



## New Mexico Department of Agriculture

Division of Standards and Consumer Services

MSC 3170

New Mexico State University


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Las Cruces, NM 88003-8005

575-646-1616, fax: 575-646-2361

December 18, 2015

**TO:** Scale Owners and Operators

**FROM:** Jeff M. Witte, Director/Secretary 

**SUBJECT:** Weight Certificate Requirements (SCS 2016 E-7) Weighmaster Act (57-18-1 through 26, NMSA, 1978 Compilation, as Amended by Chapter 80, Laws of 1979)

This external policy supersedes SCS 2014 E-7 dated July 24, 2014.

### **Information pertaining to scale and weight certificates:**

Scales will not be described as "State Scales" unless owned by the state of New Mexico.

Weight certificates used by weighmasters must be approved by the New Mexico Department of Agriculture (NMDA) and may be marked with "NMDA APPROVED" and the month and year of approval.

The weighmaster's weight certificates may have the words "licensed weighmaster," "certified weighmaster," or similar phrasing as long as the license number of the weighmaster appears with such words and it is clear from the wording that neither the state of New Mexico nor NMDA is certifying the weight declarations.

### **Each weight certificate submitted for approval must contain:**

1. Date of Transaction
2. Nonrepetitive, consecutive (sequential) numbering
3. The kind of livestock, produce, property, commodity, or article weighed.
4. Owner/Cosignee/or Agent of the material weighed (not needed for livestock auctions)
5. Weighmaster/Weigher and a space for the signature of the weighmaster or the deputy. An electronic signature is allowed provided it corresponds with a weighmaster license number or deputy weighmaster license number, or by initials.
6. Transportation – the method in which the material weighed was transported, i.e. Truck No., etc. (not needed for livestock auctions)
7. Gross (Weight) (not needed for livestock auctions)
8. Tare (Weight) (not needed for livestock auctions)
9. Net (Weight)
10. Name and complete address of weighmaster company/business

13. The price per pound or per 100 pounds (CWT) and the total selling price of the lot weight shown on the certificate or bulk transaction. If a separate invoice is given that shows the price per pound then that invoice must accompany weight ticket and a copy kept for a period of one year by the weighmaster.
14. Driver on/off – an indication if the driver was on or off when the weighing occurred (not needed for livestock auctions)
15. Number to head (livestock auctions only)
16. Must have at least three copies of the weight certificate. The weight certificate should be in triplicate with the weighmaster obtaining one copy for at least one year.

**If weight tickets are generated on a computer system and are software based, the weight tickets must meet all of the requirements of a pre-printed ticket. The system must be capable of generating at least three identical copies. The database fields used for the tickets shall be designed such that no editing can be done if someone tries to reprint the ticket after initial printing.**

**NOTE:** Any other information to be printed on the weight certificate (words, symbols, or numbers) is subject to prior approval by the NMDA. Once approved, weight certificates may be revised with the approval of the department.

If you have any questions about this matter, please refer them to:

Joe E. Gomez, Division Director, or  
Raymond E. Johnson, Assistant Division Director  
Division of Standards and Consumer Services  
MSC 3170, P. O. Box 30005 Las Cruces, New Mexico 88003-8005  
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JMW/jeg

Weight Certificate Requirements (SCS 2016 E-7)

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|  |                             |               |
|--|-----------------------------|---------------|
| Gomez Recycling<br>1234 Mockingbird Ln<br>Any Town, NM 12345 | EXAMPLE #1<br>Vehicle Scale | Ticket #12345 |
| Date   | Gross                       |               |
| Customer   | Tare                        |               |
| Commodity  | Net                         |               |
| Buyer  | Price per Pound             |               |
| Seller   | Total Price                 |               |
| Transportation   | Driver ON/OFF               |               |
| Weigher/Weighmaster  | _____                       |               |

|   |            |                |
|---|------------|----------------|
| Joe's Livestock Auction<br>5678 Meat Street<br>Any Town, NM 12345 | EXAMPLE #2 | Ticket # 12345 |
| Date  | Net Weight |                |
| Type of Livestock   |            |                |
| Buyer   |            |                |
| Seller  |            |                |
| Number of Head  |            |                |
| Weigher/Weighmaster   | _____      |                |

These tickets are examples. The information does not need to be in this format but all of the content is required.