

New Hampshire Division of Weights & Measures

FINDINGS IN THE FIELD ***Division Field Notes ~ Technician Tips***

TO: Licensed NH Service Technicians and Service Companies
FROM: New Hampshire Division of Weights and Measures
DATE: May 2015
TOPIC: **Note #10: Reminders to All Licensed NH Service Technicians:
Information Required on Placed in Service Reports**

Licensed NH service technicians shall complete and submit to the Division placed in service reports whenever they install, repair, adjust, rebuild, service, recondition, test, calibrate, or certify a weighing, measuring or counting device in commercial use. See Agr 1405.05 and Agr 1405.06. Additionally, whenever a service technician tests, calibrates and certifies a commercial device for the renewal of a device license, or for the removal or replacement of a security seal, he or she shall complete the proper placed in service report.

All Placed in Service Reports are now available online at:
<http://www.agriculture.nh.gov/divisions/weights-measures/service-technicians.htm>

The following highlights some issues of concern which Division staff have found with placed in service reports submitted by NH service technicians and addresses some recent questions received by licensed NH service technicians about placed in service reports.

- **Placed in service reports shall be sent to the Division within 5 days of the date of service. The most efficient way to submit placed in service reports is via email to: devices@agr.nh.gov**
- **Placed in service reports shall be completed at the time that the work is performed and not a later date.**

For a complete and official version of the Division's laws and administrative rules go to our **newly designed website:** www.agriculture.nh.gov & click on the Division of Weights & Measures laws and rules page, or contact the Division at (603) 271-3700 or (603) 271-2894

- **Weights and measures account numbers and license numbers are different. Be sure that the account number is listed on the forms.**
- **If you are unsure of a business's weights and measures device license account number, put the business's phone number in that space on the forms.**
- **Often technicians confuse "Register" and "Meter" numbers required on the "LPG, Large Volume Petroleum Measuring Devices, and VTM Placed In Service Report Forms."**
- **Sometimes the "total number of meters" is calculated incorrectly. *This is important because businesses are charged per meter.***
- **If a device is removed or replaced, be sure to note this on the forms. Put that information in the summary of work completed / remarks section on the forms.**
- **If you are a licensed service technician servicing out of state based trucks with a New Hampshire weights and measures device license, you must complete NH placed in service reports and send them into the Division.**
- **Print clearly on all forms or type the information.**
- **All forms are online on the Division's website at the following link: <http://www.agriculture.nh.gov/divisions/weights-measures/service-technicians.htm> and can be submitted via emailed to: devices@agr.nh.gov**
- **For questions, contact the Division at (603) 271-3700 or (603) 271-2894.**

 Please be advised that this e-newsletter addresses specific issues encountered by Division investigators and Division staff including: devices that licensed NH service technicians test, calibrate, and certify pursuant to RSA 438, updates and reminders of procedures and techniques in the NIST Handbooks, reminders of the Division's laws and rules and other relevant matters. It is intended for educational use and is not a complete representation of the Division's laws or rules.

Service Companies: Please share this information with your licensed New Hampshire service technicians

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