

RSA/RSR'S USER'S GUIDE



ARIZONA DEPARTMENT OF WEIGHTS AND MEASURES

October 2013

PLACE IN SERVICE REPORT

ONLINE (PISR)



For your convenience
ADWM has set up a
web application
to submit your
PISR ONLINE....

...a valuable tool for
RSA/RSR's that makes
PISR submission
accurate, simple and
fast. You also have the
option to view and
track all your
PISR submissions.

DIRECTOR—KEVIN TYNE

PISR ONLINE DATA ENTRY INSTRUCTIONS

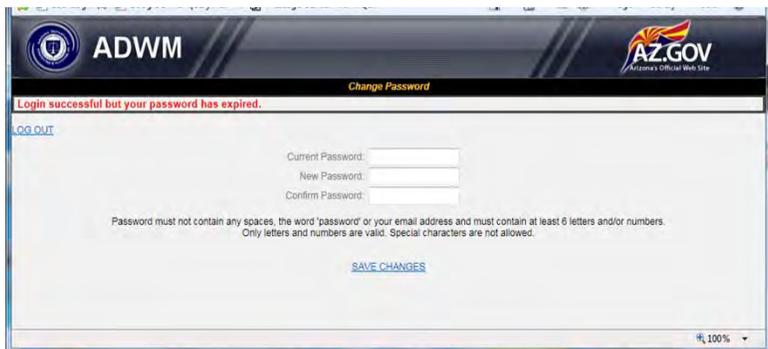
Each RSA has been provided with a user name and password to fill out and submit a PISR online:

- A. Go to <https://ctutools.azdwm.gov/dwmpisir/pisonline.asp>
- B. Enter the User Login and password given to you by the Department. If you need a password reset, please contact ADWM at 602-771 4935.

Your user login is the email address* you provided during your application.

IMPORTANT: The first time you login, you will be prompted to change your password.

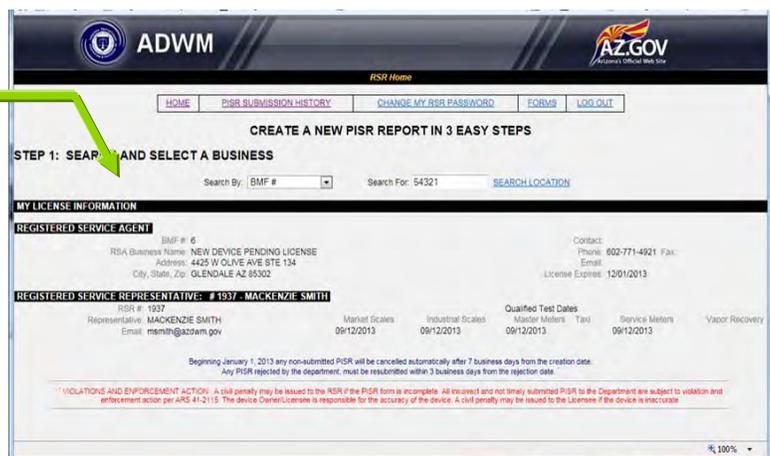
Please note that your New Password must NOT contain any spaces, the word "password" or your email address, and must contain at least 6 letters and or numbers. Only letters and numbers are valid. Special characters are not allowed ie "#\$*& etc.



- C. Logging in will redirect you to the application homepage. The home page contains information specific to your company as well as yourself.

On this page you have access to view:

- All of the PISR's submitted by your company if you click the [PISR SUBMISSION HISTORY](#)
- [CHANGE MY RSR PASSWORD](#)
- View the [ADWM FORMS](#)

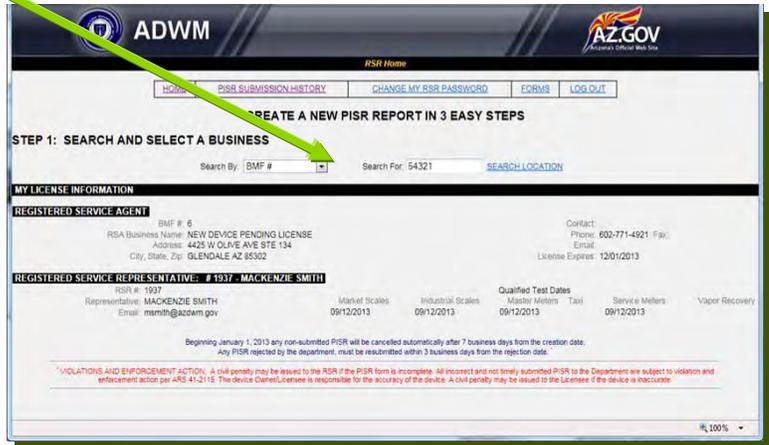


*This address will be used by the ADWM to send you e-mail notifications regarding your PISR submissions and license information.

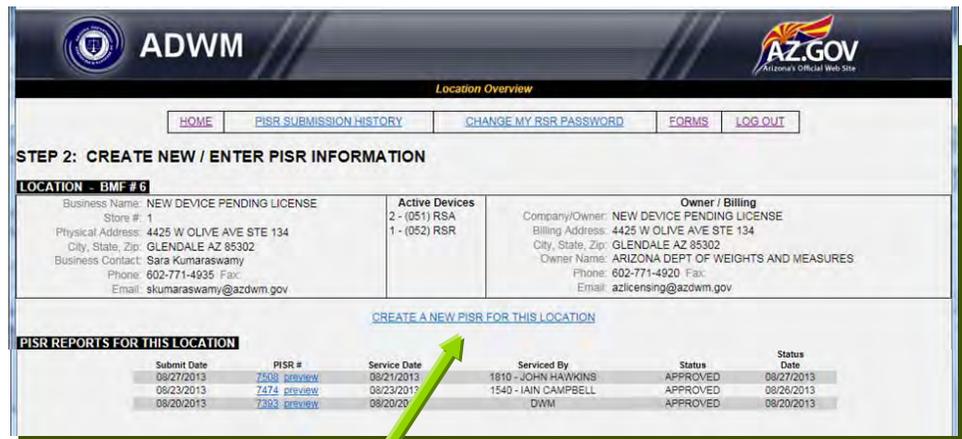
CREATE A PISR ONLINE IN 3 STEPS:

STEP 1: SEARCH AND SELECT A BUSINESS

Use the **Search By** drop down menu and Select an option to **Search** for the location you are updating.
Click on [SEARCH LOCATION](#)



Verify that the location you have chosen is correct. If you would like a different location, use the "HOME" link on the screen to do a new search.



If it is correct, click [CREATE A NEW PISR FOR THIS LOCATION](#) in the middle of the screen

STEP 2: CREATE/ENTER NEW PISR INFORMATION

ENTER GENERAL INFORMATION

- a. Service Date
- b. Business Signature (full name of the authorized individual signing the PISR)
- c. RSA Equipment Serial #'s
- d. **Notes** (this is optional and should be used to notify the Department of any and all contact changes to the location)

Click on [SAVE NEW PISR](#)

NOTICE After you hit [SAVE NEW PISR](#), a new PISR# is generated.

Use the drop down menu to select the **Device Type*** you are adding/deleting/repairing
Click on [ADD TO REPORT](#)

**Devices only*

STEP 2 ..continued ENTER DEVICE(S) DESCRIPTION(S)

Enter the required data on the first record:

- a. Fee Code*
- b. Service Type*
- c. Manufacturer¹
- d. Model¹
- e. Serial #¹
- f. NTEP #¹

- * These fields are always required.
- ¹ Required for all ADD and REPAIR service types.
- ² Required for all REPAIR service types.

Enter the **Number** of similar items you want to add and Click on **CREATE DEVICES**

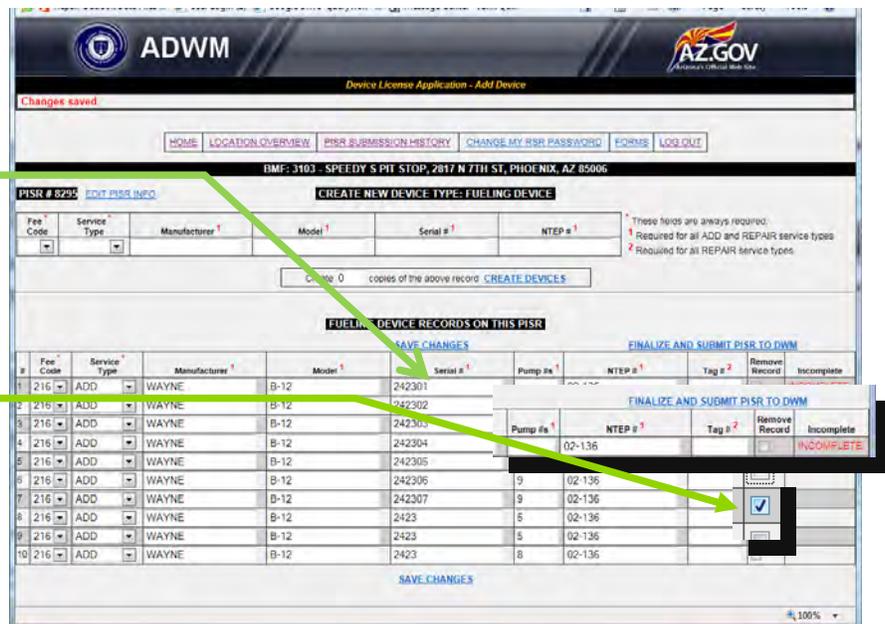


Number must be different from 0

As the example shows below, the system automatically created 10 similar devices you requested in one step for your convenience. After device data entry is finished and before you click on **FINALIZE AND SUBMIT PISR TO DWM**, please look for any **INCOMPLETE** record data.

IMPORTANT: Remember, the PISR cannot be submitted to DWM if any record is marked as **INCOMPLETE(**)**.

On this example, you must verify/complete entering the Serial #'s information per item/device.



To **DELETE** an ITEM line, check the box under **Remove Record** column on the record line you need to delete, click on **SAVE CHANGES**, after that your ITEM will be removed from your list.

Remember!!!! Save your work, click on SAVE CHANGES....

STEP 3: REVIEW AND SUBMIT PISR TO DWM

After you Click on [FINALIZE AND SUBMIT PISR TO DWM](#) and all the data is completed, you can submit your PISR to DWM.

Please notice on STEP 3 and before PISR is submitted, you still are able to:

- **Edit Device information** (by clicking over the Device Type link listed in blue ie. [FLD](#) link)
- **Remove Devices** (by clicking over [REMOVE](#) link at the end left side of the record LINE)
- **Or Cancel the entire PISR** (by using the Dropdown menu on the middle section selecting a reason and Click on [CANCEL PISR](#)).

After PISR is submitted you will see a notification.
Submission to DWM is complete

And you are done, Your PISR was submitted successfully !!!

VIEW / PRINT SUBMITTED PISR

To View/Print* a report of your entered data, please Click on **PISR SUBMISSION HISTORY** link on the top menu, all your submitted reports will be listed this page. To view the report, Click on the **PISR #** or on **preview** to open the Report on PDF format file.

*Adobe Acrobat Reader is required to view PDF files. This is a free program available from the [Adobe web site](http://adobe.com). Follow the download directions on the Adobe web site to get your copy of Adobe Acrobat Reader.



To print the PDF report please use your Internet browser **FILE -> Print** tools.

IMPORTANT:

As per (A.A.C R20-2-602): The registered service agency shall give a copy of the Placed-In-Service Report (PISR) to the person who owns or operates the commercial device; The registered service agency shall retain a copy of the placed-in-service report or any required vapor recovery report for one year.

FREQUENTLY ASKED QUESTIONS

Q: WHY CAN'T LOGIN TO THE PISR ONLINE?

A: As the RSA you must have a valid and active User name and Password provided by DWM to fill out and submit a PISR online. Your RSA location license must be valid. If you need to verify your license status or need help to reset your Password, please contact ADWM representative at 602-771-4935.

Q: CAN I ENTER PISR INFORMATION FOR A NEW BUSINESS?

A: If the business has been assigned with a BMF # by DWM, YES you can. If not, please contact the DWM Licensing Department at 602-771-4935.

Q: DEVICE TYPE DROPDOWN LIST, IS NOT SHOWING THE DEVICE TYPE I NEED. WHY?

A: Although your RSA location's license is valid, you may not have certified weight/standards or passed the required tests with the Department. You can see this information on the PISR home page, bottom right corner "Qualified Test Dates".

Q: WHAT DOES THE FOLLOWING WARNING MESSAGE MEAN?

***** Unable to submit PISR to DWM until incomplete records are updated.*****

A: That means that the entered information is incomplete. Please look for records that show INCOMPLETE at the right side of the screen on Step 2b. and enter the required data, if a value is not available you may enter N/A to continue

** These fields are always required.*

¹ Required for all ADD and REPAIR service types.

² Required for all REPAIR service types.

Q: WHY IS THE SYSTEM REMOVING MY TAG#?

A: Please see attachment A, for TAGS# data entry troubleshooting tips and definitions.

Q: WHY DID I RECEIVE AN EMAIL WITH THE SUBJECT "PISR REJECTION"?

A: ADWM is notifying that your PISR has been rejected. That can be for different reasons and your attention is required. Please login into the application and see the notes about the rejection and make the appropriate corrections and resubmit the PISR to ADWM for review and approval.

Q: AFTER LOGIN, THE APPLICATION STAYS AT THE SAME PAGE, WHAT CAN I DO TO CONTINUE?

A: THAT CAN BE CAUSED BY YOUR INTERNET BROWSER SETTINGS. Before continuing please be sure to have the following settings in your browser:

- **TEMPORARY FILES**- From your Internet Explorer Menu, Please go to **Tools** -> **Internet Options**, Select **General** tab -> look for **Browsing History** in the middle section -> click on **Settings** -> Select the radio button **Every time I visit this webpage** -> click on **OK**-> on the remained opened window if enabled Click on **Apply**, otherwise **OK**.
- **TRUSTED SITES** - Please add our Website to the Trusted Sites within your explorer. From your Internet Explorer Menu, Please go to **Tools** -> **Internet Options**, Select **Security** tab -> Click on **Trusted Sites** (Green Check Picture) -> Click on Button **Sites** -> On this window inside the box "**Add this website to the Zone:**" please type: https://*.azdwm.gov/ and Click on **ADD** -> **Close** -> **OK**

Q: CAN I UPDATE THE PISR AFTER IT HAS BEEN SUBMITTED?

A: NO, Once submitted to DWM, the Placed In Service Report will no longer be editable by the RSR.

ATTACHMENT A — ENTERING TAGS PISR ONLINE

A validation rule has been added to the PISR ONLINE to verify that TAG#s is valid for a location. The TAG# must exist on the PISR ONLINE, so, **if a TAG# does not exist** in our system for that location, the TAG # entered by the RSR will be removed and the record will then be marked as **“INCOMPLETE”** until a valid TAG # is entered.

**Remember!!! the PISR cannot be submitted to DWM if any record is marked as Incomplete.
All entered Tags must contain 7 characters total, a letter (Y or R or B) plus 6 digits without spaces.**

If the Tag# contains 1 Letter and only 5 digits, **please add the digit “0”** between the letter and the 5 existing digits to complete the required 7 Characters. Example:

TAG COLOR	# PRINTED ON TAG	TAG# MUST ENTERED ON PISR ONLINE WITH THE FOLLOWING FORMAT *	Example:
BLUE	B 28000	B028000	<i>Please note on the example digit 0 was added to BLUE and RED TAG# to comply with the 7 characters rule required by the system. The Yellow TAG# had already the required 7 characters, adding the digit 0 was not required.</i>
RED	R 81900	R081900	
YELLOW	Y 126700	Y126700	

If TAG# cannot be found/ validated, please verify you entered the correct 7 digits required or contact ADWM.

ENFORCEMENT TAGS

Tags will contain the violation citation from statute, rule and/or Handbook. This will give RSRs the needed information to fix the device. The Department issues three types of enforcement tags:

OUT OF SERVICE TAG

Is a **red tag** that signifies that a commercial device does not meet legal requirements and that the owner or operator cannot use the device commercially until repaired. A RSR can place a device back into service and permanently remove the red tag once the device is meets Handbook 44 requirements.



STOP-SALE STOP-USE TAG

Is a **blue tag** that signifies that an owner or operator cannot sell or use a commercial device, including a vapor recovery system component, commodity or liquid fuel, because it does not meet legal requirements. A RSR cannot place a device back into service and permanently remove the blue tag until the Department grants specific approval.



WARNING TAG

Is a **yellow tag** that signifies a commercial device does not comply with legal requirements (generally the violation is in error of the consumer) and the device may only be used within the period specified on the tag but not after unless the device is in compliance. A RSR can permanently remove the yellow tag meets Handbook 44 requirements.



YOU CAN REMOVE AN ENFORCEMENT TAG TO REPAIR THE DEVICE. IF YOU CANNOT REPAIR THE DEVICE, YOU MUST REPLACE THE TAG BEFORE LEAVING THE PREMISES.

PLACED-IN-SERVICE-REPORT (PISR)

The Department frequently uses the term “PLACED IN SERVICE” which means a RSR has certified that a commercial device is accurate and correct. Per N.I.S.T Handbook 44, a piece of equipment is ACCURATE when its performance, value, indication, delivery, recorded representations, capacity or actual value, etc., as determined by tests made with suitable standards, conforms to the standard within the applicable tolerances and other performance requirements. A piece of equipment is CORRECT when, in addition to being accurate, it meets all applicable specification requirements.

A PLACED IN SERVICE REPORT (PISR) is the form required to be used by a RSR after placing a commercial device in service or permanently removing a licensed device from service. Specifically
The PISR is to be completed for:

- ⇒ Any tagged device placed into service;
- ⇒ Any new or used device placed into service;
- ⇒ Any new or used parts installed on a device placed into service;
- ⇒ Any current licensed devices installed at new locations; or
- ⇒ Removal of any licensed commercial device.

Contact Us

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