Commonwealth of Massachusetts

DIVISION OF STANDARDS (DOS)
2026 ANNUAL REPORT OVERVIEW

WWW.MASS.GOV/STANDARDS

Location/Contact Information

Office	Metrology Laboratory
Massachusetts Division of Standards (DOS) Main Office One Federal Street Suite 730 Boston, MA 02110 Main Line: (617) 727-3480	Massachusetts Division of Standards (DOS) Metrology Lab 250 Eliot Street Suite 10-D Ashland, MA 01721 Main Line: (508) 532-1200

www.mass.gov/standards

Massachusetts General Laws
Chapter 98 Section 37

- 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.

Annual Report Overview

- 2026 Annual Report is an online Smartsheet Fillable Form. Smartsheet is a cloud-based project management and collaboration platform that helps teams plan, track, and manage work

- You do not need a Smartsheet license to compete the form, the form can be opened via any web browser.

- Due to the length of the Form, the Form has been separated into four (4) sections, which can be opened by click on the links.
  - Part A – Sealer/Deputy Sealer Information
  - Part B – Sealer Work Equipment & Inspections
  - Part C – Devices Tested
  - Part D – Financial
- Each section once opened cannot be reopened after it is submitted. So, each section should be completed before you hit submit. You MUST submit each section separately.

Completing the Annual Report

- Several fields in the form are required to be competed. If you do not complete the required fields, you will not be allowed to submit the form. Required fields are marked with a red asterisk *.
- Annual Report ID: The Annual Report ID is your Municipalities Name followed by -AR26 (Randolph-AR26).
- Several City/Town fields have a drop-down list. To add your City/Town, start typing the name of the City/Town until the name appears.
- For Business address, if you do not have an office at the City/Town Hall please add your home address.
- Zip Code fields should be five numbers only.
- Telephone numbers do not need ( ) or dashes enter, only numbers need to be listed.

Completing the Annual Report (cont.)

- If an answer to a questions is not entered in the correct format you will receive a notification indicating "Invalid format" and you will need to correct your entry.
- Entries concerning account balances, fees collected, etc. should be entered as $34,258.66, if none, please enter $0.00. Examples of how dollar amounts must be entered are provided for each question on the form.
- Dates should be entered as MM/DD/YYYY (03/15/2026) or use the calendar button to choose the correct date. Examples of how dates should be entered are provided for each question on the form.
- Several questions are Yes/No answers and may lead to additional questions being asked.

Savings to Consumers and Merchants

- **Savings to Consumers and Merchants MUST be included in your Report.**
- **To calculate the "Savings to Consumers" and "Savings to Merchant" for price verification and scales 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.**
- **To calculate the "Savings to Consumers" and "Savings to Merchant" for gasoline and oil, Sealers can use this Google sheet. This Google sheet was created by Jonathan Brillo.**

Signing and Submitting the Annual Report

- Once you have completed each section (A, B, C, D) of the report, you must electronically sign your report using an S-signature ("/s/John Smith").
- Attachments can be added at the bottom of each form. One attachment submitted MUST include a current picture of your RED (odd year) or GREEN (even year) inspection stickers.
- Annual Reports MUST be completed using the Smartsheet form. NO other forms may be submitted to meet the Annual Reporting requirement.
- Before submitting your report, click the box next to Send me a copy of my responses to ensure you have a copy of the information you have submitted, if you DO NOT, you cannot go back once you have submitted it.
- To submit your 2026 Annual Report, click the Submit button at the bottom of each section (A, B, C, D). You MUST submit each section separately.

DOS Contact

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Thank You!