



WELCOME TO YOUR

Registered Service Representative Training



Goals:

Provide you with the information you need to pass the RSR test and the tools you need to do your job!

You will learn:

- how to use the web site links to find important reference material
- what laws affect you as an RSR
- how to use the National Institute of Standards and Technology (NIST) handbooks and information about the National Type Evaluation Program (NTEP) program
- how to fill out a Placed in Service Report (PISR)



What is a RSA?

RSA = Registered Service Agency.

RSA is any agency, firm, company or corporation that for hire or award, commission or any other payment of any kind:

- **installs**
- **services**
- **repairs**
- **or reconditions**

a commercial device and has been issued a license by the Department of Weights and Measures.



What is a RSR?

RSR = Registered Service Representative

A RSR is an employee of an RSA who has been issued a license by the Department of Weights and Measures.

The RSR can place a commercial device into service, repair a device and remove an official rejection tag.



Handbook 44

Handbook 44 IS A WORKING TOOL that includes all specifications, tolerances and other technical requirements that are essential for ensuring your customer's commercial device is compliant.

State law – ARS 41-2064 requires

All commercial devices SHALL comply with the specifications, tolerances and other technical requirements set forth in handbook 44, except as otherwise stated in the rules.

It is reviewed annually by the
National Conference on Weights and
Measures

You must carry the latest version!



Handbook 44 Codes A Quick Way To Remember

G = General Code

A = Application

S = Specification

N = Notes

T = Tolerance

UR = User Requirement

D = Definitions of Terms

See Pg. 4 of
NIST Handbook 44
2003 Edition



NIST Handbook 112

Think NIST HB44 is confusing?

HB 112 is designed to help you find the appropriate HB 44 code references for each step of an official examination.



What Is NTEP?

National Type Evaluation Program

- *Certification of conformance* to commercial devices that are evaluated using a uniform set of criteria and test procedures to ensure they will meet performance and specification requirements of HB44.
- Provides a *list of devices* that conform to Handbook 44 requirements.
- Arizona has adopted NTEP. Most states have adopted similar programs.

Note: Arizona also accepts California CTEP certifications



Are there any exemptions to NTEP?

- **GRANDFATHER EXEMPTION** - If a device was installed prior to January 1, 1975, this may apply.
- **ONE-OF-A-KIND DEVICE**
- **CONTINUALLY LICENSED**
- **CONTINUES TO PASS OFFICIAL EXAMINATIONS FOR PERFORMANCE**

YES YES YES YES YES YES YES



GRANDFATHER EXEMPTION

Would continue if:

The device is sold but remains in its original installation.

The device has been continually licensed in Arizona since 1975.

Would **NOT** continue if:

The device fails to meet performance requirements after repair.



What is a NTEP C of C

- **NTEP C of C - National Type Evaluation Certificate of Conformance.**
- **It applies to a specific device (model, type, series or family) for a specific manufacturer.**



Where Can I Find NTEP C of C Numbers

- On the data plate as of 01/01/03
- From the manufacturer
- A complete listing can be found at <http://www.azdwm.gov/>
- Go to RSR/RSA page and click on the link
- For NCWM members <http://www.ncwm.net/>
- Your employer
- Contact California Division of Measurement Standards



Surfing the Web For Answers

AZ DWM www.azdwm.gov

NCWM www.ncwm.net

NIST www.nist.gov

www.scalemanufacturers.org



Q: Do I need to study everything in the NIST Handbooks?

A: Only those sections applicable to your field of expertise.

You must also study the applicable sections of:

- ARS Title 41, Chapter 15
- AZ Administrative Code Title 20, Chapter 2
- CARB Executive Orders (EO)



Device License Application/ Placed In Service Report

You will need:

- **Fee Code Sheet**
(Second to the last page of your RSR Study Guide)
- **Placed in Service Report (PISR)**
(Last page of your RSR Study Guide)



What is a Device License Application/ Placed In Service Report?

- The document you submit on behalf of the **device owner** when a device is installed, repaired or removed from use.
- It identifies your **RSA & RSR number**, **specific device information** needed to license the device and the field standards you used to ensure the device meets HB44 requirements for performance.



Get it RIGHT the first time to avoid a fine!

We'll be checking the quality of your work!

- Fill in **ALL** the blanks
- Include comments, if needed
- Distribute copies correctly:
 - *original - Department*
 - *yellow – RSA/RSR*
 - *pink – Business*
- Mail the PISR **within 7 calendar days**



Let's Talk Civil Penalties

A PISR not submitted timely, completely, or accurately is subject to:

- Up to a \$500 civil penalty per violation.
- Up to a maximum of \$5000 per 30 days.

Retraining is always available to minimize civil penalties



Device Fee Codes

This number will be found on the left side of fee code sheet



AZ DEPARTMENT OF WEIGHTS AND MEASURES FEES, PENALTIES AND CHARGES

EFFECTIVE APRIL 20, 2001

CODE	DESCRIPTION	AMOUNT	CODE	DESCRIPTION	AMOUNT
WEIGHING DEVICES - ARS 41-2092A			LIQUID MEASURING DEVICES LPG (METERS) - ARS 41-2092A		
001	0-100 pound capacity	\$12.00	027	Small bottle fill measuring devices	\$24.00
002	50-2,000 pound capacity	\$18.00	028	Motor fuel measuring devices, uncompensated	\$24.00
003	201-7,500 pound capacity	\$36.00	029	Motor fuel measuring devices, temperature compensating	\$48.00
104	701-20,000 pound capacity	\$80.00	030	Motor fuel measuring devices, keylocks	\$48.00
004	2001-60,000 pound capacity	\$120.00	031	3/4" and 1" meters, uncompensated	\$48.00
005	6001 pound capacity and greater	\$180.00	032	1 1/4", 1 1/2" and 1 3/4" meters, uncompensated	\$72.00
039	Portable Batch Plants	varying	033	2" meters and larger, uncompensated	\$72.00
Livestock Scales must be licensed if used more than 30 days/yr.			034	1 1/4", 1 1/2" and 1 3/4" meters, temp compensating	\$90.00
LIQUID MEASURING DEVICES (METERS) OTHER THAN LIQUID PETROLEUM GAS (LPG) - ARS 41-2092A			035	2" meters and larger, temperature compensating	\$96.00
006	Maximum 12 gallons per minute (gpm)	\$12.00	036	3/4" and 1" meters, temperature compensating	\$54.00
007	Maximum 13-150 gpm	\$36.00	040	Natural gas filling devices	\$48.00
008	Maximum 151-500 gpm	\$90.00	MISCELLANEOUS DEVICES - ARS 41-2092A		
009	Maximum 501-1,000 gpm	\$138.00	037	Taxi linear measuring devices	\$24.00
010	Maximum 1,001 gpm and over	\$168.00	301	Other linear measuring devices	\$24.00
MOTOR FUEL DISPENSERS OTHER THAN FOR LPG - ARS 41-2092A			038	Taxi timing devices	\$24.00
011	Control meter or blending valve	\$15.00	302	Other time measuring mechanical, electrical & electronic devices	\$24.00
012	Two meters or blending valves	\$30.00	300	All mechanical and electronic counting devices	\$12.00
013	Three meters or blending valves	\$45.00	OTHER FEES, PENALTIES AND CHARGES		
014	Four meters or blending valves	\$60.00	050	Public Weighmaster - ARS 41-2092C	\$48.00
015	Five meters or blending valves	\$75.00	051	Registered Service Agency - ARS 41-2092C	\$24.00
016	Six meters or blending valves	\$90.00	052	Registered Service Representative - ARS 41-2092C	\$4.80
017	Seven meters or blending valves	\$105.00	053	Metrology Certification - ARS 41-2067H	\$40/HOUR (\$24 MIN.)
018	Eight meters or blending valves	\$120.00	054	Commercial Livestock Scales - ARS 41-2091E	same as device fee
019	High volume (over 19 gpm) diesel per hose & nozzle	\$15.00	See Device Code	NonCommercial Device Testing - ARS 41-2091E	same as device fee
020	Key lock, limited access w/ accumulators, per hose & nozzle	\$22.50	058	VR Stage II - Authority to Construct - ARS 41-2132G	\$500.00
022	Remote indicator and/or control unit (accessory only)	\$22.50	059	VR Stage II - Reinspection Fee - ARS 41-2092B	\$300.00
STAGE II VAPOR RECOVERY ONLY			060	Public Record Request ARS 39-121.01D1	
211	Control meter or blending valve	\$30.00	Commercial Requests	varying	
212	Two meters or blending valves	\$60.00	Non-Commercial Requests		
213	Three meters or blending valves	\$90.00	Copies	\$.20/page	
214	Four meters or blending valves	\$120.00	Computer Reports	\$.20/page	
215	Five meters or blending valves	\$150.00	Diskettes/CDs	\$1.00/disk	
216	Six meters or blending valves	\$180.00	061	Civil Penalty - ARS 41-2115A	varying
217	Seven meters or blending valves	\$210.00	062	Credits	varying
218	Eight meters or blending valves	\$240.00	063	LATE PAYMENT PENALTY - ARS 41-2092F	SEE BELOW
			099	Forms and Manuals	varying

LATE PAYMENT PENALTY: For each month after the fee is due, an additional penalty will be imposed in increments of 20%. If all charges are not paid within 3 months after the fee is due, the license shall automatically be cancelled and you can no longer legally use the device or standard or perform weighmaster, RSA or RSR licensee duties.



ARIZONA DEPARTMENT of WEIGHTS and MEASURES
 4425 West Olive Avenue, Suite #134, Glendale, AZ 85302 www.weights.az.gov
 Phone: 602-255-5211 Fax: 602-255-1950 or 1-800-277-6675 (OUTSIDE Phoenix metro)

DEVICE LICENSE APPLICATION/
 PLACED IN SERVICE REPORT

SERVICE DATE:

BUSINESS NAME: STORE #: BMF #: (if issued)
 PHYSICAL LOCATION: CITY: ZIP:
 CONTACT: PHONE: FAX: E-MAIL:
 BILLING ADDRESS: CITY: ZIP:
 BILLING PHONE: RSA AGENCY NAME: RSR#:

Device Fee Code	Device Service Code (see below)	Device Manufacturer	Device Model #	Device Serial # (Required for All Devices)	Indicator Serial # (Scales only)	Location Code (see below)	Pump #'s (Fueling Devices)	Vehicle Lic. Plate # (LPG/Taxis)	NTEP C OF C #'s (Required for All Devices)	Tag #

Step 5: Device Information

Look for the identification plate. If it is missing report it to the Department and call the manufacturer for a replacement.

Device Model, Serial # and other require data can be found on the ID plate.

Tip: If missing, you must contact the manufacturer and obtain the data plate before you place the device in service.



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PHYSICAL LOCATION:

CONTACT:

BILLING ADDRESS:

BILLING PHONE:

Step 8: NTEP C of C #'s

Device Fee Code	Device Service Code (see below)	Device Manufacturer	Device Model #	Device Serial # (Required for All Devices)	Indicator Serial # (Scales only)	Location Code (see below)	Pump #'s (Fueling Devices)	Vehicle Lic. Plate # (LPG/Taxi)	NTEP C OF C #'s (Required for All Devices)	Tag #

Step 9: Serial # of your Testing Equipment - used to install or repair devices

SERVICE CODES: R: Repair A: Add Device(s) N: New Location with New Devices O: Device(s) Removed	LOCATION CODES (Scales Only): R: Register No. D: Deli B: Bakery M: Meat Dept. P: Produce O: Other _____	RSA EQUIPMENT SERIAL #'s (Used for Test)
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BUSINESS: I will abide by all Arizona legal requirements related to commercial device licensing and use and am subject to a civil penalty if a violation occurs (ARS 41-2115).

Signature Print Name Date

RSR: I have complied with all Arizona legal requirements relating to the Department's RSA program and am subject to a civil penalty if a violation occurs (ARS 41-2115).

Signature Print Name Date



Red Tag

Out of Service Do Not Use

This device has been prohibited from commercial Use until repaired and authorized for use by the Department or its agent.

It is unlawful to remove this tag without authorization from the Department.

ADWM 10/21/02
Officer Date

G-UR.45.
Violation:
ARS: 41-2064

AAC: _____

Arizona Department of Weights and Measures
Phoenix Metro 602-255-5211
Outside Phx. 800-277-6675

R 54311

Yellow Tag

WARNING

This device, vapor recovery system or required labeling is not in compliance and must be corrected within xxx days.

It is unlawful to remove this tag without authorization from the Department.

G-UR.42.

ADWM 10/21/02
Officer Date

Violation:
ARS: 41-2064

AAC: _____

Arizona Department of Weights and Measures
Phoenix Metro 602-255-5211
Outside Phx. 800-277-6675

Y 94001

Blue Tag

Stop - Sale, Stop - Use

This commodity, vapor recovery system, or commercial device is prohibited from sale or use as directed in the DWM-53 (Administrative Order).

It is unlawful to remove this tag or dispose of this commodity without authorization from the Department.

ADWM 10/21/02
Officer Date

GUR.4.2.
Violation:
ARS: 41-2064

AAC: _____

Arizona Department of Weights and Measures
Phoenix Metro 602-255-5211
Outside Phx. 800-277-6675

B 14001



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DEVICE LICENSE APPLICATION/
PLACED IN SERVICE REPORT

SERVICE DATE:

BUSINESS NAME: STORE #: BMF #: (if issued)
PHYSICAL LOCATION: CITY: ZIP:
CONTACT: PHONE: FAX: E-MAIL:
BILLING ADDRESS: CITY: ZIP:

Step 11: Signature
Have the Business owner/operator sign the form, print their name and date.

RSR must sign, print name and date (installation or repair date). Don't forget PISR must be mailed within 7 calendar days!

B: Bakery O: Other _____

BUSINESS: I will abide by all Arizona legal requirements related to commercial device licensing and use and am subject to a civil penalty if a violation occurs (ARS 41-2115).
Signature Print Name Date
RSR: I have complied with all Arizona legal requirements relating to the Department's RSA program and am subject to a civil penalty if a violation occurs (ARS 41-2115).
Signature Print Name Date
DWM-38 (rev 4-01) ORIGINAL - DEPT (Mail within 7 days of service date) YELLOW: RSR PINK: Business Page of



**TEST YOUR
KNOWLEDGE!!!!**



Are specifications, tolerances and technical requirements for commercial devices found in NIST Handbook 44?

A) Yes

B) No

Open HB44

Find the provision for a security seal for any device.

Open HB112

Find the marking requirements for a retail computing scale or fueling dispenser.



The installation of a new device or the repair of a non-compliant device requires that a PISR be mailed to the Department within:

- A) 5 calendar days
- B) 7 calendar days**
- C) 10 business days
- D) 7 business days



Where would you find a NTEP C of C number for a device?

- A) The device manufacturer
- B) The Department of Weights & Measures
- C) The Internet
- D) All the above



Don't Forget

- **You must carry your license while performing your RSR duties.**
- **You as an RSR cannot use tolerances for adjustment of devices. Tolerances are to be applied by DWM officials only.**
- **You must bring a picture ID, a completed test confirmation form, HB44 and HB112 to the test session.**



ANY QUESTIONS?



How To Determine Fee Codes For Gas Dispensers

Step 1: Determine if the dispenser is located in Area A (see map).

*Facilities with a throughput of 10,000 gallons or more and located in Area A require State II Vapor Recovery. Vapor Recovery dispensers are listed under the Vapor Recovery Only fee code section. **DIESEL IS NEVER Vapor Recovery***

(Note: Throughput forms can be found at www.azdwm.gov)

Step 2: Count the number of meters and blending valves (both sides of the dispenser).

What is the fee code if this dispenser is located in Mesa?

A) 216

Vapor

B) 016

What about
Flagstaff?

C) 215





The nozzle on the left is diesel.

What is the fee code if this dispenser is located in Phoenix?

216 & 012

What about Yuma?

018





Is the fee code different if this dispenser is located in Phoenix or Tucson?

YES

Phoenix = 216

Tucson = 016





The End