

**Instructions to Complete
Monorail Scale Test Report
Form P&SP-4300**

The scale inspector or person testing the scale must complete form P&SP-4300 to document the scale tests required by the Packers and Stockyards Program.

Mail the completed form to the appropriate regional office of the Packers and Stockyards Program that covers your state, 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.

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	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 and Address	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	Class of Scale	Check the appropriate box to indicate whether the class of scale is Marked III or Not Marked.
12	Type Indicator	Check the appropriate box to indicate whether the type of indicator is beam, dial, or digital, and check the printer if it has printing capabilities.
13	Scale Location	Check the appropriate box to indicate the location of the scale.
14	Scale Capacity	Enter the maximum weighing capacity of the scale in pounds.
15	Scale Division	Enter the scale division or graduation in pounds.
16	Minimum Tare Division	Enter the minimum tare division in pounds.
17	Tare Setting	Enter the tare setting in pounds.

Line No.	Subject	Instruction
18	Type of Weighing	Check the appropriate box to indicate if the type of weighing is static or dynamic.
19	Species Weighed	Enter the type of livestock weighed. (For example, steers, heifers, cows, bulls, calves, hogs, sheep goats, horses, or mules.)
20	Tare Deduction	Check the appropriate box to indicate how tare is deducted (as per type of scale used).
21	Weighing Speed	If dynamic scale, indicate weighing speed by entering the number of head of livestock per hour.
22	Test Weights	Check the appropriate box to indicate the type of test weights used to test the scale.
23	Verification Date	Enter the date the test weights were last verified.
24	Test Date	Enter the date you are testing the scale (Month, Day, and Year).
25	Last Test Date	Enter the date the scale was last tested (Month, Day, and Year).
26	When Scale is Unavailable	Enter any times and days when the scale is not in use and therefore available for testing.
27	Test Results	The State or scale company conducting the test must complete line 25 by checking the appropriate box to indicate the results of the test.
28	Type of Test	Check the appropriate box to indicate whether the test is static or dynamic.
29	Sensitivity Response (SR)	Enter the sensitivity response (SR) on beam scales, or the discrimination test on dial and digital scales, in pounds at zero and maximum test loads.
30	Motion Detection	Enter the range, in pounds, (plus – minus) at which motion detection prevents printing of weight values.
31	Auto Zero	Enter the range, in pounds, (plus – minus) at which the scale will automatically reset to zero for minor balance changes.
32	Test Weights	It is important that you fill out the test report in the sequence and in the manner you conducted 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. (A) Enter the location or position on the platform of the test weights, (B) Enter the amount of test weights on the scale, (C) Enter the amount displayed on the scale indicator, and (D) Subtract the amount in column B from the amount in column C; enter as the error.
33	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 conducted 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. (E) Enter the location or position on the platform of the test weights, (F) Enter the amount of test weights on the scale, (G) Enter the amount displayed on the scale indicator, and (H) Subtract the amount in column B from the amount in column C; enter as the error. On the balance line, enter the amount the scale indicated after the test.
34	Remarks	Use the “Remarks” section to enter needed explanations, comments, adjustment you made, recommendations needed to correct a defective condition, etc.
35	Receipt Signature	Obtain the signature of the owner or responsible person acknowledging that they have received a copy of the Test Report.
36	Inspector Signature	Sign, as the scale inspector or person(s) testing the scale.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.
