

## **New Hampshire Division of Weights and Measures**

### **Quick Reference Sheet for Businesses with Commercial Scales**

- **Legal Scales**
  - Only legal-for-trade scales shall be used in direct sale transactions;
  - All scales manufactured since 2003 are required to have an NTEP certificate of conformance number on the scale; such designation shall be prefaced with the abbreviations or term: “NTEP CC,” “CC,” or “Approval.” The scale will also be marked with a Roman numeral “II” or “III” along with the make, model, and serial #;
  - Scales manufactured prior to 2003, may only have Roman numeral “II” or “III” along with the make, model, and serial #;
  - Equipment shall be suitable for the service in which it is used with respect to elements of design, including but not limited to: capacity, number of scale divisions, value of the scale division, minimum capacity, and computing capability.
- **Scale Placement**
  - Scales shall be installed in a firm, level position;
  - Scales shall be positioned where the customer can read the indications and observe the weighing operation;
  - Scales shall be protected from environmental factors such as wind, rain, fans, etc.
- **Net Weight**
  - Whenever any commodity is sold by weight, it must be sold by net weight;
  - Be sure to deduct tare weight—tare is any packaging such as bags, boxes, containers, wrappers, sticks, etc.;
  - The “T” button on the scale is for “tare” and is used to deduct the weight of packaging;
  - Prepackaged items must have a net weight representation on the package.
- **Licensure**
  - All commercial devices shall be licensed by the Division. Devices need to be certified prior to be being placed into service;
  - Prior to license expiration, a renewal will be mailed to the contact person on record for the business;
  - Post the device license in a conspicuous location near the scale.
- **Annual Certification**
  - Commercial scales shall be inspected and certified annually by a licensed NH service technician and before being placed into commercial use;
  - To find a service company with licensed NH service technicians go to the Division’s website: <http://agriculture.nh.gov/divisions/weights-measures/businesses.htm>
- **Updating License (if devices change)**
  - There is an update form called: “Update for Weighing and Measuring Device License.” This form is used for updating contact information, address changes, and adding or replacing scales. Please include the make, model, serial #, and scale capacity;
  - If a scale is being replaced and/or removed from service, include the make, model, and serial # of the scale and the reason for removal from the license.

*This document is intended for educational purposes and is not a complete representation of the Division of Weights and Measures laws and administrative rules. For a complete and official version go to the Division website:*

<http://www.agriculture.nh.gov/laws-rules/index.htm#weightsmeasures>