

**Instructions to Complete  
Vehicle Scale Test Report  
Form P&SP-4400**

The scale inspector or person testing the scale must complete form P&SP-4400 to document the scale tests required by the Packers and Stockyards Program.

Mail the completed form to the regional office of the Packers and Stockyards Program as listed below. The states covered by each regional office are listed below the regional office's address.

<b>Regional Offices of the Packers and Stockyards Program Grain Inspection, Packers and Stockyards Administration</b>		
<b>Eastern Regional Office</b> Suite 230 75 Spring Street Atlanta, GA 30303-3308 Telephone: (404) 562-5840 FAX: (404) 562-5848 e-mail: <a href="mailto:PSPAAtlantaGA.GIPSA@usda.gov">PSPAAtlantaGA.GIPSA@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:PSPDenverCO.GIPSA@usda.gov">PSPDenverCO.GIPSA@usda.gov</a>	<b>Midwestern Regional Office</b> Room 317 210 Walnut Street Des Moines, IA 50309-2110 Telephone: (515) 323-2579 FAX: (515) 323-2590 e-mail: <a href="mailto:PSPDesMoinesIA.GIPSA@usda.gov">PSPDesMoinesIA.GIPSA@usda.gov</a>
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	Date	Enter date scale test conducted.
3	Scale Owner	Enter name of firm.
4	Scale Location	Enter full address of scale being tested, including street address, city, county, and state.
5	Processor or Dealer Name and Address	Enter name and address of poultry processor or dealer using scale.
6	Test Agency	Enter name and address of firm conducting the test.
7	Make of Scale	Enter manufacturer of indicator.
8	Scale Capacity	Enter how much scale is capable of weighing.
9	Kind of Indicator	Enter digital, dial, or beam to indicate the kind of indicator on the scale.
10	Serial Number	Enter serial number of indicator being tested.
11	Minimum Division	Enter minimum graduation. For example, 10 lbs, or 20 lbs.
12	Balance Indicator	If applicable, enter the make or manufacturer of the balance indicator.
13	Platform Size	Enter length and width of platform, in feet.
14	Balance	Enter the balance condition of indicator on inspector's arrival, in pounds.
15	Type of Levers	Enter mechanical, electro-mechanical, or load cell.
16	Pit Depth	If indicator is below ground, enter depth of pit in feet.
17	Last Date Tested	Enter the date of the last vehicle scale test.
18	Year Installed	Enter the year the indicator was installed at the current location.

<b>Line No.</b>	<b>Subject</b>	<b>Instruction</b>
19	Test Position	Enter the section of the scale (left to right looking from the scale indicator) used for the test.
20	Test Weights	Enter the weight of test in pounds.
21	Scale Indication	Enter the indicated weight amount in pounds.
22	Error	Enter the difference of test weights and scale indication in pounds.
23	Empty Truck Weight	Enter the indicated weight of empty truck in pounds.
24	Test Weights	Enter the amount of test weights added in pounds.
25	Scale Indication	Enter the scale indication, truck plus weights in pounds.
26	Error on Test Weights	Enter the error on test weights added in pounds.
27	Accuracy	For any errors listed above, check the appropriate box to indicate if they are or are not within the accuracy requirements prescribed by the Packers and Stockyards Program.
28	Repairs, Adjustments, or Changes	To be completed by the State or scale company that conducted the test. Enter any repairs, adjustments, or changes made during the scale test.
29	Recommendations for Repair or Replacement	To be completed by the State or scale company that conducted the test. Enter your recommendations for repair, replacement, or other action for the scale.
30	Receipt Signature	If available, have the scale owner or officer sign the form; their signature is not required.
31	Inspector Signature	The official that conducted the test must sign the form.