



ANNUAL REPORT
of
Sealer of Weights and Measures
for
Massachusetts Sealers

For period commencing **January 1, 2023**
and ending **December 31, 2023.**

Pursuant to Chapter 98, Section 37, please complete this form and submit it to the Division of Standards no later than midnight on January 31, 2024. Questions may be directed to the Division of Standards at standards.mail@mass.gov or 617-727-3480.

City/Town:

Sealer's Name:

Business/Office Address, or if none, Home Address:

| | | |
|-----------------------------------|-------------|-------------|
| Street Address: | | |
| City or Town: | Zip Code: | |
| Office Phone: | Home Phone: | Cell Phone: |
| Email Address (for official use): | | |

Municipal Department from which Sealer operates:

| | | |
|------------------|---------------|-----------|
| Department Name: | | |
| Street Address: | City or Town: | Zip Code: |

Sealer's Direct Supervisor:

| | |
|-----------------|--------|
| Name and Title: | |
| Phone: | Email: |

Sealer Information

If your sealer duties for this municipality are only part of your full-time responsibility, please check part-time below.

Full Time Part Time

Are you compensated: Per Hour Per Device Other

If Part-Time:

How many hours/weeks do you perform weights and measures functions, on average?

Deputy Sealers Information

| Name | Email Address | Office Phone | Cell Phone |
|------|---------------|--------------|------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

General Financial Information

Has City/Town Established a Consumer/Merchant Fund, pursuant to Chapter 98, Section 29A?

Yes No

If **yes**, what is the account balance?

| | | | |
|---|--|--|--|
| Total of Sealing Fees City/Town has collected, minus any Adjusting Fees | | Total of Adjusting Fees, City/Town has collected, minus Sealing Fees | |
| Total Cost of Sealer and Weights and Measures Department (Including Salary, Equipment, Transportation, Training, and all other direct expenses) | | Total Amount collected for Civil Penalties | |

Appointment - Certification Information

| Name (First, Middle, Last) | Position (Sealer or Dep. Sealer) | Date of Appointment (m/d/yyyy) | Length of Service (Years/Months) | Date of Div. of Standards Certification (m/d/yyyy) |
|-------------------------------|--|--------------------------------------|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Devices Tested During This Period

| Device Type | Description | Adjusted | Sealed | Not Sealed | Condemned | Sealing Fee Charged Per Device |
|------------------------------------|--|----------|--------|------------|-----------|--------------------------------|
| Scales | Under 100 lb | | | | | |
| | 100 lb to 1,000 lb | | | | | |
| | 1,001 lb to 10,000 lb | | | | | |
| | Over 10,000 lb | | | | | |
| Weights | Avoirdupois (lb & oz) | | | | | |
| | Metric (kg, g, mg) | | | | | |
| | Apothecary | | | | | |
| | Troy | | | | | |
| Automatic Liquid Measuring Devices | Gasoline Meters | | | | | |
| | Diesel Meters | | | | | |
| | High Speed Diesel Meters | | | | | |
| | Vehicle Tank Meters (oil trucks) | | | | | |
| | Water Dispenser Meters | | | | | |
| | Kerosine Meters | | | | | |
| Other Automatic Measuring Devices | Taximeters | | | | | |
| | Reverse Vending Machines (Bottle/Can Recycling) | | | | | |
| Linear Measures | Yardsticks | | | | | |
| | Measuring Tapes | | | | | |
| | | | | | | |
| Misc. | | | | | | |
| | | | | | | |
| Totals | | | | | | |

Inspections Performed During this Period

Scanner Waiver Inspections:

Item Pricing Inspections:

Unit Pricing Inspections:

Price Verification Inspections

1 to 2 Checkout Systems:

3 to 11 Checkout Systems:

12 or More Checkout Systems:

SEALER'S WORK EQUIPMENT

(31 lb) Sealer's Weight Kit(s)

| Number of weights in kit | ID (if any) | Certification Date (mm/yyyy) | Range of Weights (e.g., 10 lb to 0.001 lb) |
|--------------------------|----------------|---------------------------------|---|
| | | | |
| | | | |
| | | | |

Individual Grip-Handle (lb) Weights

| Number of weights | ID (if any) | Certification Date (mm/yyyy) | Denomination (e.g., 50, 30, 25, 20, 10, 5 lb) |
|-------------------|----------------|---------------------------------|--|
| | | | |
| | | | |
| | | | |

Metric Weight Kit(s)

| Number of weights in kit | ID (if any) | Certification Date (mm/yyyy) | Range of Weights (e.g., 10 kg to 1 mg etc.) |
|--------------------------|----------------|---------------------------------|--|
| | | | |
| | | | |
| | | | |

Individual Grip-Handle (kg) Weights

| Number of weights | ID (if any) | Certification Date (mm/yyyy) | Denomination (e.g., 25, 20, 15, 10, 5 kg) |
|-------------------|----------------|---------------------------------|--|
| | | | |
| | | | |
| | | | |

Apothecary/Metric or Other Weight Kit(s)

| Number of weights in kit | ID (if any) | Certification Date (mm/yyyy) | Range of Weights (e.g., 1 kg to 500 mg) |
|--------------------------|----------------|---------------------------------|--|
| | | | |
| | | | |
| | | | |

Location of working equipment:

| | | |
|-----------------|------------------|-----------|
| Street Address: | City or Town: | Zip Code: |
|-----------------|------------------|-----------|

LIQUID MEASURES (Volumetric Provers)

| Test Measures for <u>Fuel Oil Meters</u> | Number of Each | Date of Certification (mm/yyyy) |
|--|----------------|---------------------------------|
| 200 gal | | |
| 100 gal | | |
| 50 gal | | |

| Capacity (e.g., 200, 5, 1 gal) | ID / Serial No. | Date of Certification (mm/yyyy) | ID / Serial No. | Date of Certification (mm/yyyy) |
|--------------------------------|-----------------|---------------------------------|-----------------|---------------------------------|
| | | | | |
| | | | | |
| | | | | |

| Test Measures for <u>Diesel Exhaust Fluid (DEF)</u> | Number of Each | Date of Certification (mm/yyyy) |
|---|----------------|---------------------------------|
| 5 gal | | |

| Test Measures for Fuel / Other | Number of Each | Date of Certification (mm/yyyy) |
|--------------------------------|----------------|---------------------------------|
| 5 gal | | |
| 1 gal | | |
| | | |

Tools, Tags, Seals, Record Books, etc.

| Items | Number | Items | Number |
|--|--------|------------------------|--------|
| Aluminum Seals | | Condemned Labels | |
| Handbooks 44, 130, 133 | | Level | |
| Inspection Pads | | Annual Seals RED | |
| Plastic/Lead Seal Press | | Annual Seals GREEN | |
| Plastic/Lead Wire Seals | | Not Sealed Labels/Tags | |
| MGL, CM – Reg’s Pertaining to Weights and Measures | | Receipt Books | |
| Reweighing Books | | Fuel Funnel | |
| Steel Dies | | Other | |

TRIAL WEIGHING AND MEASURING OF COMMODITIES SOLD OR PUT UP FOR SALE

| | Commodity | Total Number Tested | Number Correct | INCORRECT Under | INCORRECT Over | Savings to Consumer \$ | Savings to Merchant \$ |
|-------|-----------------------|---------------------|----------------|-----------------|----------------|------------------------|------------------------|
| | Confectionery | | | | | | |
| | Cordwood, Firewood | | | | | | |
| | Flour | | | | | | |
| | Fruits and Vegetables | | | | | | |
| | Liquid Commodities | | | | | | |
| | Meats/Poultry | | | | | | |
| | Milk | | | | | | |
| | Potatoes | | | | | | |
| | Seafood | | | | | | |
| Other | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | Totals | | | | | |

All food items not specifically provided for and items of particular interest to be included in Other. To calculate the "Savings to Consumers" and "Savings to Merchant" you should total the overcharge amounts (+) and multiply the error by 365 and enter the totals in each commodity listed in Savings to Consumer. You should total the undercharge amounts (-) and multiply the error by 365 and enter the totals in each commodity listed in Savings to Merchant.

DETAILED REPORT OF WEIGHTS AND MEASURES RELATED COURT CASES IN WHICH THE CITY/TOWN IS A PARTY

| | Name of Defendant | Nature of Offense (state commodity involved) | Date (m/d/yyyy) | Finding | Amount of Fine | Final Disposition |
|----|-------------------|--|-----------------|---------|----------------|-------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

DETAILED REPORT OF CIVIL CITATIONS THE CITY/TOWN ISSUED RELATED TO WEIGHTS AND MEASURES VIOLATIONS

| | Name of Defendant | Nature of Offense (state commodity involved) | Civil Citation Number | Date (m/d/yyyy) | Finding | Amount of Fine | Final Disposition or Appealed |
|----|-------------------|--|-----------------------|-----------------|---------|----------------|-------------------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

List all Court Cases and Civil Citations issued during this reporting period. If you have issued more Civil Citations than the space allows, please submit a summary on a separate sheet.

DIVISION OF STANDARDS

REPORT OF CERTIFICATION IN ADDITIONAL DISCIPLINES

As part of your initial certification, you are required to demonstrate knowledge for testing Small Capacity Scales and Gasoline Meters.

However, some sealers are responsible for testing and sealing other types of devices and are required to obtain certification in those disciplines. To ensure uniformity in testing and sealing of these devices, certification of these additional disciplines is required.

Please check the boxes below, indicating what additional devices or disciplines you are testing within your jurisdiction. You have obtained certification by attending any of the number of training seminars offered in the past years in the disciplines listed below.

| CHECK IF TESTING | ADDITIONAL DEVICES and DISCIPLINES | CHECK IF CERTIFIED |
|------------------|--|--------------------|
| | ITEM PRICING | |
| | PHARMACY BALANCES | |
| | PRICE VERIFICATION PUB 19 | |
| | SCALES CAPACITY GREATER THAN 60 lb (non-vehicle) | |
| | HEAVY CAPACITY VEHICLE SCALES | |
| | TAXIMETERS | |
| | VEHICLE TANK METERS | |

TRAINING AND CONTINUING EDUCATION CREDITS ACCOMPLISHED IN 2023

In order to maintain your certification, all certified weights and measures officials are required to report, annually, all training received during the previous year. Training listed will be credited after verification by the Division’s Training Officer. 3.0 CEU’s must be obtained every two years for certified officials with less than ten (10) years of service and 2.0 CEU’s for officials with more than ten (10) years of service. Failure to procure the required hours of “official” training could adversely impact your certification status.

| NAME | DATE (m/d/yyyy) | TRAINING TYPE | TOTAL CEU’s |
|------|-----------------|---------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

THE FOLLOWING CEU’S ARE AWARDED FOR TRAINING

| | |
|--|-----|
| 1: WEIGHTS AND MEASURES ASSOCIATIONS 1 DAY MEETING | 0.5 |
| 2: DIVISION OF STANDARDS 1 DAY TRAINING | 0.5 |
| 3: WEIGHTS AND MEASURES ASSOCIATION 2 DAY MEETING | 1.5 |

Chapter 295 of the Acts of 1998 Consumer and Merchant Savings Impact Report

To calculate the "Savings to Consumers" and "Savings to Merchant" you should total the overcharge amounts (+) and multiply the error by 365 and enter the totals in Savings to Consumer. You should total the undercharge amounts (-) and multiply the error by 365 and enter the totals in Savings to Merchant.

| Categories | Amounts Saved Consumers | Amount Saved Merchants |
|-----------------------------------|-------------------------|------------------------|
| Gasoline Meters | | |
| Vehicle Tank Meters (Heating Oil) | | |
| <i>Cannabis</i> | | |
| Reweighting of Commodities Totals | | |
| Item Pricing/Sanning Errors | | |
| Other Savings/Devices | | |
| Totals | | |

Any savings being reported must be documented. All inspection reports on which these savings are based must be maintained for three years and be made available for auditing purposes upon request.

SUMMARY OF INSPECTIONS

1: Do you keep a permanent record of all individual inspections and reweighing's? **Yes** **No**

Inspections and Tests (state number of each)

2: Hawker/Peddler Licenses

3: Transient Vendor Licenses

4: Promoter Licenses

5: Fuel Oil Delivery Certificates (truck pull overs)

6: Scales

7: Other Inspections

8: Linear Measures

9: Retest of gasoline devices after sealing

10: Number of retail outlets required to:

Have scanning system tested

Posting of Unit Prices

Posting of Consumer Notice

11: Miscellaneous Inspections and Tests

12: Reweighing and re-measurements made for municipality (specify commodity and quantity)

To the Director of Standards,

The foregoing comprises my annual report for the period ending December 31, 2023, and is herewith submitted as required by law.

Signed

Sealer of Weights and Measures

Date