

New Hampshire Division of Weights and Measures SERVICE TECHNICIAN REMINDERS

- A service technician must have his or her own currently valid certificate of registration upon his or her person;
- Must have all required NIST Handbooks including applicable NIST Handbook 44, 112 Examination Procedure Outlines (EPOs), RSA 438, Administrative rules Agr 1400 (specifically, Agr 1404 & Agr 1405);
- Placed In Service/Inspection Report forms are on the Division website: www.agriculture.nh.gov and can be filled in using Adobe or purchased in triplicate pads from the office. (see order form on website);
- Print clearly on all Division forms;
- Placed In Service Reports must be mailed, emailed, or dropped off at the office within 5 days of certifications (if mailed, envelope must be postmarked within 5 days of certifying device);
- If unable to obtain an account number, fill in the customer's phone number or call device licensing for the account number for the Placed In Service Report;
- If serial numbers are missing or not readable, notify device licensing;
- List the total number of meters;
- Apply certification stamps to devices **at the time of certification**;
- **Certification stamps shall not be mailed to device owners;**
- **Only licensed NH service technicians and Division officials can place certification stamps on devices;**
- Certification Stamp numbers must be written on Placed In Service/Inspection Reports;
- Lead seals (i.e., security seals) must be attached according to Agr 1404 & Agr 1405;
- Retain copies of completed Placed In Service/Inspection Reports for at least one year;
- Test equipment must be certified yearly *within 90 days prior to license expiration*;
- For service technician questions call 603-271-3700;
- For device licensing questions call 603-271-2894;
- For lab questions (including drop off/pick up), please call (603) 271-0894.