



Avoid mistakes by carefully reading before filling out this report

# ANNUAL REPORT

of

## Sealer of Weights and Measures

for

\_\_\_\_\_  
Massachusetts

\_\_\_\_\_  
Sealer

**For period commencing January 1, 2017 and  
ending December 31, 2017 inclusive**

In compliance with Chapter 98 Section 37 as amended by Chapter 295 of the Acts of 1998

Section 37. Each municipality shall annually, between January 1 and January 31, submit to the director a written report that describes the components of the municipality's weights and measures program, including, but not limited to, an inventory of all weighing and measuring devices and equipment and the date of the most recent certification for each device or piece of equipment, inspection results by category, results of tests performed pursuant to section 56D, total citations issued by category, the net loss restored to consumers and merchants as a result of its enforcement program, and any other information required by the director.

A municipality that does not report to the director in the manner prescribed in this section shall not be eligible to retain any revenues generated by the municipality as a result of imposing civil citations as provided in section 29A.

### City and Town Information

Town/City \_\_\_\_\_

City or Town Hall Address \_\_\_\_\_

Chairman/Mayor \_\_\_\_\_

Treasurer \_\_\_\_\_

City or Town Clerk \_\_\_\_\_

Location of Weights and Measures Office \_\_\_\_\_

Hours of Operation (Office Hours) \_\_\_\_\_

### Sealer Information

Sealer's Name \_\_\_\_\_

Business (Office) Address \_\_\_\_\_

City or Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Address \_\_\_\_\_

City or Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Numbers:

Office: ( ) \_\_\_\_\_ Residence: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

### Deputy Sealers

Name	Address	City or Town	Zip Code	Telephone No.

## General Financial Information

Has City /Town established a Consumer/Merchant Fund ? \_\_\_\_\_ What is the account Balance? \_\_\_\_\_

Sealing fees collected (state amount)	\$	Charges collected for adjusting (state amount)	\$
Total cost of department, including salary, equipment, transportation, training and all other expenses	\$	Total Amount collected for Civil Penalties	\$

What amount of insurance is carried upon State Standards as authorized, Sec 6 Chap 98, General Laws? \$ \_\_\_\_\_

## Salary Information

Position	Minimum Salary	Maximum Salary
Sealer	\$	\$
Deputy Sealer #	\$	\$
Deputy Sealer #		
Deputy Sealer #		
Deputy Sealer #		
Deputy Sealer #		
Deputy Sealer #		
Deputy Sealer #		
Deputy Sealer #		
Deputy Sealer #		

## Appointment – Certification Information

Name (First name, MI, Last name)	Position (Sealer or Dep. Sealer)	Date of Appointment (mm/dd/yy)	Length of Service (Years/Months)	Date of Certification (mm/dd/yy)	Date of Civil Service Appointment (mm/dd/yy)

# Office Standards

## Furnished by the Commonwealth

1. Location of Standards \_\_\_\_\_

Place X against each standards

2. Balance \_\_\_\_\_ Yard Measure \_\_\_\_\_ Meter \_\_\_\_\_ Kilogram \_\_\_\_\_

3. Avoirdupois Weights,

50 lb.	25 lb.	20 lb.	10 lb.
5 lb.	4 lb.	2 lb.	1 lb.
8 oz.	4 oz.	2 oz.	1 oz.
½ oz.	¼ oz.	1/8 oz.	1/16 oz.

4. Capacity Measures

½ bu.	¼ bu.	1/8 bu.	1/16 bu.
1/32 bu.	1 gal.	½ gal.	1 qt.
1 pt.	½ pt.	1 gill	

Standards other than those furnished by the Commonwealth

5. Apothecary Weights: (Give number of each)

2 drams	1 dram	½ dram	2 scruples
1 scruple	10 grains	5 grains	2 grains
1 grain	0.5 grain	0.2 grain	0.1 grain

Other Standard Apothecary Weights \_\_\_\_\_

6. Metric Weights (give number of each)

50 grams	20 grams	10 grams	5 grams.
2 grams	1 gram	500 mg	200 mg
100 mg	50 mg	20 mg	10 mg

Other Standard Metric Weights \_\_\_\_\_

7. Troy Weights (give number of each)

1 lb.	5 oz.	2 oz.	1 oz.
10 dwt.	5 dwt.	2 dwt.	1 dwt.

Other Standard Troy Weights \_\_\_\_\_

8. Cylindrical Glass Graduates: (give number of each)

(Calibrated to deliver)

Customary Units	Metric Units
32 liq. oz. by ½ oz.	1,000 ml. by 10 ml.
16 liq. oz. by ¼ oz.	500 ml. by 5 ml.
8 liq. oz. by 1/8 oz.	250 ml. by 2 ml.
4 liq. oz. by 1/16	100 ml. by 1 ml.
2 liq. oz. by 1/16	50 ml. by 0.5 ml.
1 liq. oz. by ¼ dram	25 ml. by 0.2 ml.
	10 ml. by 0.1 ml.

## SEALER'S WORK EQUIPMENT

1. Location of working equipment \_\_\_\_\_
2. Test Balance \_\_\_\_\_
3. Test Balance for Apothecary Weights \_\_\_\_\_

### WEIGHTS

Avoirdupois Weights	Number of Each	Last Date of Cert.	Decimal Weights	Number of Each	Last Date of Cert.
50 lb.			.2 lb.		
25 lb.			.1 lb.		
20 lb.			.05 lb.		
10 lb.			.02 lb.		
5 lb.			.01 lb.		
4 lb.			.005 lb.		
2 lb.			.002 lb.		
1 lb.			.001 lb.		
8 oz.					
4 oz.			Apothecary Weights	Number of Each	Last Date of Cert.
2 oz.			2 drams		
1 oz.			1 dram		
½ oz.			½ dram		
¼ oz.			2 scruples		
1/8 oz.			1 scruple		
1/16 oz.			10 grains		
1/32 oz.			5 grains		
			2 grains		
			1 grain		
Metric Weights	Number of Each	Last Date of Cert.			
50 g			0.5 grain		
20 g			0.2 grain		
10 g			0.1 grain		
5 g			Other Working Apothecary Weights		
2 g					
1 g			Troy Weights	Number of Each	Last Date of Cert.
500 mg			1 lb.		
200 mg			5 oz.		
100 mg			2 oz.		
50 mg			1 oz.		
20 mg			10 dwt.		
10 mg			5 dwt.		
Other Working Metric Weights			2 dwt.		
			1 dwt.		
			Other Working Troy Weights		

### LIQUID MEASURES

Capacity Measures	Number of Each	Last Date of Certification	Test Measures for Gasoline Pumps	Number of Each	Last Date of Certification
5 gals.			5 gals.		
1 gal.			4 gals.		
½ gal.			3 gals.		
1 qt.			2 gals.		
1 pt.			1 gal.		
½ pt.					
1 gill			Test Measures for Fuel Oil Meters	Number of Each	Last Date of Certification
½ bu.			200 gals		
¼ bu.			100 gals.		
1/8 bu.			50gals.		
1/16 bu.					
1/32 bu.					
Standard Measuring Flask U.S. Customary Units	Number of Each	Last Date of Certification	Standard Measuring Flask Metric Units	Number of Each	Last Date of Certification
16 liq.oz.			500 ml.		
8 liq.oz.			250 ml.		
4 liq.oz.			100 ml.		
2 liq.oz.			50 ml.		
1 liq.oz.			25 ml.		
4 liq. Drams graduated in minims					
10 ml. Graduated in 1-10 ml.					

### TOOLS, RECORD BOOKS, ETC

Items	Number / Cal Date	Items	Number / Cal Date
Inside Caliper		Annual Seals RED	
Steel Rule		Annual Seals GREEN	
Yard Measure		Not Sealed Labels	
Steel Tape		Condemning Tags	
Steel Dies		Hopper Funnel	
Lead or Wire Press		Level	
Lead or Wire Seals		Receipt Books	
Fiber/Aluminum Seals		Inspection Pads	
Sealing Clamp		Reweighting Books	
		Handbooks 44, 130, 133	
		Mass.Gen.Laws and CM- Reg's pertaining to Weights and Measures	

DEVICES TESTED DURING THIS PERIOD

		Adjusted	Sealed	Not Sealed	Con-demned	Sealing Fee Charged Per Device
SCALES	Cap. Over 10,000 lbs.					
	5,000 - 10,000 lbs.					
	100 - 5,000 lbs.					
	Under 100 lbs.					
	Balances					
WEIGHTS	Avoirdupois					
	Metric					
	Troy					
	Apothecary					
VOLUMETRIC MEASURES	Vehicle Tank Compartments					
	Liquid Measures 1 gal. or under					
	Liquid Measures 1 gal. or over					
	Dry Measures					
AUTOMATIC LIQUID MEASURING DEVICES	Meters, Inlet 1" or less					
	Gasoline					
	Oil, Grease					
	Meters, Inlet more than 1"					
	Vehicle Tank Meters					
	Bulk Storage					
	Meters					
	Oil, Grease					
OTHER AUTOMATIC MEASURING DEVICES	Taximeters					
	Leather Measuring Devices					
	Cloth Measuring Devices					
	Wire-Cordage Measuring Devices					
	Reverse Vending Machines					
LINEAR MEASURES	Yardsticks					
	Tapes					
MISC.						
SCANNING SYSTEMS	Number Scanning Systems 98% or above					
	Number Scanning Systems below 98%					
TOTALS						

TRIAL WEIGHING AND MEASUREMENTS OF COMMODITIES SOLD OR PUT UP FOR SALE						
Commodity	Total Number Tested	Number Correct	INCORRECT		\$	
			Under	Over	Savings to Consumer	Savings to Merchant
Bread						
Butter						
Charcoal, Coal and Coke (in paper bags)						
Confectionery						
Flour						
Fruits and Vegetables						
Liquid Commodities						
Liquid Heating Fuels						
Cordwood, Firewood						
Meats						
Potatoes						
Provisions						
Milk						
Other Commodities						
Totals						

All food items not specifically provided for to be included in Provisions. Items of particular interest should be enumerated under "Other Commodities". To calculate the cost savings you should total the overcharge amounts (+) and multiply the error by 365 and enter the totals in each commodity listed in savings to consumer and you should total the undercharge amount (-) multiply the error by 365 and enter the totals in each commodity listed in savings to merchants.



### DETAILED REPORT OF COURT CASES

	Name of Defendant	Nature of Offense (state commodity involved)	Date mm/dd/yy	Finding	Amount of Fine	Final Disposition
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

### DETAILED REPORT OF CIVIL CITATIONS

	Name of Defendant	Nature of Offense (state commodity involved)	Civil Citation Number	Date mm/dd/yy	Amount of Fine	Final Disposition or Appealed
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

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.

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

Categories	Amount Saved Consumers	Amount Saved Merchants
Gasoline Meters		
Vehicle Tank Meters (Heating Oil)		
Others Devices		
Reweighing of Commodities Totals		
Item Pricing / Scanning Errors		
Other Savings		
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 on file of all individual inspections and reweighings? \_\_\_\_\_

**Inspections and Tests; state number of each**

2. Peddler's Licenses \_\_\_\_\_
3. Transient Vendors \_\_\_\_\_
4. Fuel Oil Delivery Certificates \_\_\_\_\_
5. Marking of:
- Bread \_\_\_\_\_
- Food Packages \_\_\_\_\_
- Coal, Coke and Charcoal in paper bags \_\_\_\_\_
6. Clinical Thermometers \_\_\_\_\_
7. Scales \_\_\_\_\_
8. Other Inspections \_\_\_\_\_
9. Measure Containers \_\_\_\_\_
10. Retest of gasoline devices after sealing \_\_\_\_\_
11. Number of retail outlets required to:
- Have scanning system tested \_\_\_\_\_
- Post Unit Pricing \_\_\_\_\_
- Post Consumer Notice \_\_\_\_\_
12. Number of Scanning Inspections \_\_\_\_\_
13. Number of Unit Pricing Inspections \_\_\_\_\_
14. Number of Unit Pricing prosecutions and hearings \_\_\_\_\_
15. Miscellaneous Inspections and Tests \_\_\_\_\_
16. 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, 2016,  
and is herewith submitted as required by law.

Signed

\_\_\_\_\_  
Sealer of Weights and Measures

\_\_\_\_\_  
Date

**THIS PAGE TO BE FILLED BY INSPECTOR OF STANDARDS ONLY**  
**INSPECTOR'S AUDIT REPORT**

Condition of State Standards \_\_\_\_\_

Condition of State Cabinet \_\_\_\_\_

Condition of Working Equipment \_\_\_\_\_

Does the work performed agree with records kept? \_\_\_\_\_

Is the Sealer supplied with latest sealing record book? \_\_\_\_\_

Is the Sealer supplied with latest reweighing record book? \_\_\_\_\_

Is the system of keeping records adequate? \_\_\_\_\_

Are re-inspections adequate in scope and volume? \_\_\_\_\_

Is testing equipment adequate? \_\_\_\_\_

Comments on State Property \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Sealer should be supplied with \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector of Standards

Date

**DIVISION OF STANDARDS**  
**REPORT OF CERTIFICATION IN ADDITIONAL**  
**DISCIPLINES -**

TITLE: \_\_\_\_\_

NAME: \_\_\_\_\_

JURISDICTION: \_\_\_\_\_

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 that 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 TESTED	ADDITIONAL DEVICES AND DISCIPLINES	CHECK CERTIFIED
	ITEM PRICING	
	PHARMACY BALANCES	
	PRICE VERIFICATION PUB 19	
	SCALES CAPACITY GREATER THAN 60lbs	
	SCALES VEHICLE HEAVY CAPACITY	
	TAXIMETERS	
	VEHICLE TANK METERS	

PLEASE SUBMIT ONE FOR EACH DEPUTY AND EACH OF YOUR JURISDICTION(S)

THIS MUST BE SUBMITTED WITH YOUR ANNUAL REPORT

## TRAINING AND CONTINUING EDUCATION CREDITS ACCOMPLISHED IN

In order to maintain your certification every certified weights and measures official is required to report annually all training received during the year by January 31st for 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 years of service. Failure to procure the required hours of "official" training could adversely impact your certification status.

**PLEASE MAKE A COPY FOR EACH EMPLOYEE AND ATTACH TO ANNUAL REPORT**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Initial Appointment Date as a Weights and Measures Official: \_\_\_\_\_

DATE	TITLE	LOCATION	CEU'S

THE FOLLOWING CEU'S ARE AWARD FOR TRAINING

1. WEIGHTS AND MEASURES ASSOCIATIONS 1 DAY MEETING .5
2. DIVISION OF STANDARDS 1 DAY TRAINING .5
3. WEIGHTS AND MEASURES ASSOCIATIONS 2 DAY MEETING 1.5

USE ADDITIONAL COPIES IF NECESSARY

Addendum 1 Annual Reporting