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Instructions to Complete Vehicle Scale Test Report Form PSD 4400

The scale inspector or person testing the scale must complete Form PSD 4400 to document the scale tests required by the Packers and Stockyards Division.

Submit the completed form to the PSD regional office that covers your area. The areas covered by each regional office are listed below the regional office's address.

For questions about Form PSD 4400, or additional copies of the form, please contact the regional office that covers your area, as listed below. Forms and instructions are also located on PSD's website at <https://www.ams.usda.gov/resources/forms>.

Regional Offices of the Packers and Stockyards Division Agricultural Marketing Service, Fair Trade Practices Program		
Eastern Regional Office 75 Ted Turner Drive SW, Ste 230 Atlanta, GA 30303-3308 Telephone: (404) 562-5840 FAX: (404) 562-5848 e-mail: PSDAtlantaGA@ams.usda.gov	Midwestern Regional Office 210 Walnut Street, Room 317 Des Moines, IA 50309-2110 Telephone: (515) 323-2579 FAX: (515) 323-2590 E-mail: PSDDesMoinesIA@ams.usda.gov	Western Regional Office 3950 Lewiston St., Suite 200 Aurora, CO 80011-1556 Telephone: (303) 375-4240 FAX: (303) 371-4609 E-mail: PSDDenverCO@ams.usda.gov
Areas Covered	Areas Covered	Areas Covered
AL, AR, CT, DC, DE, FL, GA, LA, MA, MD, ME, MS, NC, NH, NJ, NY, PA, PR, RI, SC, TN, VA, VT, WV	IA, IL, IN, KY, MI, MN, MO, ND, NE, OH, SD, WI	AK, AZ, CA, CO, HI, ID, KS, MT, NM, NV, OK, OR, TX, UT, WA, WY

Line No.	Subject	Instruction
1	Page Number	The page number is normally 1 of 1. If additional space is needed, number pages identifying the current page number and the total number of pages. For example, page 2 of 3.
2 a through f	Scale Test Agency	Enter the name, address, city, state, phone number, and e-mail address of the scale test agency.
3 a through d	Scale Owner and Location	Enter name of firm that owns or operates the scale and the full address of scale being tested, including street address, city, and state.
4	Processor, Packer, or Dealer Name	Enter name and address of poultry processor, packer, or dealer using scale.
5	Indicator Manufacturer	Enter the name of the manufacturer of the beam, dial or digital indicator

Line No.	Subject	Instruction
6	Serial Number	Enter the serial number of the indicator being tested. If the serial number has changed since the last test, show the previous serial number in the remarks.
7	Model Number	Enter the model number from the manufacturer's ID plate.
8	Type of Indicator	Check the appropriate box to indicate the type of indicator.
9	Category Weighed	Check the appropriate box to indicate the category weighed
10	Type of System	Check the appropriate boxes to indicate the type or design of the lever system or load cell.
11	Test Date	Enter the date you tested the scale (mm/dd/yyyy).
12	Previous Test Date	Enter the date the scale was previously tested (mm/dd/yyyy).
13	Scale Capacity	Enter the total scale capacity (maximum nominal capacity), in
14	Minimum Division	Enter minimum graduation. For example, 10 lbs., or 20 lbs.
15	Platform Size	Enter length and width of platform, in feet.
16 a through d	Test Data	<p>It is important that you conduct the test in accordance with Handbook 44 procedures and 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:</p> <ul style="list-style-type: none"> (a) The location or position on the platform (left to right looking from the scale indicator) used for the test. (b) The total amount of test weights on the scale, in pounds. (c) The indicated or printed weight amount in pounds (d) Subtract column c from column b; enter the amount, in pounds, as the error.
17	Test load bearing points	Test pattern prescribed in Handbook 44 N.1.3.3.2. Enter indicated error in pounds.
18	Empty Truck Weight	Enter the indicated weight of empty truck in pounds.
19	Test Weights	Enter the amount of test weights added in pounds.
20	Scale Indication	Enter the scale indication, truck plus weights in pounds.
21	Error on Test	Enter the error on test weights added in pounds.
22	Test Results	The scale inspector or person(s) testing the scale enters the test results.
23	Remarks	Use the "Remarks" section to enter needed explanations, comments, adjustments you made, recommendations needed to correct a defective condition, etc. If the serial
24	Receipt Signature	The owner or responsible person must sign the form acknowledging receipt of a copy of the test report form.
25	Inspector Signature	The scale inspector or person(s) testing the scale must sign the test report form.