture
Division of Consumer Equitability PWM
2150 Frazer Avenue
Sparks, NV 89431
Or to:
Email: pwmreg@agri.nv.gov