

New Mexico Department of Agriculture's Registered Service Establishment and Service Technician Program

What you need to know

The New Mexico Department of Agriculture Standards and Consumer Services Division (SCS) ensures the accuracy of any device installed, serviced, repaired or reconditioned and placed into service. This is official guidance to ensure the authority and responsibilities of a registrant are being met within the standards outlined in the New Mexico Annotated Codes.

1.

Authority and Responsibilities of Technician

- Install, service, repair or recondition a commercial device in such a manner that the device will comply with applicable requirements set forth in National Institute of Standards and Technology (NIST) Handbook 44, and the weights and measures law and associated rules.
- Remove all existing "tested and approved," "out-of-order," "not sealed-not-legal for trade" stickers or tags.
- Seal ALL adjustment mechanisms with appropriate seal.
- Affix a clearly visible tag or sticker indication the registered service establishment name or registration number and date on which installation, service, repair or recondition was performed.



2.

Requirements for a Place-in-Service (PIS) Report

- Submit PIS report within **FIVE** calendar days after a new or used device is installed or repaired to SCSPIS@nmda.nmsu.edu
- Exact location of pump or scale must be stated on the report.
- A Test Report shall be accompanied with the PIS report for:
 - Meters (liquid-measuring devices) with a capacity of more than 20 gallons or 75 liters per minute
 - For other devices not mentioned above, the director may require test reports if deemed in the best interest of all parties.
- Enter the NTEP Certificate of Conformance number on the PIS report.

A screenshot of the "PLACE-IN-SERVICE REPORT" form from the New Mexico Department of Agriculture (NMDA). The form includes fields for Service Agency, NMDA License No., Address, City, and Zip Code. It also features a table for recording device information with columns for Type of Device, Exact Location of Device, Make, Model, Serial Number, Capacity/Flow Rate, Date Installed, Name of User, and Certificate of Conformance No. At the bottom, there are fields for the Name of Business, Physical Address of Business, Printed Name of Technician, Signature of Technician, and Date of Report. A note at the bottom right states: "A place-in-service report must be sent to NMDA within five (5) calendar days for every new or used weighing or measuring device installed in New Mexico." and "Note: A test report must accompany the PIS report for devices with a capacity of more than 20 gallons or 75 liters per minute or above 2000 lbs." The footer includes the NMDA logo and contact information for the Standards and Consumer Services Division.

****Failure to comply may result in the director suspending or revoking a registration certificate, in accordance with the New Mexico Department of Agriculture's administrative procedures and enforcement policies.**

For more information and access to forms, please visit
nmdeptag.nmsu.edu/standards-and-consumer-services/scs-main.html

Roxanne Chepsongol
Standards and Consumer Services Division Director
ddscs@nmda.nmsu.edu, 575-646-1616

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New Mexico Department of Agriculture