

TO: Serviceperson Applicants

FROM: Fran Elson-Houston, Chief of the Division of Weights & Measures

SUBJECT: Ohio Voluntary Registration of Serviceperson Program

In accordance with the Ohio Department of Agriculture Rule 901:6-8-01, the Division of Weights & Measures (W&M) has the authority to voluntarily register individuals and agencies involved in the installation, service, repair, or reconditioning of commercial weighing and measuring devices in Ohio. Enclosed is a registration form(s) that is to be used by a Serviceperson wishing to register with the Department.

The approval of any applicant will be done in a step process:

- Step I - Submission of application, report form(s), calibration certificates
- Step II - Ohio W& M review of application, report forms and calibration certificates
- Step III – Applicant notification
- Step IV – Exam
- Step V - Fees paid, final processing and registration

Each step is outlined below:

Step I – Application for Registration

- A. The registration form should be sent to the Ohio Division of Weights and Measures at the address indicated on the top of the application.
 - 1. The form should be filled out completely, except the box marked “FOR OFFICE USE ONLY” and then mailed to our office.(Please contact the Ohio Weights & Measures Office if more forms are needed.)
- B. A copy of the report form(s) for the device category(s) for which application is being requested should be mailed along with the application.
 - 1. There is no required format for test report forms. However, minimum information needed on the form shall be:
 - a. Name and address of service agency and/or serviceperson;
 - b. Registration number of service agency and/or serviceperson;
 - c. Name and address of device owner;
 - d. Location of device (County or city weights and measures jurisdiction);



- e. Date of service;
 - f. Make, model and serial number of the device;
 - g. Results of testing and what adjustments were made;
 - h. Signature of Serviceperson
- C. The applicant must show the availability of standards and test equipment necessary to install, service, or repair the devices. A copy of the most recent calibration certificate(s) showing that the standards have been submitted to and approved by the Ohio Weights & Measures Laboratory or another weights and measures approved laboratory should be mailed with the application.
- 1. See attachment “A” for a description of standards and test equipment necessary for scales.
 - 2. See attachment “B” for a description of standards and test equipment necessary for metering devices.

Step II – Application Review & Processing

- A. Upon receiving the application, report forms, certificates, and any other information, State Weights & Measures personnel will review the information.
- 1. Applicants will be notified of any deficiencies in the application, test report forms, standards needed, etc.
 - 2. Applicant must correct deficiencies.

Step III – Scheduling of Qualifying Examination

- A. The applicant will be notified of the location and a date or choice of dates for the qualifying examination for the type(s) of weighing or measuring device he intends to install, service, recondition, or repair.
- 1. Necessary Ohio Weights & Measures Laws, applicable “Examination Procedure Outlines” (EPO’s), any applicable State rules, any applicable State policies, and examples of test questions will be available to the applicant on our website.

Step IV – Ohio Qualifying Examination

- A. The qualifying examination is intended to assure that the applicant understands his/her responsibilities relating to: Ohio Weights & Measures Laws, Ohio’s Registration of Servicepersons and Service Agencies Rule, and Handbook 44. The exam is open book in nature. The applicant will be able to use Ohio Weights & Measures Laws, EPO’s, and Handbook 44 during the test.



1. The examination will be graded immediately after being completed.
2. The applicant must correctly answer 70% of the questions or better to pass the exam.
3. An applicant failing the exam will be allowed to retake the exam but not the same day.
4. Due to the different device categories, it was necessary to develop several sets of questions;
 - a. The Serviceperson II Exam includes twenty general questions covering Ohio Weights & Measures Law, the registration rule and the General Code of Handbook 44. There are also questions on specific types of devices. For example, an applicant applying for registration in multiple scale categories may need to answer three or four sets of questions up to a maximum of fifty questions.
 - b. Examples of test questions:

(Multiple Choice) The Ohio Revised Code defines the “State Sealer” as:

- a) The Governor
 - b) The Chief of the Division of Weights & Measures
 - c) The Director of Agriculture
- (Answer: “C”)

(True or False) When using Handbook 44, the specific code requirements supersede General Code requirements in all cases of conflict.
(Answer: “True”).

Step V – Official Registration

- A. Upon completion of Steps I – IV the applicant must pay the applicable registration fee.
- B. The applicant will be assigned a registration number by the Department.
- C. The applicant will receive an identification registration card (wallet size).
- D. The applicant’s name will be added to the list of Registered Servicepersons. That list will be published by the Department and is accessible from our website.



Weights & Measures Standards and Testing Equipment Needed for Scales

- I. All weights must meet NIST Handbook 105-1.
- II. Handbook 44 minimum amount of test weights.

Table 4. Minimum Test Weights and Test Loads¹			
Device capacity	Minimums (in terms of device capacity)		(where practicable)
	Test weights (greater of)	Test loads ²	
0 to 150 kg (0 to 300 lb)	100%		Test weights to dial face capacity, 1 000d, or test load to used capacity, if greater than minimum specified During initial verification, a scale Should be tested to capacity
151 to 1 500 kg (301 to 3 000 lb)	25% or 150 kg (300 lb)	75%	
1 501 to 20 000 kg (3 001 to 40 000 lb)	12.5% or 500 kg (1 000 lb)	50%	
20 001 kg + (40 001 lb +)	12.5% or 5 000 kg (10 000 lb)	25% ³	

¹If the amount of test weight in Table 4 combined with the load on the scale would result in an unsafe condition, then the appropriate load will be determined by the official with statutory authority.

²The term “test load” means the sum of the combination of field standard test weights and any other applied load used in the conduct of a test using substitution test methods. Not more than three substitutions shall be used during substitution testing, after which the tolerances for strain load tests shall be applied to each set of test loads.

³The scale shall be tested from zero to at least 12.5% of scale capacity using know test weights and then to at least 25% of scale capacity using either a substitution or strain load test that utilizes known test weights of at least 12.5% of scale capacity. Whenever practical, a strain load test should be conducted to the used capacity of the scale. When a strain load test is conducted, the tolerance applies only to the known test load.
(Amended 1988, 1989, 1994)

Example 1: 30 X .01 lb. Retail Computing Scale

- Total amount of test weight needed 30.00 lb.
- Smallest test weight ≤.001 lb.

Example 2: 1,000 lb. X 4 oz. Portable Platform Scale

- Total amount of test weight needed ≥300 lb.
- Test load needed 750 lb.
- Smallest test weight ≤2 oz.



Attachment "A" Continued

Example 3: 10,000 X 1 lb. Electronic Floor Scale

- Total amount of test weight needed \geq 1,250 lb.
- Test load needed 5,000 lb., or used capacity, whichever is greater.
- Smallest test weight \leq .1 lb.

Example 4: 35,000 X 5 lb. Hopper Scale (beam)

- Total amount of test weight needed \geq 4,375 lb.
- Test load needed 17,500 lb., or used capacity, whichever is greater.
- Smallest test weight \leq 5 lb.

Example 5: 120,000 X 20 lb. Electronic Vehicle Scale

- Total amount of test weight needed \geq 15,000 lb.
- Test load needed \geq 30,000 lb.
- Smallest test weight \leq 5 lb.



Weights & Measures Standards and Testing Equipment Needed for Metering Devices

I. Retail Motor Fuel Dispensers

- Measures/provers must meet NIST Handbook 105-3.
- Measure size – at least 5 gallons (20 gpm devices or less).
- Measure/prover size to test devices that discharge greater than or equal to 20 gpm should be at least the amount delivered in 1 minute at maximum flow rate.

II. Vehicle Tank Meters and L. P. Gas Meters

- Prover must meet NIST Handbook 105-3.
- Test drafts (and prover size) should be equal to at least the amount delivered by the device in 1 minute at its maximum discharge rate, and in no case less than 50 gallon.

III. Bulk-Rack Meters

- Prover must meet NIST Handbook 105-3.
- Test drafts (and prover size) should be equal to at least the amount delivered by the device in 1 minute at its maximum discharge rate.
- Thermometers may be needed.

