



NEW MEXICO DEPARTMENT OF AGRICULTURE
Office of the Director/Secretary
MSC 3189
New Mexico State University
P.O. Box 30005
Las Cruces, NM 88003-8005
Phone: (575) 646-3007

January 4, 2022

TO: Scale Owners and Operators

FROM: Jeff M. Witte, Director/Secretary

A handwritten signature in blue ink, appearing to be 'JW', located to the right of the 'FROM:' field.

SUBJECT: Weight Certificate Requirements (SCS 2022 E-7) Weighmaster Act (57-18-1 through 26, NMSA, 1978 Compilation, as Amended by Chapter 80, Laws of 1979)

This external policy supersedes SCS 2020 E-7 dated January 2, 2020.

Information pertaining to scale and weight certificates:

Scales will not be described as "State Scales" unless owned by the state of New Mexico.

Weight certificates used by weighmasters must be approved by the New Mexico Department of Agriculture (NMDA) and may be marked with "NMDA APPROVED" and the month and year of approval.

The weighmaster's weight certificates may have the words "licensed weighmaster," "certified weighmaster," or similar phrasing as long as the license number of the weighmaster appears with such words and it is clear from the wording that neither the state of New Mexico nor NMDA is certifying the weight declarations.

Each weight certificate submitted for approval must contain:

1. Date of Transaction
2. Non-repetitive, consecutive (sequential) numbering
3. The kind of livestock, produce, property, commodity, or article weighed.
4. Owner/Co-signee/or Agent of the material weighed (not needed for livestock auctions)
5. Weighmaster/Weigher and a space for the signature of the weighmaster or the deputy. An electronic signature is allowed provided it corresponds with a weighmaster license number or deputy weighmaster license number, or by initials.
6. Transportation – the method in which the material weighed was transported, i.e. Truck No., etc. (not needed for livestock auctions)
7. Gross (Weight) (not needed for livestock auctions)
8. Tare (Weight) (not needed for livestock auctions)
9. Net (Weight)
10. Name and complete address of weighmaster company/business

11. Buyer (Bulk transactions and livestock auctions)
12. Seller (Bulk transactions and livestock auctions)
13. The price per pound and the total selling price of the lot/bulk transaction and/or the price of the weighing service. Note: If a separate invoice is given that shows the price per pound then that invoice must accompany weight ticket and a copy kept for a period of one year by the weighmaster.
14. Driver on/off – an indication if the driver was on or off when the weighing occurred (not needed for livestock auctions)
15. Number to head (livestock auctions only)
16. Must have at least three copies of the weight certificate. The weight certificates can be comprised of two hardcopies and one digital with the weighmaster retaining one copy for at least one year.

If weight tickets are generated on a computer system and are software based, the weight tickets must meet all of the requirements of a pre-printed ticket. The system must be capable of generating at least three identical copies. Two must be hardcopy (one for the load and one for the seller) one may also be digital, for the weighmaster. The database fields used for the tickets shall be designed such that no editing can be done if someone tries to reprint the ticket after initial printing.

NOTE: Any other information to be printed on the weight certificate (words, symbols, or numbers) is subject to prior approval by the NMDA. Once approved, weight certificates may be revised with the approval of the department.

If you have any questions about this matter, please refer them to:

Roxanne Chepsongol, Division Director
Division of Standards and Consumer Services
MSC 3170, P. O. Box 30005 Las Cruces, New Mexico 88003-8005
(575) 646-1616

Weight Certificate Requirements (SCS 2022 E-7)

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Gomez Recycling 1234 Mockingbird Ln Any Town, NM 12345	EXAMPLE #1 Vehicle Scale	Ticket #12345
Date	Gross	
Customer	Tare	
Commodity	Net	
Buyer	Price per Pound	
Seller	Total Price	
Transportation	Driver ON/OFF	
Weigher/Weighmaster	_____	

Joe's Livestock Auction 5678 Meat Street Any Town, NM 12345	EXAMPLE #2	Ticket # 12345
Date	Net Weight	
Type of Livestock	Price	
Buyer		
Seller		
Number of Head		
Weigher/Weighmaster	_____	

These tickets are examples. The information does not need to be in this format but all of the content is required.