

MEMORANDUM

TO: Service Company Managers

FROM: Doug Musick, Program Manager, Division of Weights and Measures

DATE: April 27, 2018

SUBJECT: Service Company License Application

Kansas Weights and Measures Law require that commercial weighing and measuring devices be tested at least once every 365 days by a service company licensed by the Kansas Department of Agriculture. Retail Fuel Dispensers (gas pumps) shall be tested every 18 months by the Kansas Department of Agriculture, Division of Weights and Measures. Licensing by the Department of Agriculture's Weights and Measures program permits licensed technicians of these licensed service companies the authority to:

- A) Place into commercial service devices that are in compliance with all the Kansas laws and regulations and meet the requirements found in NIST Handbook 44 (2012 or later).
 - a. The service company must submit a Placed-In-Service Report Form (DI-701 Form) to the Division of Weights and Measures within 10 days after a device has been restored to service or placed in service. The service company must provide a copy of the DI-701 form to the device owner and retain a copy for the service company records. The device owner and the service company are required to retain the form for a period of no less than 5 years.
 - b. A report of the test for accuracy of the device must be provided to the Weights and Measures office within 10 days of the test (accompanied by a DI-701 for installation/re-installation of a device, when appropriate).
- B) Service and/or repair devices and remove rejection/stop use tags from commercial equipment.
 - a. Rejection/stop use tags may be removed when a device is repaired, tested, or placed back into service. Rejection/stop use tags must be sent to the Weights and Measures office with the device test report within 10 days of test and/or repair.
 - b. Service companies are NOT authorized to place in to service a device that has been "Sealed Out of Service by Order of the Secretary". The Kansas Department of Agriculture's Division of Weights and Measures must be contacted before any action is taken.
- C) All commercial devices installed in Kansas must have an NTEP Certificate of Conformance.
 - a. Grain moisture meters have a temporary exemption. Non-NTEP grain moisture meters currently in commercial use, may be used commercially if tested and approved by a licensed service company.

Service companies are required to perform accurate and correct work and must also submit the required forms to the Kansas Department of Agriculture's Division of Weights and Measures in order to maintain their license. NIST Handbook 44 can be obtained online at <http://www.nist.gov/pml/wmd/pubs/handbooks.cfm>

Service companies who wish to be licensed to perform the previously detailed services are required to:

- A) Submit a completed application and applicable forms for each company location to be licensed.
 - a. Service companies maintaining an out-of-state place of business in which the applicant services Kansas patrons must designate a resident agent and submit a Non-Resident Agent Form with the service company application. This resident agent will receive service of notice or process as required to enforce provisions of this law.
 - b. Service companies testing grain moisture meters using the Air-Oven Reference method must submit a Parent Sample Form with their service company application and whenever a new parent sample is acquired.
- B) Provide current copies of laboratory certificates for all test equipment and field standards used in the testing and calibrating commercial devices.
 - a. Equipment must be tested and certified within 365 days prior to licensing.
 - b. Standards must be tested and certified by a laboratory certified by the National Institute of Standards & Technology (NIST).
 - i. Standards that have not been certified may not be used.
 - ii. Standards certified by a non-NIST certified laboratory may not be used.
 - c. Certificates issued by the Kansas Metrology Laboratory will not need to be submitted.
 - d. The service company must have adequate certified equipment and field standards to perform the required testing for each device category they wish to be licensed.
- C) Have in their employ a technical representative who is licensed or eligible to obtain a license for each device category indicated on the service company application.
 - a. Eligible technical representatives have completed the annual requirement of a four-hour continuing education session and passed a test in each device category they wish to obtain a license.
 - b. Technical Representatives with an active three-year license are considered eligible throughout that technical representative's three-year license period.

Lists of licensed service companies, which are provided by office and field staff to device owner/operators, will be available on the KDA website August 1, 2018. Service companies who wish to appear on the list must have all licensing requirements completed prior to this date.

Enclosures:

- 1) Company Application
- 2) Non-Resident Agent Form (for Out-of-State Companies)
- 3) Parent Sample Form (for Moisture Meter Air-Oven Reference Method)
- 4) Credit Card Payment Form

NOTICE

SERVICE COMPANY LICENSE RENEWAL TIME!

For Period of July 1, 2018 - June 30, 2019

- 1. Original License Application - Completed and Signed?**

- 2. Laboratory Certification Report(s) for all test equipment used?**
(Equipment certificates issued by the Kansas Metrology lab do not need to be attached)

- 3. \$100.00 check made payable to Kansas Dept of Agriculture?**

- 4. Non-Resident Agent Form for out-of-state companies? (If applicable)**

- 5. Parent Sample Form for Grain Moisture Meter Testing if using Air Oven Reference Method? (If applicable)**

Incomplete applications will be returned!

Notice: Technician license cards will be mailed to the service company address after all requirements of the service company have been met.

**KANSAS DEPARTMENT OF AGRICULTURE
 DIVISION OF WEIGHTS AND MEASURES
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 Manhattan, Kansas 66502
 (785) 564-6681
KDA.Weights.Measures@KS.GOV**

WRC
AMT _____
CK# _____
TR# _____

LICENSE APPLICATION

Application for a license for a service company to test weighing or measuring devices. **Separate applications must be filed for each place of business.** The license will include authority to remove rejection tags placed on devices by the State Weights and Measures officials; authorizes service companies to place “in service” devices with an NTEP Certificate of Conformance. The licensee may also perform annual testing as required by Kansas Law.

<u>Check Type of Business:</u>	<u>Inspection/Testing</u>	<u>Repair</u>
<input type="checkbox"/> <u>LARGE SCALE</u> (2001 lb and more)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <u>SMALL SCALE</u> (2000 lb and less)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <u>RETAIL FUEL DISPENSER</u>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <u>VEHICLE TANK METER</u>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <u>LP GAS METER</u>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <u>BULK METER</u> (Wholesale)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <u>MASS FLOW METER</u>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <u>COMPRESSED NATURAL GAS METER</u>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <u>CRYOGENIC LIQUID METER</u>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <u>GRAIN MOISTURE METER</u>	<input type="checkbox"/>	<input type="checkbox"/>

- This Company only tests its own equipment or facilities.
- This Company only repairs its own equipment or facilities.
- This Company only tests/repairs non-commercial devices.
- Publish Company’s information on the licensed service company list distributed by KDA

Enclose \$100.00 with this license application. License expires June 30th of each year.

Date _____, 20____

Company Name: _____

Mailing Address: _____

City State Zip Code

Street Address: _____

City State Zip Code

Phone Number: _____ FAX Number: _____

Toll-Free Number: _____ E-Mail Address: _____

