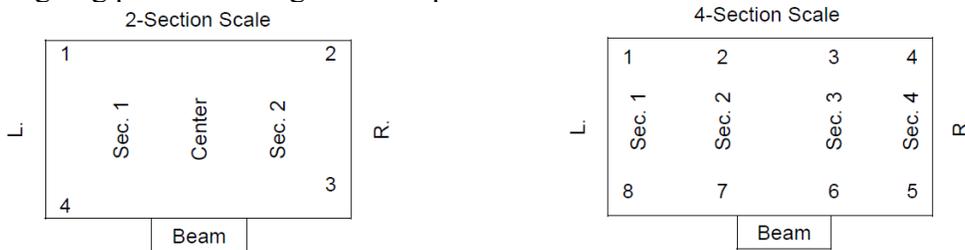




## Explanation of Terms and Abbreviations

### 1. Test Weight Position (Corners and Sections).

The corners and sections of a scale platform are designated as shown in diagrams below when an observer is standing in the weighing position facing the scale platform.



### 2. SR (Sensitivity Response).

SR is a measure of the sensitiveness of a scale and is defined as the change in load required to change the position of rest of the indicator a definite amount. The term SR does not apply to automatic indicating scales

### 3. Errors.

If the scale indication exceeds the value of the applied test load (overregistration) the error is designated as plus (+). If the scale indication is less than the value of the applied test load (underregistration) the error is designated as minus (-).

## Suggestions to Owners of Livestock Scales

The following suggestions and recommendations are offered in the interest of improving maintenance and livestock weighing practices.

### 1. Visibility.

The weighbeam, dial, or digital instrument should be located so that the weighmaster has a full and unobstructed view of the platform, stock racks and gates.

The weighbeam, dial, or digital instrument should be located so that the weighing will be done in full view of the interested parties.

### 2. Installation.

Careful installation by a competent scale mechanic will tend to reduce maintenance costs and improve weighing accuracy. Scales are precision devices and require regular maintenance to assure continued accuracy.

Ready access to the scale pit should be provided through the neck of the pit or by an outside entrance.

For a fully electronic load cell scale, access to the weighing elements (load cells) must be provided for the purpose of inspection and maintenance of the weighing elements.

### 3. Approaches.

Approaches should be level and on the same plane as the scale platform.

### 4. Scale Platform.

The scale platform should be waterproof Concrete platforms, scored, or well roughened, are recommended.

Where cleats are used, they should be of metal or sturdy wooden construction in the form of a hinged grid.

Clearance around edges of platform should be not less than ½ inch, and edges should be undercut.

### 5. Stock Racks

Stock racks should be of substantial wooden or steel

construction, and be firmly anchored to the platform.

Stock racks should have a clearance of at least 3 inches from all adjacent structures and have adequate side protection to prevent interference during the weighing.

Entrance and exit gates on stock racks should swing freely and have positive latches. The preferred location of gates is at the ends of the platform rather than the sides.

### 6. Maintenance.

The scale should be regularly serviced by a competent scale technician.

The lever system and structural steel in the pit should be kept well painted.

Pivots and bearings should be packed with a protective grease. Periodically this grease should be removed and the pivots and bearings repacked.

Weighbeam notches and poises should be kept clean.

The weighbeam should be protected by a fabric cover when not in use.

### 7. Testing.

Scales must be tested at least twice a year by a competent scale testing agency.

Adequate provision should be made for access of the testing equipment to the scale

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0581-0308. The time required to complete this information collection is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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## Instructions to Complete Livestock Scale Test Report Form PSD 4200

The scale inspector or person testing the scale must complete Form PSD 4200 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 4200, 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>.

<b>Regional Offices of the Packers and Stockyards Division Agricultural Marketing Service, Fair Trade Practices Program</b>		
<b>Eastern Regional Office</b> 75 Ted Turner Drive SW, Ste 230 Atlanta, GA 30303-3308 Telephone: (404) 562-5840 FAX: (404) 562-5848 e-mail: <a href="mailto:PSDAtlantaGA@ams.usda.gov">PSDAtlantaGA@ams.usda.gov</a>	<b>Midwestern Regional Office</b> 210 Walnut Street, Room 317 Des Moines, IA 50309-2110 Telephone: (515) 323-2579 FAX: (515) 323-2590 E-mail: <a href="mailto:PSDDesMoinesIA@ams.usda.gov">PSDDesMoinesIA@ams.usda.gov</a>	<b>Western Regional Office</b> 3950 Lewiston St., Suite 200 Aurora, CO 80011-1556 Telephone: (303) 375-4240 FAX: (303) 371-4609 E-mail: <a href="mailto:PSDDenverCO@ams.usda.gov">PSDDenverCO@ams.usda.gov</a>
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

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, 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 Address	Enter the name of the scale owner and the address, city, and state where the scale is located.
4	Indicator Manufacturer	Enter the name of the manufacturer of the beam, dial or digital indicator
5	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.
6	Model Number	Enter the model number from the manufacturer's ID plate.
7	Type of Indicator	Check the appropriate box to indicate the type of indicator.

Line No.	Subject	Instruction
8	Type of System	Check the appropriate box to indicate the type of system.
9	Scale Capacity	Enter the total scale capacity (maximum nominal capacity), in pounds.
10	Scale Division	Enter the minimum scale division quantity, in pounds.
11	Accuracy Class	Check the appropriate box to indicate if the scale is not marked, or marked III or III L. NOTE: The scale may be marked as both III and III L.
12	Platform Size	To determine platform size, measure the length and the width of the platform inside the rack in meters or feet (indicate which measurement is used). Enter the length and the width in line 15.
13	Used Capacity	Multiply the platform length times the width to determine the area of the platform. Multiply the calculated area with the corresponding weight using the primary category of livestock weighed from the following chart. Enter the used capacity in line 16.

Livestock Scales Capacity		
Category of	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.  $4m \times 2\frac{1}{2}m = 10 m^2$   
 $10 \times 540 \text{ kg} = 5,400 \text{ kg Capacity}$*

*Platform size – length: 14 ft. width: 8 ft.  $14' \times 8' = 112 \text{ sq. ft.}$   
 $112 \times 110 \text{ lb} = 12,320 \text{ lbs Capacity}$*

Line No.	Subject	Instruction
14	Primary Category of Livestock Weighed	Check the appropriate box to indicate the primary category of livestock that are weighed.
15	Accessories	Check the appropriate box to indicate each of the accessories that are part of the scale. Add software company if scale and computer are interfaced.
16	Test Date	Enter the date you tested the scale (mm/dd/yyyy).
17	Previous Test Date	Enter the date the scale was previously tested (mm/dd/yyyy).
18	Condition of:	Enter the maintenance condition of the scale. Specify the condition for the (a) gates and racks, (b) scale deck, (c) scale pit and (d) access to scale for testing.

<b>Test Data</b>		
<b>Line No.</b>	<b>Subject</b>	<b>Instruction</b>
19	Sensitivity Response / Discrimination	Enter the Sensitivity Response (SR) on beam scales, or the discrimination on dial and digital scales, in pounds, at zero and maximum test loads (As Found).
20	Motion Detection	Enter the range in pounds (plus – minus) at which motion detection prevents printing of weight values. (As Found)
21	AZT (auto zero)	Enter the range in pounds (plus – minus) at which the scale will automatically reset to zero after minor balance changes. (As Found)
22 a through e	Test Weights	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: (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 d from column c; enter the amount, in pounds, as the error.
23	Decreasing Load Test	For dial and digital scales only, enter the test data for the decreasing load test and the resulting balance. On the balance line, enter the amount the scale indicated after the test.
24	Shift Test	For a 2 section scale, use ¼ scale capacity centered over load bearing points. For a scale with more than 2 sections, use minimum test load (10,000 lbs) or ½ rated section capacity.
25	Test Results	The scale inspector or person(s) testing the scale enters the test results.
26	Remarks	Use the “Remarks” section to enter needed explanations, comments, adjustments you made, recommendations needed to correct a defective condition, etc. If the serial number of the indicator has changed since the previous test, list previous indicator serial number here.
27	Receipt Signature	The owner or responsible person must sign the form acknowledging receipt of a copy of the test report form.
28	Inspector Signature	The scale inspector or person(s) testing the scale must sign the test report form.