



Idaho State Department of Agriculture  
P.O. Box 7249 • Boise, Idaho 83707  
208.332.8690 • [www.agri.idaho.gov](http://www.agri.idaho.gov)

**BRAD LITTLE**, GOVERNOR  
**CHANEL TEWALT**, DIRECTOR

TO: Registered Service Companies and Servicemen  
FROM: Stacie Ybarra, Program Manager  
Bureau of Weights and Measures  
DATE: Mar. 1, 2023  
SUBJECT: Certificate of Registration and Service Company Responsibilities

Enclosed is your Certificate of Registration as a Registered Service Company with the State of Idaho. All Registered Servicemen should have been issued individual Certificates of Registration; these should be returned to the Bureau of Weights & Measures upon an employee's termination. Applications need to be filled out and sent in when a new employee is hired.

Service companies are required to have pressure sensitive stickers that are to be placed on each scale when it is originally placed in service, or returned to service after repair. These stickers must state the name and address of the company, the company identification number, and have spaces for the date and the signature of the serviceman. Service companies shall also have security seals that secure the calibration component of each device; seals can be pressure sensitive or wire seals.

Service companies or servicemen must have, or have available for use at the time of testing, the standards set forth in the National Institute of Standards and Technology Handbook 44. All necessary standards and testing equipment must be submitted at least biennially for certification.

When placing a device into commercial service, the registrant is certifying that the device complies with applicable requirements set forth in *National Institute of Standards and Technology (NIST) Handbook 44*, as revised, and the Weights and Measures Law and associated rules. Copies of *NIST Handbook 44* are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Handbook 44 is also available in electronic format online at [www.nist.gov](http://www.nist.gov).

Once a device has been placed in service or restored to service by a Registered Serviceman a "Placed In Service report" must be submitted to the ISDA Bureau of Weights and Measures within 24 hours. Placed In Service reports are available online at <https://agri.idaho.gov/main/weights-and-measures/registered-servicemen-agencies/> . Reports may be mailed or emailed the Bureau of Weights and Measures at [weights@isda.idaho.gov](mailto:weights@isda.idaho.gov) .

If you have any questions regarding these regulations, please contact this office at:

Bureau of Weights and Measures  
PO Box 7249  
Boise ID 83707  
208-332-8690