

**West Virginia Division of Labor**

**Weights and Measures**

570 MacCorkle Avenue West

St. Albans, WV 25177

Phone: (304)722-0602

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**301B Commercial Device**

**"PLACED IN SERVICE REPORT"**

For use by a Registered Service Agency or Service Person Only

NAME OF BUSINESS		CONTACT PERSON AT BUSINESS		DATE SERVICE PERFORMED		RFA NUMBER - Obtain from W&M Office
PHYSICAL ADDRESS		CITY	STATE	ZIP	COUNTY	BUSINESS TELEPHONE NUMBER

SCALE CAPACITY	METER FLOW RATE ( GPM )
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**NOTICE**

For each newly installed device, you must list the NATIONAL TYPE EVALUATION PROGRAM (NTEP) CERTIFICATE OF CONFORMANCE (COC) number which relates to that device in the "COC" column below.

DEVICE ID & LOCATION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	COC	LIST SERVICE OR CORRECTIONS MADE TO EACH DEVICE

**REQUIRED INFORMATION - SERVICE AGENCY STANDARDS AND PLACED IN SERVICE AFFIRMATION**

By signing below or by checking the box constitutes a legal signature certifying that an RFA number was obtained prior to this installation/service and that the device(s) listed above were installed and/or calibrated to applicable requirements as set forth in NIST Handbook 44 utilizing procedures outlined in said publication. I also certify that the standards used in such testing and calibrations are currently certified and that I have sealed all adjustments as required. I have emailed ([Weights@wv.gov](mailto:Weights@wv.gov)) or faxed (304) 722-0605 this form within 24 hours of placing or returning said device(s) into commercial service. I will maintain a copy of this document for my records.

<b>WV ID NUMBER</b>	NAME OF YOUR SERVICE AGENCY	SERVICE AGENCY PHONE	NAME OF SERVICE AGENT (PRINT)	<input type="checkbox"/> SERVICE AGENT'S SIGNATURE
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DESCRIBE STANDARDS USED TO CALIBRATE DEVICE(S)	LIST THE SERIAL NUMBER OF YOUR STANDARDS	DATE YOUR STANDARDS CALIBRATED	STATE STANDARDS CALIBRATED IN
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