

Assigning Serial Numbers for VS, LGP and VTM Test Reports

If the markings cannot be read due to the installation conditions, a secondary plate may be installed in accordance with NIST Handbook 44 1.10.G-S.1. by a licensed service company.

If a service technician can NOT find a serial number on a device, a unique identifier(serial number) must be assigned using the following format: DATCPLicenseNumber (this is the license number given by the State) ex. DATCP273152

Once a unique identifier is assigned, a permanent, readable tag with the assigned number (and device **make** if not already readable on the device) must be attached to the scale/meter by a licensed service company.

Serial numbers are assigned two ways:

1. The unique identifier can be assigned by us and relayed to the service company.
2. Or, if the service company know the DATCP license number, they can use the designated format, DATCPLicenseNumber (this is the license number given by the State) ex. DATCP273152

If the service company creates a unique identifier using the process described, be sure to use the unique identifier on the test reports in lieu of the serial number, and notify the device owner to use the unique identifier in lieu of the serial number on license applications.

For more information about submitting scale or meter annual test reports visit our website:

http://datcp.wi.gov/Consumer/Weights_and_Measures/index.aspx

You can find a copy of the law Wis. Admin. Code §ATCP 92.23 at:

http://docs.legis.wisconsin.gov/code/admin_code/atcp/090/92/III/23

If you have questions contact us at 608- 224- 4942 or E-mail: datcpweightsandmeasures@wi.gov