

Information for Businesses with Commercial Scales

Legal Scales

- Only legal-for-trade scales shall be used in direct sale applications
- All scales manufactured since 2003 are required to have an NTEP Certificate of Conformance (CC) number on the scale and will be prefaced by the terms “NTEP CC”, “CC”, or “Approval”. In addition, the scale will have a Roman Number “I”, “II” or “III” and the Make, Model & Serial #
- Older scales, prior to 2003, may only indicate a Roman Numeral “II” or “III” and the Make, Model & Serial # (If you have questions, please call our office to verify)
- Equipment **shall** be suitable for the service in which it is used with respect to elements of design, including but not limited to, capacity, number of scale divisions, value of the scale division, minimum capacity, and computing capability

Scale Placement

- Positioned where the customer can read the indications and observe the weighing operation
- Protected from environmental factors (wind, fans, rain, etc.)
- Installed in a firm, level position

Net Weight

- **Must sell by net weight at all times.**
- You may not include packaging (bags, boxes, paper, containers, wrappers, sticks, etc.) in the weight of the product
- The “T” button on your scale is for Tare, use this to tare out (deduct) the weight of the packaging
- Prepacked items must have a net weight representation on the package

License

- A license to operate a commercial scale is required by law
- A renewal will be mailed to you prior to your license expiration
- The invoice will be included with the license but is only valid when payment of the invoice has been received

Annual Certification

- **Scales must be inspected & certified before being licensed and placed into commercial service**
- Scales must be certified annually
- It is the **device owner’s responsibility** that the certification is done every year

Posting License

- Post your license in a visible location near your scale (next to other state licenses is permissible)
- Your license needs to be available upon request

Updating a License

- If you **add** a scale to your business, you must inform this office (in writing) of the Make, Model, Serial #, and Capacity of the new scale
- If you **replace** a scale, you must inform this office (in writing) of the new scale (Make, Model, Serial # and, Capacity), and of the scale it is replacing (Make, Model, Serial #, Capacity)
- This must be done before placing the new scale into service
- All changes can be made on the “**Update for Weighing and Measuring Device License**”, found at <http://agriculture.nh.gov/> (Click on the link for the Division of Weights & Measures, scroll down the list to Device License Applications and click on the update document.)

THE ABOVE INFORMATION IS FOR INFORMATIVE PURPOSES ONLY. FOR ACTUAL LANGUAGE OF THE NH WEIGHTS & MEASURES LAWS AND RULES, VISIT OUR WEBSITE AT <http://agriculture.nh.gov/>

IF YOU HAVE A QUESTION, PLEASE GIVE US A CALL.