



Wyoming  
DEPARTMENT OF *Agriculture*

2219 CAREY AVE  
CHEYENNE WYOMING 82002-0100

## GUIDELINES FOR REGISTERED SERVICE TECHNICIANS OF WEIGHTS AND MEASURES DEVICES

Voluntary registration with the WDA entitles the service technicians to place into commercial service weighing and measuring devices that are correct (meet all specifications, tolerances and technical requirements as set forth in Handbook-44), remove condemn and reject tags, remove and replace security seals. **A Registered Services Technician may place in to commercial service only those devices in the class or classes in which they are registered.**

### REGISTERED SERVICE TECHNICIAN CLASSES

Registered Service Technicians may be registered in the following classes:

- **Class 1** – Scales 0 – 50 pounds of capacity
- **Class 2** – Scales 51 – 500 pounds of capacity
- **Class 3** – Scales 501 – 10,000 pounds of capacity
- **Class 4** – Scales 10,001 – 80,000 pounds of capacity
- **Class 5** – Scales 80,001 pounds or greater
- **Class 6** – In Motion scales (belt conveyor, railroad track scales)
- **Class 7** – Liquid Measuring Devices up to 20 GPM
- **Class 8** – Liquid Measuring Devices over 20 GPM
- **Class 9** – Liquefied Petroleum Gas meters

### QUESTION & ANSWER

**WHAT KIND OF EQUIPMENT DO I HAVE TO HAVE TO BE REGISTERED?** - Minimum test equipment required for each class is as follows:

- **Class 1-6** – As required in NIST Handbook – 44 Scale Code (See Table 4b)
- **Class 7** – 5 gallon volumetric test measure
- **Class 8** – Volumetric prover large enough to allow full flow of the meter being tested for one minute, a master meter, bi-directional prover, or other equipment as required in NIST Handbook-44.
- **Class 9** - Volumetric prover designed for liquefied petroleum gas large enough to allow full flow of the meter being tested for one minute, a master meter, bi-directional prover or other equipment as required in NIST Handbook-44.

All testing equipment must be submitted to a certified metrology lab for annual recertification. Results of this annual certification of test equipment must be submitted to the WDA annually.

**CAN THE DEVICE OWNER USE THE DEVICE ONCE I PLACE IT INTO SERVICE?** - A weighing and measuring device can be used commercially when placed in to service by a Registered Service Technician. A device that is placed in to commercial service must be **CORRECT: that is the device must meet all applicable specifications, tolerances and technical requirements as set forth in NIST Handbook-44.** Registered Service Technicians shall carry and use a **2009** copy of NIST Handbook-44. A copy of the 2009 version of Handbook-44 can be obtained from the NIST website at the following address: <http://ts.nist.gov/WeightsAndMeasures/pubs.cfm>.

**WHERE CAN I FIND ACCEPTED TESTING PROCEDURES?** - Accepted testing procedures must be followed. See "Notes" section in NIST Handbook-44 and Examination Procedure Outlines (EPO) found in NIST Handbook-112. Both a 2009 version of Handbook-44 and EPO's in Handbook-112 can be obtained from the NIST website at the following address: <http://ts.nist.gov/WeightsAndMeasures/pubs.cfm>. Registered Service Technicians are expected to leave all devices in the very best condition possible. It must be recognized that tolerances are primarily accuracy criteria for use by the regulatory authority. **Registered Service Technicians should be sure that the device is operating as close as possible to "ZERO" error before placing it into commercial service.** It is illegal for anyone to take advantage of tolerances by deliberately adjusting equipment to have a value or give performance at or close to the tolerance limits.

**WHAT KIND OF REPORTING IS REQUIRED OF A RST?** - Placing In Service reports along with any removed condemn or reject tags must be submitted to the WDA **WITH IN 24 HOURS** after the device has been placed in service. Placing In Service reports must be complete and correct. Registered Service Technicians shall use Placing In Service reports provided by the Wyoming Department of Agriculture either online or hard copy. Hard copy reports shall be purchased from the WDA.

**WHAT KIND OF LIQUID CAN BE USED TO TEST A DEVICE?** - Class 7, 8, & 9 measuring devices shall be tested with the liquid to be commercially measured, and **shall not** be placed into commercial service with a bench test calibration. When repairing Vehicle Tank Meters the test liquid must be identified on the Placing In Service report and the device must be marked with a tag indicating what liquid was used for calibration.

**HOW DO I BECOME A REGISTERED SERVICE TECHNICIAN?** – A new applicant must complete an application, take the appropriate examinations, provide documentation of certified equipment and submit the appropriate fees. A passing grade of 70% must be achieved on the RST General and Device Specific exam in order to receive a certificate of registration. There is a \$40 fee for each examination.

**HOW DO I RENEW MY RST REGISTRATION?** - RST's are required to meet one of the following requirements and submit a signed renewal form and corresponding fee in order to renew their registration:

- Attending the annual or otherwise scheduled re-certification short course;
- Re-examination in all applicable categories;
- Attendance at any National Institute of Standards and Technology, company, or other authorized training that provides a minimum of two (2) hours of classroom instruction, seminar attendance, professional study; or
- Completion and documentation of any relevant online coursework.

**WHAT DOES IT COST TO BECOME AN RST OR RENEW MY LICENSE?** – The fee for first time and renewing RST's is \$25 annually. There is also a \$40 examination fee for each time an individual takes the exam.

#### QUESTIONS OR FOR MORE INFORMATION

##### PLEASE CONTACT

Scott McDonald – Inspection Specialist

Wyoming Department of Agriculture

2219 Carey Ave.

Cheyenne, WY 82002

307-777-3502

FAX: 307-778-8497

[smcdonald@state.wy.us](mailto:smcdonald@state.wy.us)

<http://agriculture.wy.gov>



WYOMING DEPARTMENT OF AGRICULTURE  
 TECHNICAL SERVICES DIVISION  
 2219 CAREY AVE., CHEYENNE, WYOMING 82002, 307-777-3502

**REGISTERED SERVICE TECHNICIAN APPLICATION**

**LICENSE APPLICANT INFORMATION: (All sections must be filled out completely or application will be returned)**

NAME: \_\_\_\_\_  
 (Last Name) (First Name and Middle Initial)

HOME ADDRESS: \_\_\_\_\_  
 (Street) (City) (State) (Zip)

HOME TELEPHONE: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_  
 (XXX-XXX-XXXX) (MM/DD/YYYY)

E-MAIL ADDRESS: \_\_\_\_\_

COMPANY REPRESENTED: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
 (Street) (City) (State) (Zip)

COMPANY TELEPHONE: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 (XXX-XXX-XXXX)

**DO YOU WISH YOUR RENEWAL TO BE SENT TO (CHOOSE ONE):** HOME: \_\_\_\_\_ COMPANY: \_\_\_\_\_  
**INDICATE NUMBER OF YEARS OF EXPERIENCE AS A REGISTERED SERVICE TECHNICIAN:** \_\_\_\_\_  
**IF REGISTERED IN OTHER STATES, PLEASE INDICATE WHICH STATES:** \_\_\_\_\_  
**ARE YOU A CURRENT MEMBER OF THE NATIONAL CONFERENCE ON WEIGHTS AND MEASURES?** YES \_\_\_\_\_ NO \_\_\_\_\_  
**DO YOU HAVE A 2009 COPY OF NIST HANDBOOK – 44?** YES \_\_\_\_\_ NO \_\_\_\_\_  
**PLEASE INDICATE BELOW WHAT CLASSIFICATION OF DEVICE(S) YOU WILL BE SERVICING:**

**WEIGHING DEVICES**

- \_\_\_\_ CLASS 1 – SCALES 0 TO 50 LBS. CAPACITY
- \_\_\_\_ CLASS 2 – SCALES 51-500 LBS. CAPACITY
- \_\_\_\_ CLASS 3 – SCALES 501 – 10,000 LBS. CAPACITY
- \_\_\_\_ CLASS 4 – SCALES 10,001 – 80,000 LBS. CAPACITY
- \_\_\_\_ CLASS 5 – SCALES 80,001 LBS. +
- \_\_\_\_ CLASS 6 – IN MOTION SCALES (RR TRACK, BELT CONVEYER)

**LIQUID MEASURING DEVICES**

- \_\_\_\_ CLASS 7 – LIQUID MEASURING DEVICES UP TO 20 GPM
- \_\_\_\_ CLASS 8 – LIQUID MEASURING DEVICES OVER 20 GPM  
 (INCLUDES VEHICLE TANK METERS)
- \_\_\_\_ CLASS 9 – LPG METERS

TEST EQUIPMENT AVAILABLE: \_\_\_\_\_

YEAR CALIBRATED AND WHICH STATE: \_\_\_\_\_ PLEASE ATTACH COPY OF CERTIFICATION WITH THIS FORM.

I herby agree that if this application is approved and the Registration grated, that I will not knowingly place into service any device that does not meet all of the requirements of the Wyoming Department of Agriculture, Technical Services Division, including the National Institute of Standards and Technology Handbook-44. I agree to submit my testing equipment to a certified Weights and Measures Laboratory of approval upon request. I will notify the Technical Services Division when I Place in Service any device that has been repaired or is being Placed in service for first time, including both new and used devices, by sending a completed Place into in Service Report and copy of test results within 24 hours to the address printed above. I understand that the Director of Agriculture may cancel my Registration Certification for just cause pursuant to the Registration of Weighing and Measuring Device Servicemen rules and regulations of the Wyoming Department of Agriculture.

\_\_\_\_\_  
 APPLICANT SIGNATURE DATE

**COMPLETE THE FOLLOWING IF THE APPLICANT IS NOT SELF EMPLOYED:**

I verify that I am the employer of manager of the above referenced applicant and can verify that the applicant is experienced in and capable of installing and repairing commercial weights and measures equipment.

\_\_\_\_\_  
 REGISTERED SERVICE CO. OWNER/MGR. SIGNATURE DATE

\_\_\_\_\_  
 WYOMING DEPARTMENT OF AGRICULTURE DATE