

**INSTRUCTIONS FOR  
LICENSED SERVICE COMPANY SERVICE REPORT  
COMMERCIAL WEIGHING OR MEASURING DEVICE  
FORM NO. RWM-780**

**SECTION A**

**1. PURPOSE**

Mark the appropriate box and complete all applicable sections of this form as noted below:

- TDA Out-Of-Order Report(s) – Complete Sections B, C, D, E, and G when calibrating or repairing a device that was placed out-of-order by TDA.
- Replacement Device – Complete Sections B, C, E, and G when replacing a device with another of the same type/model for one that is being put out of service due to needed major overhaul or repairs.
- New Installation – Complete Sections B, C, E, and G when placing a commercial device into service for the first time at a new business location.
- Service/Repair – Complete Sections B, C, E, and G when calibrating or repairing a device, removing or replacing a security seal (lead wire/plastic/other) and/or performing any work that affects the accuracy of a device.

**NOTE:** A Licensed Service Company Service Report (RWM-780) is NOT required for the installation, placing into service, or maintenance of a non-commercial device, that is, a device that is not used for commercial transactions. A commercial transaction occurs when a weighing or measuring device is used in the purchase, sale, offer for purchase or sale, hire, award, barter, or exchange of a commodity or service.

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**SECTION B**

**1. FACILITY INFORMATION**

Enter the Client Information (including the Client Name and TDA Client No). Enter the Facility Information (including Facility Name and TDA Account No).

**2. PHYSICAL ADDRESS OF LOCATION OF SERVICE**

Enter the Address and directions to the Physical Location.

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**SECTION C**

**1. LICENSED SERVICE COMPANY INFORMATION**

Enter your company's full legal business name, license number, and phone number.

## 2. REGISTERED TECHNICIAN INFORMATION

Enter your name, registration number, and phone number.

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### SECTION D

#### 1. TDA OUT-OF-ORDER REPORT(S)

- Enter Report Number information from Section A of the Out of Order Report that was completed by the TDA inspector.
- Enter **only** the Device ID numbers associated with the devices you adjusted or repaired in the boxes located in the Device IDs Adjusted/Repaired Section.

**Note:** Device ID numbers are obtained from the Out of Order Report, Section C, ID numbers.

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### SECTION E

#### 1. NEW INSTALLATION/REPLACEMENT/SERVICE/REPAIR

Enter information for each new installation, replacement or repair you perform, if the device is lacking a TDA approval seal or if calibration adjustments were made, then complete this section, if more than 12 devices are serviced or repaired, please complete Licensed Service Company Service Report Continuation RWM-780C.

- Make – enter the manufacturer of the device
  - Serial Number – enter the Serial Number of the device
  - Type – indicate whether device is a Liquid Measuring Device, Scale, or LP Gas Meter
  - Capacity – indicate the device capacity
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### SECTION F

#### 1. ADDITIONAL INFORMATION

Report MUST be scanned & emailed to [ServiceReports@TexasAgriculture.gov](mailto:ServiceReports@TexasAgriculture.gov) OR mailed to the Austin Office. Failure to submit the report within 10 days of servicing or repairing a device may result in an administrative penalty.

Texas Department of Agriculture  
Weights & Measures Program  
P.O. Box 12847  
Austin, TX 78711-2847

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### SECTION G

Please sign and date Service Report. The date is the date the service was performed.