

Place in Service Reports

A How to Guide

Ryanne Hartman

Weights and Measures Specialist

Laboratory Division

Purpose

Outline the requirements for the submission of Place in Service reports:

- ▶ When to submit a report
- ▶ When not to submit a report
- ▶ Instructions on how to fill out the Place in Service report
- ▶ Requirements for submitting the report
- ▶ Provide an instructional training tool

Purpose (2)

- ▶ The Place-in-Service Report provides information on new devices, devices returned to service after official condemnation, and other circumstances dependent on the device
 - ▶ i.e. model types, serial numbers, device capacities, National Type Evaluation Program (NTEP) Certificates of Conformance, and any other relevant information

When to fill out and submit a Place in Service Report

- ▶ A new device is being placed into commercial service
- ▶ A device not currently being used commercially is being returned to commercial service
- ▶ A device is being returned to service after official rejection by a Weights and Measures Official

When to fill out and submit a Place in Service Report (2)

- ▶ A metrologically significant component is repaired or replaced (i.e. load cell or a metering chamber is replaced)
- ▶ A non-portable device is relocated to a new location
- ▶ An out of tolerance device is being brought into tolerance

When Not to Submit a Place in Service Report

- ▶ Place in Service report submission will not be required for routine maintenance
- ▶ The following actions may be considered routine maintenance:
 - ▶ Meter/Scale adjustment NOT involving the repair or replacement of a metrologically significant component

When Not to Submit a Place in Service Report (2)

- ▶ Routine maintenance continued:
 - ▶ Calibrations intended to bring an in-tolerance device closer to zero error
 - ▶ Other similar activities subject to department evaluation

Non-Commercial Devices

- ▶ A Place in Service report is not required for non-commercial devices.
- ▶ Commercial devices are defined as:
 - ▶ Any weights and measures or weighing and measuring device, including any accessory, used or employed in commerce for any of the following:
 - ▶ Establishing the size, quantity, extent, area, or measurement of any commodity sold, offered, or submitted for hire
 - ▶ Computing any basic charge or payment for services rendered based on weight, measure, or count
 - ▶ Establishing eligibility for any award

Filling Out the Report

(All information must be accurate and complete)

MICHIGAN DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT
 Laboratory Division; Weights and Measures
 940 Venture Lane, Williamston MI 48895
 Telephone: 517-655-8202

PRINT

Place in Service Report

Department Use Only		Notes:	
Pass <input type="checkbox"/> Fail <input type="checkbox"/>		blank	

Physical location of the device. Use a different form for each location. Please print legibly.

Business Name:	Phone no.:	Date of Service:
Address:	County:	City:
State:	Zip code:	New Establishment: <input type="checkbox"/>

Device Information

Special Notice: The National Type Evaluation Program (NTEP) Certificate of Conformance Number must be recorded in the "NTEP COC" column below. Device type codes on page two.

Type Device	Manufacturer	Model Number	Rated Capacity/Flow Rate	NTEP COC	<input type="checkbox"/> Return device to service* <input type="checkbox"/> New installation <input type="checkbox"/> Other Devices Restored	Comment:
Type Device	Manufacturer	Model Number	Rated Capacity/Flow Rate	NTEP COC	<input type="checkbox"/> Return device to service* <input type="checkbox"/> New installation <input type="checkbox"/> Other Devices Restored	Comment:
Type Device	Manufacturer	Model Number	Rated Capacity/Flow Rate	NTEP COC	<input type="checkbox"/> Return device to service* <input type="checkbox"/> New installation <input type="checkbox"/> Other Devices Restored	Comment:
Type Device	Manufacturer	Model Number	Rated Capacity/Flow Rate	NTEP COC	<input type="checkbox"/> Return device to service* <input type="checkbox"/> New installation <input type="checkbox"/> Other Devices Restored	Comment:
Type Device	Manufacturer	Model Number	Rated Capacity/Flow Rate	NTEP COC	<input type="checkbox"/> Return device to service* <input type="checkbox"/> New installation <input type="checkbox"/> Other Devices Restored	Comment:

* Enclose Michigan condemnation tag

Service agency information

Name:	Contact:	MI Registration No.:
Address:	City:	State:
Zip code:	Phone:	blank

Note: In accordance with P. A. 283, of 1964, as amended, Michigan Weights and Measures Act, a Place in Service Report and copy of test results must be mailed within five (5) business days for each out of service device returned to service, each new installation, and other devices restored to service. By my signature, I certify that the device(s) listed above were installed and/or calibrated to applicable requirements as set forth in P. A. 283, of 1964, as amended, the Michigan Weights and Measures Act and NIST Handbook 44. I also certify that the standards used in such testing and calibrations are currently certified and that I have sealed all adjustments as required and currently hold certification for the above device(s).

Standard Certification Nos.	Certifying Laboratory Name
Name of Service Agent (print):	Signature of Agent
	MI Registration No.
	Category Letters

LB183 – revised 4/2020

Device Codes - Device	01 - Vehicle scale 2 section	02 - Livestock scale
03 - Platform <= 1500 lbs.; All Animal & Portable hopper	04 - Hopper > 1500 lbs	05 - Monorail scale
06 - Counter scale / Hanging Pan scale	07 - CNG Meter	09 - Vehicle Scale (3+ Sections)
10 - Single product retail meter	11 - Vehicle Tank Meter/Loading Rack Meter (100 GPM or less)	12 - Platform Scale (over 1600 lbs.)
13 - Single Product Retail Meter (over 25 GPM and/or with a slave)	14 - LPG Meter (25 GPM or less) / stationary	15 - LPG Meter (over 25 GPM)
16 - Blended Product Retail Meter	17 - Crane Scale	18 - Loading Rack Meter (over 100 GPM)
26 - Agri-Chemical Meter	29 - Railroad Scales	30 - Belt Conveyor
31 - Mass Flow Meter	32 - Taxi Meter	blank

Category Letter	Category Name	blank	blank
A	Agri. Chemical	B	Belt Conveyor
C	Livestock & Animal Scales	D	L.P. Gas Meters
E	Medium Capacity Scales (500 to 20,000 lb)	F	Railroad Track Scales
G	Retail Computing Scales	H	Retail Motor Fuel Dispensers
I	Vehicle and Axle-Load Scales	J	Vehicle Tank Meters (Other than LPG)
K	Loading Rack Meters	L	Mass Flow Meters
M	Multiple Dimension Measuring Devices	N	High Flow Retail Meters
O	Class II Scales	blank	blank

Terms	Definitions
Return Device to Service	<ul style="list-style-type: none"> State of Michigan inspector condemned device only (Red Tagged)
New Installation	<ul style="list-style-type: none"> New device being installed.
Other Device Restored	<ul style="list-style-type: none"> Device not currently being used commercially is being returned to commercial service non-portable device is relocated and placed into service Out-of-tolerance and being brought closer to zero No security seals Repair or Replacement of a metrologically significant component
NTEP COC (Required to report the COC number)	<ul style="list-style-type: none"> National Type Evaluation Program - Certificate of Conformance (this is a number)
Calibration Test Report Number (Required)	<ul style="list-style-type: none"> A test report with a corresponding number is issued when standards are calibrated. Report that number for the standard(s) being used at the above location and date of service.

Place in Service Report

- ▶ Department use only: Please do not write in or alter this area.

MICHIGAN DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT

Laboratory Division; Weights and Measures

940 Venture Lane, Williamston MI 48895

Telephone: 517-655-8202

Place in Service Report

Department Use Only	Notes:
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Blank

Place in Service Report – Physical Location of the Device (1)

Physical location of the device. Use a different form for each location. Please print legibly.

Business Name:	Phone No.:	Date of Service:
Address:	County:	City:
State:	Zip Code:	New Establishment <input type="checkbox"/>

Place in Service Report – Physical Location of the Device (2)

- ▶ Business Name

- ▶ Use the actual business name at the physical location

- ▶ Phone Number

- ▶ This is the business phone number of the location where work is being done

- ▶ Date of Service

- ▶ The date that service was conducted

Place in Service Report – Physical Location of the Device (3)

▶ Address

- ▶ Use the physical address of the device and not the corporate or owner mailing address

▶ County

- ▶ Use the county of the device

▶ City

- ▶ Use the city of the device and not corporate or the owner mailing city

Place in Service Report – Physical Location of the Device (4)

▶ State

- ▶ Only Michigan Place in Service reports can be submitted; Michigan Weights and Measures has no jurisdiction for any other state

▶ Zip Code

- ▶ Use the zip code where the device is located

▶ New Establishment

- ▶ Only mark if this is a new establishment; otherwise, it is assumed it is an established business

Device Description

Device Information

Special Notice: The National Type Evaluation Program (NTEP) Certificate of Conformance Number must be recorded in the “NTEP COC” column below. Device type codes on page two.

Type Device	Manufacturer	Model Number	Rated Capacity/Flow Rate	NTEP COC	Return Device to Service* New Installation Other Devices Restored	Comment:
Type Device	Manufacturer	Model Number	Rated Capacity/Flow Rate	NTEP COC	Return Device to Service* New Installation Other Devices Restored	Comment:
Type Device	Manufacturer	Model Number	Rated Capacity/Flow Rate	NTEP COC	Return Device to Service* New Installation Other Devices Restored	Comment:
Type Device	Manufacturer	Model Number	Rated Capacity/Flow Rate	NTEP COC	Return Device to Service* New Installation Other Devices Restored	Comment:
Type Device	Manufacturer	Model Number	Rated Capacity/Flow Rate	NTEP COC	Return Device to Service* New Installation Other Devices Restored	Comment:

*Enclose Michigan condemnation tag

Device Description (2)

- ▶ You can have five devices for the same location on one Place in Service report
 - ▶ You may not use one line for multiple devices unless the device shares the same data plate

Wrong:

Comment: Aisle 1-3

Right:

Comment: Aisle 1
Comment: Aisle 2
Comment: Aisle 3

Device Description (3)

- ▶ Type Device
 - ▶ The device codes are located on the back of the Place in Service report
- ▶ Manufacturer, Model Number, Rated Capacity/Flow Rate and NTEP COC
 - ▶ Found on the identification plate attached to the device

Device Description (4)

- ▶ Why do I need to put capacity, flow rate and Type Device information on the report?
 - ▶ This information is important to verify that tests conducted by servicepersons have been done properly and in accordance with NIST Handbook 44.
 - ▶ For example, you may not utilize a five-gallon test measure to place a 50-gallon per minute meter into service.
 - ▶ In addition, the Device Codes, located on the back of the Place in Service Report, are compared to the noted capacity to help verify the accuracy of the report.

Device Description (5)

- ▶ Return device to service*
 - ▶ This is only marked when a Michigan Weights and Measures inspector condemns the device
 - ▶ The Michigan condemnation tag must be submitted with the Place in Service report

- ▶ New Installation
 - ▶ Mark this when the device is new to the establishment even if it is a refurbished device

Device Description (6)

- ▶ Other Devices Restored
 - ▶ Mark this for all other metrologically significant repairs or replacements
- ▶ Comment
 - ▶ Use this for any additional information
 - ▶ Serial number
 - ▶ Aisle/Lane number
 - ▶ Pump number
 - ▶ Device location on the grounds

Device Codes

Device Codes - Device		
	01 - Vehicle Scale 2 section	02 - Livestock Scale
03 – Platform <=/= 1500 lbs.; All Animal & Portable Hopper	04 – Hopper > 1500 lbs	05 – Monorail Scale
06 – Counter Scale / Hanging Pan Scale	07 – CNG Meter	09 – Vehicle Scale (3+ Sections)
10 – Single Product Retail Meter	11 - Vehicle Tank Meter/Loading Rack Meter (100 GPM or less)	12 - Platform Scale (over 1500 lbs.)
13 - Single Product Retail Meter (over 25 GPM and/or with a slave)	14 - LPG Meter (25 GPM or less) / stationary	15 - LPG Meter (over 25 GPM)
16 - Blended Product Retail Meter	17 - Crane Scale	18 - Loading Rack Meter (over 100 GPM)
26 - Agri-Chemical Meter	29 - Railroad Scales	30 - Belt Conveyor
31 - Mass Flow Meter	32 - Taxi Meter	Blank

Device Codes (2)

- ▶ The device code correlates with the device being tested
- ▶ Use that code under “Type Device” section of the form
 - ▶ i.e. – Device Code 10 is for a Single Product Retail Meter

Type Device
10

Service Agency Information

► Service Agency Information

Agency Name	Contact	MI Registration No
Address	City	State
Zip Code	Phone	Blank

Service Agency Information (2)

- ▶ All service agency information must be complete, accurate and up to date
- ▶ Contact Name
 - ▶ The contact name on the Place in Service report must match the contact name on the Service Agency/ Service Person Registration Application
- ▶ If agency information has changed (i.e. address) the office must be notified formally and on a separate document.

Laboratory Standard Testing

- ▶ Certification of standards may be done at a National Voluntary Laboratory Accreditation Program (NVLAP) approved laboratory
- ▶ Every NVLAP laboratory will issue a certificate for the standards tested
- ▶ The standard certification number is found on the calibration report
- ▶ At state laboratories, the report may have a certification number starting with their state's initials

Certification Number

- ▶ Standards used by registered agencies and registered service persons must be certified every 2 years
- ▶ Standard certification numbers change every 2 years and are found on the certifying laboratory report

Standard Certification Nos.	Certifying Laboratory Name

Certification Number (2)

- ▶ Example of a Michigan Calibration Report number

Standard Certification Nos.	Certifying Laboratory Name
MI-04-20-XXXXX	Michigan

- ▶ MI for Michigan, 04 is the month of calibration, 20 is the last 2 digits of the certifying year and XXXXX represents a five-digit numerical code given for the calibration report
- ▶ Michigan is the only state to consistently use the state abbreviation on the calibration report, as well as, the year
- ▶ Private laboratories will “generally” use a unique combination string of letters and numbers for their calibration report

Note on the Place in Service Report

- ▶ **Note:** In accordance with P. A. 283, of 1964, as amended, Michigan Weights and Measures Act, a Place in Service Report and copy of test results must be mailed within five (5) business days for each out of service device returned to service, each new installation, and other devices restored to service.
- ▶ Mailing Address
 - ▶ **Michigan Department of Agriculture, 940 Venture Lane, Williamston, Michigan 48895**
- ▶ Faxes and/or E-mails are not acceptable

Certifying the Place in Service Report

- ▶ By my signature, I certify that the device(s) listed above were installed and/or calibrated to applicable requirements as set forth in P. A. 283, of 1964, as amended, the Michigan Weights and Measures Act and NIST Handbook 44. I also certify that the standards used in such testing and calibrations are currently certified and that I have sealed all adjustments as required and currently hold certification for the above device(s).

Name of Service Agent (print)	Signature of Agent	MI Registration No.	Category Letters

Certifying the Place in Service Report (2)

- ▶ All Place in Service reports need:
 - ▶ A printed and a signed name of the registered service person who did the work
 - ▶ The Michigan registration number from the registration card
 - ▶ And the registered categories [category letter(s)]

Registered Categories

Category Letter	Category Name	Blank	Blank
A	Agri. Chemical	B	Belt Conveyor
C	Livestock Scales	D	L.P. Gas Meters
E	Medium Capacity Scales (300 to 20,000lb)	F	Railroad Track Scales
G	Retail Computing Scales	H	Retail Motor Fuel Dispensers
I	Vehicle and Axle-Load Scales	J	Vehicle Tank Meters (Other than LPG)
K	Loading Rack Meters	L	Mass Flow Meters
M	Multiple Dimension Measuring Devices	N	High Flow Retail Meters
O	Class II Scales	Blank	Blank

Registered Categories (2)

- ▶ The categories name coordinates to the Category Letters and the device specific exams that where passed
- ▶ Place all the Category Letter(s) under “Category Letters” section of the form.
 - ▶ Example: If the registered service person passes all the scale exams

Category Letters

B, C, E, F, G, I

Proper Place in Service Submission

- ▶ To have a properly Place in Service submission the following need to be submitted to Michigan Weights and Measures:
 - ▶ An accurately and correctly filled out Place in Service report
 - ▶ Calibration report
 - ▶ Red condemnation tag (left by the Michigan Weights and Measures inspector for condemned devices)

Calibration Report

- ▶ Michigan Weights and Measures does not approve or provide a standard calibration report
 - ▶ Each registered agency must create their own report

Calibration Report (2)

- ▶ The minimum information that will need to be on the calibration report are:
 - ▶ Registered Service Agency Information – Name, Address, City, State and Zip Code
 - ▶ Service Location Information – Establishment Name, Address, City, and Zip Code
 - ▶ The date of service
 - ▶ As found and as left test data
 - ▶ Signature(s) of the technician(s) that completed the work

Questions?

- ▶ Contact Ryanne Hartman at 517-655-7231
- ▶ Weights and Measures at 517-655-8202