

# The NH Division of Weights and Measures

## ***FINDINGS IN THE FIELD (e-letter)*** ***Division Field Notes ~ Technician Tips***

**TO:** Licensed NH Service Technicians and Service Companies  
**FROM:** New Hampshire Division of Weights and Measures  
**DATE:** May 1, 2014  
**TOPIC:** **Note #1: Scale Leveling Requirements / Sealing Requirements**

---

Please be advised that this e-letter 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.

\*\*\*\*\*

### Scale Leveling

Today we would like to address the requirement for the "level indicating means and condition" of scales found in NIST Handbook 44, S.2.4 and UR.4.2.

When we audit a business that is using a scale, one of the first things we check is whether the scale is level. We often find that scales are not being maintained in a level position. We take the opportunity to instruct scale users on how to level the scale and the importance of periodically verifying that the scale is used and maintained in a level position.

Most scales are equipped with a level-indicating means. Sometimes the level-indicating means is broken, missing, or obscured by years of dirt and grime. We carry a handheld level with us to verify the level position of a scale when the level-indicating means is not usable. If a scale is equipped or had been equipped with a level-condition indicator, the scale is required to be maintained in a level position.

Therefore, when you inspect or place a scale into service, the scale must be level. Please refer to the Examination Procedure Outline (EPO) located on our website. <http://www.agriculture.nh.gov/divisions/weights-measures/service-technicians.htm>

### Security Seal (i.e. wire seal)

A service technician must use his/her own bull dog press, with their assigned seal number, when crimping a security seal. See Agr 1405.08 (d)