



Weights and Measures Service Company Test Report Requirements

BUREAU OF WEIGHTS AND MEASURES

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RESOURCES

Wis. Stat. 98
<http://docs.legis.wisconsin.gov/statutes/statutes/98>

Wis. Admin. Code ATCP 92
https://docs.legis.wisconsin.gov/code/admin_code/atcp/090/92

A weights and measures service company must prepare a written report whenever it installs, services, tests or calibrates a weighing or measuring device. Violators may be subject to prosecution and [fines](#) of up to \$1,000 per offense ([Wis. Stat. § 98.26](#)).

Weights and Measures Service Companies: Test Report Requirements ([Wis. Admin. Code § ATCP 92.23\(1\)](#))

The weights and measures technician who performs the work on behalf of the service company shall prepare and sign the report. The report shall include all of the following:

- a) The name of the device owner or operator, the location of the device, and a uniquely identifying description of the device.
 - b) The date on which the service company installed, serviced, tested or calibrated the device.
 - c) The nature of the work performed on the device.
 - d) A statement that an inspector had marked or sealed the device as "rejected," if that is the case. The report shall include the date of the "rejected" mark or seal, if known. The report shall state whether the service company returned the device to service and, if it did return the device to service, the date on which it did so.
 - e) The level of accuracy and correctness found at the beginning of each test and after any adjustments to the device.
 - f) A statement clearly indicating whether the device was correct when the service company completed its work. If the service company did not determine whether the device was correct, the report shall indicate that fact.
 - g) The name of the service company technician, who installed, serviced, tested or calibrated the device.
- (2) **Giving copies.** Within 10 days after a weights and measures Service Company installs, services, tests or calibrates a weighing or measuring device, the service company shall mail or deliver a copy of its report to each of the following:
- a) The owner or operator of the device.
 - b) The department if the service company returns to service a device rejected by the department.
 - c) The municipality if the service company returns to service a device rejected by the municipality.
- (3) **Keeping copies.** A weights and measures service company shall keep a copy of every report for at least 2 years after the report is created.

In addition, an annual test report must be submitted to our department, for Liquefied Petroleum Gas (LPG) meters, Vehicle Scales (VS) and Vehicle Tank Meters (VTM). Test reports must include all information required by state law and the license number must be on all test reports.

Weights and Measures Service Company Test Report Requirements

Assigning serial numbers for vehicle scale, LPG meter, and VTM meter private test reports

If the markings cannot be read due to the installation conditions, a secondary plate may be installed in accordance with NIST Handbook 44 1.10.G-S.1. by a licensed service company.

If a service technician can NOT find a serial number on a device, a unique identifier (serial number) must be assigned using the following format: DATCPLicenseNumber (this is the license number given by the State) ex. DATCP273152

Once a unique identifier is assigned, a permanent, readable tag with the assigned number (and device **make** if not already readable on the device) must be attached to the scale/meter by a licensed service company.

Serial numbers are assigned two ways:

1. The unique identifier can be assigned by us and relayed to the service company.
2. Or, if the service company knows the DATCP license number, they can use the designated format, DATCPLicenseNumber (this is the license number given by the State) ex. DATCP273152

If the service company creates a unique identifier using the process described, be sure to use the unique identifier on the test reports in lieu of the serial number, and notify the device owner to use the unique identifier in lieu of the serial number on license applications.

For more information about submitting scale or meter annual test reports visit our website:

https://datcp.wi.gov/Pages/Programs_Services/WeightsAndMeasures.aspx

You can find a copy of the law Wis. Admin. Code § ATCP 92.23 at:

<https://docs.legis.wisconsin.gov/document/administrativecode/ATCP%2092.23>

If you have questions contact us at 608-224-4942 or email: datcpweightsandmeasures@wi.gov