



**LISA M. LEONDIS**  
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# County of San Diego

## DEPARTMENT OF AGRICULTURE, WEIGHTS AND MEASURES

9325 Hazard Way, Suite 100, San Diego, CA 92123  
Phone: (858) 694-2739 FAX (858) 467-9697

<http://www.sdcawm.org>

**SANDY PARKS**  
ASSISTANT DIRECTOR

**WEIGHTS & MEASURES**  
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November 28, 2011

Dear Valued Customer:

Changes to the timing of the annual registration process and renewal periods for businesses with commercial weighing or measuring devices will go into effect January 1, 2012. Previously, all device registrations expired on December 31, and renewed by January 30 each year. Effective January 1, 2012, device registration periods will be distributed throughout the year, with some expiring January 31, some February 28 and so on for all twelve months. This change will improve customer service by spreading the registration process workload throughout the year.

Your new Annual Registration Application is enclosed for your new annual registration period. Beginning January 2013, all businesses will be on schedule for their annual registration under the new process.

State and County laws require the annual registration and inspection of commercial devices before being used or placed into service, to determine accuracy and ensure a fair and equitable marketplace. Registration fees offset the cost of inspection and testing to ensure commercial devices are in compliance.

- All sub-meters must be boxed and properly labeled with the location name. Our sub-meter lab will no longer accept meters that are loose (unboxed).
- A separate registration application and fee is required for each business location with one or more commercial sub-meters. Registrations are not transferable from one person to another or from one location to another.
- Registrations not postmarked within 30 days of the due date will be assessed penalties. A 50% penalty is levied for each 30 days of delinquency, up to 200%.
- Please submit at least 10% of each type of sub-meter (electric, vapor and water) annually to ensure all sub-meters are tested at least once every ten years, unless other arrangements have been made with the County Sealer, according to the schedule on the reverse side.
- Please pick up the completed sub-meters when notified within 90 days or they will be subject to disposal as unclaimed property.

Please make any necessary changes and return the bottom portion of the application with the correct payment. You may send payment by Visa, MasterCard, check or money order payable to: **County of San Diego** to the address indicated on the application. The Interim Registration will become valid upon our receipt of your application with applicable prorated fee for the period indicated on the application.

You may register in person at our office Monday - Friday, 8:00 a.m. to 4:00 p.m., excluding holidays. For more information and forms, go to <http://www.sdcounty.ca.gov/awm/wm.html>. If you need assistance, please call our office at (858) 694-2778, Monday through Friday, 8:00 a.m. to 4:00 p.m.

Sincerely,

County of San Diego Agriculture, Weights and Measures Standards Enforcement Program

**TESTING SCHEDULE FOR SUB-METERS by ZIP CODE**

<b>1ST QUARTER ZIP CODES JANUARY-MARCH</b>	<b>2ND QUARTER ZIP CODES APRIL-JUNE</b>	<b>3RD QUARTER ZIP CODES JULY-SEPTEMBER</b>	<b>4TH QUARTER ZIP CODES OCTOBER- DECEMBER</b>
91905	91901	91932	91911
91906	91931	91950	91935
91910	91945	91978	91942
91913	91977	92008	91962
91917	92005	92020	92002
91934	92019	92026	92009
91941	92025	92031	92021
91948	92029	92040	92027
91963	92037	92056	92032
92003	92054	92064	92057
92004	92061	92071	92065
92014	92070	92084	92078
92024	92083	92103	92081
92028	92102	92107	92086
92035	92106	92111	92104
92036	92110	92113	92108
92060	92116	92117	92114
92069	92119	92118	92120
92082	92137	92127	92139
92101	92154	92536	92173
92105	92590	91915	91980
92109	91902	91947	92010
92115	92075	92122	92041
92126	92077	92123	92055
92302	92121	92124	92007
92130	92133	92129	92128
92131	92136	92135	92145

1. Locate the zip code where the sub-meters are in use to determine the quarter in which to submit them.
2. Submit 10% of each type of sub-meter for testing during the indicated quarter **Monday through Friday 8:00 a.m. to 4:00 p.m.** *Example: Zip code 91932 is in Quarter 3 so meters should be submitted between July and September.*
3. Please label the meters with their installation location and bring them to:

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9335 Hazard Way San Diego, California 92123**