

## **ATTENTION LIVESTOCK SCALE OWNERS!!!**

### **2019 NEW Routine Livestock Scale Inspection Program**

The New Mexico Department of Agriculture Standards and Consumer Services Division (SCS) ensures the accuracy of your livestock scale(s) each year. In order to improve our efficiency, we are asking our livestock scale owners to become part of the routine livestock scale inspection program. It will be mandatory for all livestock scale owners to maintain current contact information with our office. This includes names, phone numbers, cell phone numbers, mailing addresses and most importantly, **email addresses**, as this will serve as the main point of communication for future updates, new information, and inspector correspondence.

#### **To be part of the routine livestock program**

- Complete and submit the Routine Livestock Scale Inspection Form available on the NMDA website <http://www.nmda.nmsu.edu> or you may call us at 575-646-1616 to have a form emailed to you.
- The Livestock Scale Inspection Form must be submitted by March 31, 2019.
- Once we have received your Livestock Scale Inspection Form, you will receive an email confirmation and be registered into the program.
- The Routine Livestock Scale Inspection Form serves as consent for NMDA staff to be on the property for livestock scale inspection.

#### **Rules for the routine livestock program**

- Scales **MUST** be ready for inspection January 1 through December 31.
- Scales unable to be tested due to missing indicators, excessive weeds, unkempt beam boxes, blocked approaches, locked gates, etc., will be placed "Out of Order."
- Re-inspections of a scale will be assessed a charge according to the current SCS fee schedule.
- Scales tagged "Out of Order" or "No Test" for any reason will be removed from the program list.
- It is the scale owner's responsibility or a licensed repair establishment to contact NMDA once the scale has been repaired. After a "Placed in Service" report has been received by our office, the scale will be added back onto the routine livestock program list.

#### **What do I need to do if I chose NOT to be part of the routine livestock program and choose to request annually?**

- You must contact NMDA annually to request a scale inspection.
- Inspection requests must be made January 1 through March 31 of the current inspection year.
- Late requests (after March 31) will be assessed a charge according to the current SCS fee schedule.
- Scales unable to be tested due to missing indicators, excessive weeds, unkempt beam boxes, blocked approaches, locked gates, etc., will be placed "Out of Order."
- Re-inspections of a scale will be assessed a charge according to the current SCS fee schedule.



**New Mexico Department of Agriculture**  
**Routine Livestock Scale Inspection Form**

<b>SECTION A</b>	<b>TYPE OF APPLICATION</b>			
	<input type="checkbox"/> (NEW) I want my scale(s) to be part of the Routine Livestock Scale Inspection Program – Complete Section B, C, D, E			
	<input type="checkbox"/> I <b>DO NOT</b> want my scale(s) to be part of the Routine Livestock Scale Inspection Program – Complete Section B,D,E			
	<input type="checkbox"/> I want to withdrawal my scale(s) from the Routine Livestock Scale Inspection Program – Complete Section B,D,E			
<input type="checkbox"/> I have a change of ownership (ranch, scale) – Complete Section B,C,D, E				
<b>SECTION B</b>	<b>CLIENT INFORMATION</b>			
	Full Ranch Name:			Bus ID:
	Owner Name (First, Last):			
	Mailing Address:			
	Phone No:	Phone No:	Phone No:	Phone No:
Email Address (required):		Email Address (addl):		
The New Mexico Department of Agriculture provides important information and time-sensitive notices by email. Failure to provide an email address will prevent processing your request.				
<b>SECTION C</b>	<b>SCALE INFORMATION</b>			
	Physical Address:			
	Directions to physical location if address is hard to find (use mile markers, landmarks, street names):			
	Responsible scale manager or ranch hand (Name first, last):		Phone No.:	
	Scale ID No.:	Keys Required at location: <input type="checkbox"/> NO <input type="checkbox"/> YES (instructions)	Combination Lock at location: <input type="checkbox"/> NO <input type="checkbox"/> YES (Provide #):	
	Request Details (instructions to inspector):			
My scale was last checked by a registered repair company: Date: _____ Company Name: _____ Did the scale pass?: <input type="checkbox"/> YES <input type="checkbox"/> NO (why): _____ I last used my scale for: <input type="checkbox"/> Selling <input type="checkbox"/> Verification <input type="checkbox"/> Other: _____				

SECTION C	<b>SCALE INFORMATION</b>		
	Physical Address:		
	Directions to physical location if address is hard to find (use mile markers, landmarks, street names):		
	Responsible scale manager or ranch hand (Name first, last):		Phone No.:
	Scale ID No.:	Keys Required at location: <input type="checkbox"/> NO <input type="checkbox"/> YES (instructions)	Combination Lock at location: <input type="checkbox"/> NO <input type="checkbox"/> YES (Provide #):
	Request Details (instructions to inspector):		
SECTION C	My scale was last checked by a registered repair company: Date: _____ Company Name: _____		
	Did the scale pass?: <input type="checkbox"/> YES <input type="checkbox"/> NO (reason):		
	I last used my scale for: <input type="checkbox"/> Selling <input type="checkbox"/> Verification <input type="checkbox"/> Other: _____		
	<b>SCALE INFORMATION</b>		
	Physical Address:		
	Directions to physical location if address is hard to find (use mile markers, landmarks, street names):		
SECTION C	Responsible scale manager or ranch hand (Name first, last):		Phone No.:
	Scale ID No.:	Keys Required at location: <input type="checkbox"/> NO <input type="checkbox"/> YES (instructions)	Combination Lock at location: <input type="checkbox"/> NO <input type="checkbox"/> YES (Provide #):
	Request Details (instructions to inspector):		
	My scale was last checked by a registered repair company: Date: _____ Company Name: _____		
	Did the scale pass?: <input type="checkbox"/> YES <input type="checkbox"/> NO (why):		
	I last used my scale for: <input type="checkbox"/> Selling <input type="checkbox"/> Verification <input type="checkbox"/> Other: _____		
SECTION D	<b>ACKNOWLEDGEMENT (required)</b>		
	<input type="checkbox"/> I acknowledge that I am <b>requesting</b> to be part of the Routine Livestock Inspection Program; my scale(s) will be ready for inspection January 1 through December 31; I have read and will abide by the rules; I am not required to call in annually to have my livestock scale(s) inspected.		
	<input type="checkbox"/> I acknowledge I am <b>waiving</b> the Routine Livestock Scale Inspection Program; I will contact NMDA annually between January 1 through March 31 of the current inspection year to request a scale inspection; A request after March 31 is considered a late request and is subject to a charge according to the current SCS fee schedule.		
	<input type="checkbox"/> I wish to <b>withdrawal</b> my scale(s) from the Routine Livestock Scale Inspection Program. Reason: _____ . I will notify NMDA annually if I require a livestock scale inspection		

**SIGNATURE**

SECTION E

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

By submitting this form you are giving NMDA consent to be on the property for livestock scale inspection

**Submit Completed Form To:**

New Mexico Department of Agriculture  
Standards and Consumer Services  
P.O. Box 30005/MSC 3170  
Las Cruces, NM 88003

Or Email:  
livestockscale@nmda.nmsu.edu

Or Fax:  
575-646-2361

**OFFICE USE**

Date Received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ (initials)

Email confirmation date: \_\_\_\_\_

NOTES:

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