Instructions to Complete
Livestock Scale Test Report
Form P&SP-4200

The scale inspector or person testing the scale must complete form P&SP-4200 to document the scale tests required by the Packers and Stockyards Program.

Mail the completed form to the regional office of the Packers and Stockyards Program as listed below. The states covered by each regional office are listed below its address.

Regional Offices of the Packers and Stockyards Program **Grain Inspection, Packers and Stockyards Administration**		
Eastern Regional Office Suite 230 75 Spring Street Atlanta, GA 30303-3308 Telephone: (404) 562-5840 FAX: (404) 562-5848 e-mail: PSPAtlantaGA.GIPSA@usda.gov	**Western Regional Office** 3950 Lewiston St., Suite 200 Aurora, CO 80011-1556 Telephone: (303) 375-4240 FAX: (303) 371-4609 e-mail: PSPDenverCO.GIPSA@usda.gov	**Midwestern Regional Office** Room 317 210 Walnut Street Des Moines, IA 50309-2110 Telephone: (515) 323-2579 FAX: (515) 323-2590 e-mail: PSPDesMoinesIA.GIPSA@usda.gov
States Covered	**States Covered**	**States Covered**
AL, AR, CT, DC, DE, FL, GA, LA, MA, MD, ME, MS, NC, NH, NJ, NY, PA, RI, SC, TN, VA, VT, WV	AK, AZ, CA, CO, HI, ID, KS, MT, NM, NV, OK, OR, TX, UT, WA, WY	IA, IL, IN, KY, OH, MI, MO, MN, ND, NE, SD, WI

For more information, see Instructions for Testing Livestock and Animal Scales available from a regional office or via our web site at http://www.usda.gov/gipsa/pubs/live.pdf.

If you have any questions regarding this form, please contact the appropriate regional office of the Packers and Stockyards Program listed above.

NOTE: Explanations of terms and abbreviations are provided on page 2 of the form.

Line No.	Subject	Instruction
1	Page Number	The page number is normally 1 of 1. If additional space is needed or when testing multiple indicator/platform installations, number pages identifying the current page number and the total number of pages. For example, page 2 of 3.
2	Scale Test Agency	Enter the name, address, city, state, zip code, phone number, and e-mail address of the scale test agency.
3-7	Scale Owner	Enter the name of the scale owner and the address, city, county, and state where the scale is located. (Directional addresses may be helpful in rural locations. Attach a separate sheet to the form to provide directions.)
8	Scale Manufacturer	Enter the name of the manufacturer of the beam, dial or digital indicator
9	Model Number	Enter the model number of the indicator from the manufacturer's ID plate.
10	Serial Number	Enter the serial number of the indicator found on the ID plate.
11	Type Indictor	Check the appropriate box to indicate the type of indicator and check the printer box if it has printing capabilities.
12	Balance Indicator	Enter the name of the manufacturer of the balance indicator installed on beam scales.
13	Pit Depth	If indicator is below ground, enter depth of pit in feet.
14	Lever Type	Enter the type or design of the lever system or load cell. (For example: "S" or straight; "A" or truss; pipe; pipe and load cell; 4-cells; 6-cells.)
15	Scale Capacity	Enter the total scale capacity (maximum nominal capacity), in pounds.

Line No.	Subject	Instruction
16	Scale Division	Enter the minimum scale division quantity, in pounds.
17	Class of Scale	Check the appropriate box to indicate if the scale is non-marked, or marked III or III L. NOTE: The scale may be marked as both III and III L.
18-19	Platform Size and Capacity	First: Inside the rack, measure and enter the length and the width of the platform in meters or feet; indicate which measurement (for example, feet) is used. Enter the length x width in line 18. Second: Multiply the length times the width to determine the size of the platform. Third: Use the following chart with the platform size to determine the capacity. See the example following the chart. Enter the scale capacity in line 19.

Livestock Scales Capacity		
Category of Livestock	1 square meter	1 square foot
Cattle	540 kg	110 lbs
Hogs and Calves	340 kg	70 lbs
Sheep and Lambs	240 kg	50 lbs

Examples:
Platform size – length: 4 m. width: 2.5 m.
4m x 2½m = 10 m²
10 x 540 kg = 5,400 kg Capacity

Platform size – length: 14 ft. width: 8 ft.
14' x 8' = 112 sq. ft.
112 x 110 lb = 12, 320 lbs Capacity

Line No.	Subject	Instruction
20	Species Weighed	Enter the category of livestock that are weighed. (For example, steers, heifers, cows, bulls, calves, hogs, sheep, goats, horses, and mules.)
21	Accessories	Check the appropriate box to indicate each of the accessories that are part of the scale.
22	Access to Scale	Enter your observation and opinion as to access to the scale for testing.
23	Test Date	Enter the date (month, day, and year) you tested the scale.
24	Last Test Date	Enter the date (month, day, and year) the scale was last tested.
25	Condition of Parts of the Scale	Enter the housekeeping and maintenance condition of the scale. Specify the condition for the (1) gates and racks, (2) scale deck, and (3) scale pit.
26	Test Results	The State official or the scale company that conducted the test enters the test results.
Test Data		
27	Sensitivity Response	Enter the Sensitivity Response (SR) on beam scales, or the discrimination on dial and digital scales, in pounds, at zero and maximum test loads.
28	Motion Detection	Enter the range in pounds (plus – minus) at which motion detection prevents printing of weight values.
29	Auto Zero	Enter the range in pounds (plus – minus) at which the scale will automatically reset to zero after minor balance changes.

Line No.	Subject	Instruction
30a-e	Test Data	It is important that you fill out the test report in the sequence and in the manner you conduct the test. If you begin a test and determine that the scale is defective, and then correct the defective condition, record this in sequence on the test report. Enter each of the following in the respective columns: Column Enter Test Data (a) The location or position on the platform of the test weights. (b) The total amount of test weights on the scale, in pounds. (c) The amount of correction weights, in pounds, used to balance the scale at zero load. (d) On beam scales: the amount of error weights, in pounds, added or removed, to balance the scale. On dial and digital scales: the indicated or printed weight. (e) Subtract column 4 from column 3; enter the amount, in pounds, as the error.
31	Decreasing Load Test and Balance	For dial and digital scales only, enter the test data for the decreasing load test and the resulting balance. It is important that you fill out the test report in the sequence and in the manner you conduct the test. If you begin a test and determine that the scale is defective, and then correct the defective condition, record this in sequence on the test report. Enter each of the following in the respective columns: Column Enter Test Data (a) The location or position on the platform of the test weights. (b) The total amount of test weights on the scale, in pounds. (c) The amount of correction weights, in pounds, used to balance the scale at zero load. (d) On beam scales: the amount of error weights, in pounds, added or removed, to balance the scale. On dial and digital scales: the indicated or printed weight. (e) Subtract column 4 from column 3; enter the amount, in pounds, as the error. On the balance line, enter the amount the scale indicated after the test.
32	Remarks	Use the "Remarks" section to enter needed explanations, comments, adjustments you made, recommendations needed to correct a defective condition, etc.
33	Receipt Signature	The owner or responsible person must sign the form acknowledging receipt of a copy of the test report form.
34	Inspector Signature	The scale inspector or person(s) testing the scale must sign the test report form.