

1320 Research Park Drive
Manhattan, Kansas 66502
(785) 564-6700



900 SW Jackson, Room 456
Topeka, Kansas 66612
(785) 296-3556

Jackie McClaskey, Secretary

Governor Sam Brownback

MEMORANDUM

TO: Service Company Managers

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

DATE: April 21, 2017

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) will 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 devices into service if the devices meet the 2012 version (or later) of NIST Handbook 44 criteria.
1. The technician must provide a Device Installation Report (DI-701) for the installation/re-installation of all devices to the Weights and Measures office and to the facility where the device is installed.
 2. 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).
 3. Grain moisture meters will not require a DI-701 form at this time. DI-701 forms will be required for Grain moisture meters installed after June 30, 2018.
- B) Service and/or repair devices and remove rejection/stop use tags from commercial equipment.
1. 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.
 2. 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.
1. 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 who wish to be licensed to perform the previously detailed services must submit a completed application for each company location to be licensed. Service companies maintaining an out-of-state place of business in which the applicant services Kansas patrons must designate a resident agent. This resident agent will receive service of notice or process as required to enforce provisions of this law.

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Service company test equipment must be tested by a NIST certified laboratory within 365 days prior to licensing. **YOU MUST SUBMIT A CURRENT COPY OF THIS CERTIFICATION WITH YOUR LICENSE APPLICATION FOR ALL EQUIPMENT USED. (Note: Certificates issued by the Kansas Metrology Laboratory will not need to be submitted with your application.)** 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.

By state statute technicians are required to complete four-hours of continuing education and pass a test each year to obtain a license. The continuing education session shall include: laws and regulations, report forms and reporting requirements, adopted references, and proper test methods. The continuing education requirement must be met for each device category the technician wishes to be licensed. Scheduled continuing education sessions are offered for the following categories: Retail Scale, Small Scale, Large Scale, Mass Flow Meters, Retail Motor Fuel Dispensers (Gas Pumps), Vehicle Tank Meters, Liquefied Petroleum Gas Meters, and Bulk Meters (Load Rack Wholesale). To obtain a license in a device category not offered in the scheduled classes, please contact the Kansas Department of Agriculture's Division of Weights and Measure office to schedule a witness test with KDA staff.

NIST Handbook 44 can be obtained online at <http://www.nist.gov/pml/wmd/pubs/handbooks.cfm>

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 2017. Service companies who wish to appear on the list must have all licensing requirements completed prior to this date.

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.

- Enclosures: 1) Company Application
2) Non-Resident Agent Form for out-of-state companies
3) Parent Sample Form
4) Credit Card Payment Form

SPECIAL NOTICE

The Weights and Measures Office has been notified by NIST (National Institute of Standards & Technology) that some state metrology laboratories are not certified. Kansas law requires that you have your standards tested by a NIST certified laboratory. It is imperative that you check with your metrology laboratory to determine their status. Standards tested by a non-NIST certified laboratory may not be used to test weighing & measuring devices in Kansas.

NOTICE

SERVICE COMPANY LICENSE RENEWAL TIME!

For Period of July 1, 2017 - June 30, 2018

Before mailing, have you included items 1-5? If not, your application will be returned to you.

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. (If applicable) Non-Resident Agent Form for out-of-state companies?
5. (If applicable) Parent Sample Form (Grain Moisture Meter: Air Oven Reference Method)?

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

KANSAS DEPARTMENT OF AGRICULTURE
DIVISION OF WEIGHTS AND MEASURES
1320 Research Park Drive
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: _____

LICENSED TECHNICAL REPRESENTATIVES:

All technical representatives for scales and meters are required to attend a continuing education class and pass a written examination. List all technical representatives licensed with company. **All** technicians' names, complete address and license number must be listed below or on an attached sheet. **(use an additional sheet if necessary)**

Technician Name	Address	City	State	License #

TESTING EQUIPMENT:

Test Kit Information (use an additional sheet if necessary)

Identification # of Kit	Capacity Pounds or Grams	Assigned To	Date Certified	NIST Certified Lab (State)

Test Truck Information (use an additional sheet if necessary)

Truck Make	Total No. of Test Weights	Gross Weight (Buildup)	Test Cart Weight	Total Length of Truck	Date Certified	NIST Certified Lab

Grain Moisture Meter Testing

Using Air-Oven Samples (Complete and submit Parent Sample Documentation form with application)

Using Reference Meter (use an additional sheet if necessary)

Reference Meter Type	Make	Model	Serial No.	Date Certified	NIST Certified Lab (State or Lab Name)

Prover Information (use an additional sheet if necessary)

Prover Name	Serial No.	Gallon Capacity	Date Certified	NIST Certified Lab

ATTACH CERTIFICATION REPORT(S) WITH APPLICATION

NOTE: Certificates issued by the Kansas Metrology Laboratory do not need to be attached to the application.

LICENSE APPLICATION

I hereby agree that if this application is approved and the license is granted, we will not remove rejection tags from a device unless the device is in full compliance with Handbook 44, is accurate, and meets all Kansas Requirements, nor issue a Device Installation Report (DI-701) on new equipment that does not have an NTEP Certificate of Conformance. We will leave a completed copy of the test report at the facility at the time of inspection. We will also leave a completed copy of the DI-701 form at the facility at the time of inspection if this form is required.

I also hereby agree to submit completed test reports to the Weights and Measures Office within 10 days. Device Installation Reports (DI 701) must be submitted with the test report.

No person in my employ will be allowed to inspect or test weighing or measuring devices unless they are licensed technicians. I further agree that the Kansas Department of Agriculture may suspend or revoke my license for good cause, **WHICH MAY INCLUDE DECEPTIVE BUSINESS PRACTICES**, after a hearing thereon. Should my license be suspended or revoked, I will surrender it immediately to the Weights and Measures Office.

Name of Owner or Manager (Print)

Official Signature