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Betsey Bayless
Secretary of State

CHAPTER 19

SENATE BILL 1057

AN ACT

AMENDING SECTIONS 41-2061, 41-2065, 41-2066, 41-2085, 41-2091, 41-2092, 41-2093 AND 41-2094, ARIZONA REVISED STATUTES; RELATING TO THE DEPARTMENT OF WEIGHTS AND MEASURES.

(TEXT OF BILL BEGINS ON NEXT PAGE)

1 Be it enacted by the Legislature of the State of Arizona:

2 Section 1. Section 41-2061, Arizona Revised Statutes, is amended to
3 read:

4 41-2061. Administration of chapter; director; appointment;
5 compensation; search committee; advisory committee

6 A. The director of ~~the department~~ shall administer the provisions of
7 this chapter.

8 B. The director shall be appointed by the governor pursuant to section
9 38-211 from the names submitted by the search committee in accordance with
10 subsection ~~D~~ C of this section and is eligible to receive compensation
11 pursuant to section 38-611.

12 ~~C. The director with the approval of the governor shall appoint a~~
13 ~~deputy director of the department.~~

14 ~~D.~~ C. A search committee is established for the purpose of soliciting
15 and screening applicants and submitting up to three names to the governor for
16 the position of director of the department when a vacancy in the office of
17 director exists. The governor may reject the names submitted by the search
18 committee and direct the search committee to submit additional names for
19 consideration. The committee shall consist of nine members appointed by the
20 governor from the following groups:

- 21 1. One member representing retail trade.
- 22 2. One member representing wholesale trade.
- 23 3. One member representing the liquid petroleum industry.
- 24 4. One member representing agriculture.
- 25 5. One member representing the weight and measure manufacturing
26 industry.
- 27 6. Four members representing consumers.

28 ~~E.~~ D. The names for director shall be chosen based on practical
29 experience, training and knowledge in weights and measures practice
30 PRACTICES, procedures, laws and administrative functions. Members of the
31 search committee shall select a chairman from the membership, and members of
32 the search committee are not eligible to receive compensation or
33 reimbursement of expenses.

34 ~~F.~~ E. The director may appoint an advisory committee consisting of
35 five members to review, advise and make recommendations to the director in
36 the administration of the provisions of this chapter and regarding proposed
37 rules provided for in this chapter.

38 Sec. 2. Section 41-2065, Arizona Revised Statutes, is amended to read:
39 41-2065. Powers and duties; definition

40 A. The department shall:

- 41 1. Maintain custody of the state standards of weight and measure that
42 are traceable to the United States prototype standards and that are supplied
43 to the states by the federal government or that are otherwise approved as
44 being satisfactory by the national institute of standards and technology.

1 2. Keep the state primary standards in a safe and suitable place in
2 the metrology laboratory of the department and insure that they shall not be
3 removed from the laboratory except for repairs or for calibration as may be
4 prescribed by the national institute of standards and technology.

5 3. Keep accurate records of all standards and equipment.

6 4. Adopt any rules necessary to carry out this chapter and adopt
7 reasonable rules for the enforcement of this chapter. These rules have the
8 force and effect of law and shall be adopted pursuant to chapter 6 of this
9 title. In adopting these rules, the director shall consider, as far as is
10 practicable, the requirements established by other states and by authority
11 of the United States, except that rules shall not be made in conflict with
12 this chapter.

13 5. Publish rules adopted pursuant to this chapter and issue
14 appropriate copies at no cost to all new applicants for licensure and
15 certification. Updated copies of the rules shall be distributed, on request,
16 at no cost to the public.

17 6. Investigate complaints made to the department concerning violations
18 of this chapter and, on its own initiative, conduct investigations it deems
19 appropriate to develop information relating to prevailing procedures in
20 commercial quantity determination and relating to possible violations of this
21 chapter, and in order to promote the general objective of accuracy in the
22 determination and representation of quantity in commercial transactions.

23 7. Establish labeling standards, establish standards of weight,
24 measure or count and establish reasonable standards of fill for any packaged
25 commodity, and may establish standards for open dating information.

26 8. Grant, pursuant to this chapter, exemptions from the licensing
27 provisions of this chapter for weighing and measuring instruments, standards
28 or devices when the ownership or use of the instrument or device is limited
29 to federal, state or local government agencies in the performance of official
30 functions. On request, the department ~~shall~~ MAY conduct inspections of the
31 instruments, standards or devices and SHALL charge a fee pursuant to section
32 41-2092, subsection B.

33 9. Delegate to appropriate personnel any of the responsibilities of
34 the director for the proper administration of this chapter.

35 10. Inspect and test weights and measures kept, offered or exposed for
36 sale.

37 11. Inspect and test, to ascertain if they are correct, weights and
38 measures commercially used either:

39 (a) In determining the weight, measure or count of commodities or
40 things sold, or offered or exposed for sale, on the basis of weight, measure
41 or count.

42 (b) In computing the basic charge or payment for services rendered on
43 the basis of weight, measure or count.

44 12. Test, at random, commodities, weights and measures used in public
45 institutions for which monies are appropriated by the legislature. The

1 testing of commodities, weights and measures in public institutions shall
2 include, but not be limited to, items:

3 (a) That have historically been of short weight, measure or count.

4 (b) Found to be of short weight, measure or count by other
5 jurisdictions.

6 (c) To be tested as part of a regional or national survey.

7 13. Test, approve for use and affix a seal of approval for use of all
8 weights, measures and commercial devices manufactured in or brought into this
9 state as it finds to be correct, and shall reject and mark as rejected
10 weights, measures and devices it finds to be incorrect. Weights, measures
11 and devices that have been rejected may be seized by the department if not
12 corrected within the time specified or if used or disposed of in a manner not
13 specifically authorized. The department shall condemn and may seize weights,
14 measures and devices that are found to be incorrect and that are not capable
15 of being made correct.

16 14. Sample and test motor fuel that is stored, sold or exposed or
17 offered for sale or that is stored for use by a fleet owner to determine
18 whether the motor fuel meets the standards for motor fuel set forth in
19 section 41-2083 and article 6 of this chapter and in any rule adopted by the
20 director pursuant to this chapter. For the purposes of this paragraph,
21 "fleet owner" has the same meaning prescribed in section 41-2121.

22 15. Test all mandated stage I and stage II vapor recovery systems that
23 are installed or operated in this state not less than annually and if the
24 systems are determined to be in compliance with the law approve those systems
25 for use and reject, mark as rejected and stop the use of those systems
26 determined not to be in compliance with the law.

27 16. Inspect facilities at which motor fuel is stored, sold or exposed
28 or offered for sale to determine whether dispensing devices are properly
29 labeled.

30 17. Publish and distribute to consumers weighing and measuring
31 information.

32 18. Weigh, measure or inspect packaged commodities kept, offered or
33 exposed for sale, sold or in the process of delivery to determine whether
34 they contain the amounts represented and whether they are kept, offered or
35 exposed for sale in accordance with this chapter or rules adopted pursuant
36 to this chapter. In carrying out the provisions of this section, the
37 director shall employ recognized sampling procedures, such as are designated
38 in appropriate national institute of standards and technology handbooks and
39 supplements to those handbooks, except as modified or rejected by rule.

40 19. Allow reasonable variations from the stated quantity of contents
41 only after a commodity has entered intrastate commerce. These variations
42 shall include those caused by loss or gain of moisture during the course of
43 good distribution practice or by unavoidable deviations in good manufacturing
44 practice.

1 20. Prescribe the standards of weight and measure and additional
2 equipment methods of test and inspection to be employed in the enforcement
3 of this chapter. The director may prescribe or provide the official test and
4 inspection forms to be used in the enforcement of this chapter.

5 21. Apply to any court of competent jurisdiction for a temporary or
6 permanent injunction restraining any person from violating this chapter.

7 22. Report to the *governor on August 1 each year and at such other*
8 times as may be required on the work accomplished under this chapter.

9 23. Employ such personnel as needed to assist in administering this
10 chapter.

11 24. Ensure that any information that is required to be filed with the
12 department, that relates to the contents of motor fuels that are sold in this
13 state and that is a trade secret as defined in section 49-201 is not
14 disclosed.

15 25. Establish by rule labeling standards for tanks and containers of
16 motor fuels.

17 B. The director may provide for the periodic examination and
18 inspection of metering devices of utility companies, including but not
19 limited to devices utilized to measure usage of electricity, natural gas or
20 water by a consumer.

21 C. The director may establish standards for the presentation of
22 cost-per-unit information. Nothing in this subsection shall be construed to
23 mandate the use of cost-per-unit information in connection with the sale of
24 any standard packed commodity.

25 D. The director may, when necessary to carry out this chapter, adopt
26 and enforce rules relating to quality standards for motor fuel, kerosene,
27 oil, except used oil fuel, and hazardous waste fuel, lubricating oils,
28 lubricants, antifreeze and other liquid or gaseous fuels. The director shall
29 adopt rules to assure that oxygenated fuels, as described in article 6 of
30 this chapter, stored, used, sold or exposed or offered for use or sale are
31 blended and stored, sold, exposed or offered in such a manner as to assure
32 that the oxygenated fuels are properly blended, that they meet the standards
33 set forth in section 41-2083 and article 6 of this chapter, and in rules
34 adopted pursuant to this chapter, and that dispensers at which the oxygenated
35 fuels are dispensed are labeled as defined by rule of the department in such
36 a manner as to notify persons of the type of oxygenated fuel being dispensed
37 and the maximum percentage of oxygenate by volume contained in the oxygenated
38 fuel. The director of the department of weights and measures shall consult
39 with the director of the department of environmental quality in adopting
40 rules pursuant to this subsection.

41 E. Testing and inspection conducted pursuant to this chapter shall be
42 done, to the extent practicable, without prior notice, by a random systematic
43 method determined by the director or in response to a complaint by the
44 public. The testing and inspection may be done by private persons and firms
45 pursuant to contracts entered into by the director in accordance with chapter

1 23 of this title. The director shall establish qualifications of persons and
2 firms for selection for purposes of this subsection. The persons or firms
3 conducting the testing and inspection shall immediately report to the
4 department any violations of the provisions of this chapter and incorrect
5 weights, measures and devices for investigation and enforcement by the
6 department. A person or firm that tests or inspects a weight, measure or
7 device that is rejected shall not correct the defect causing the rejection.

8 F. During the course of an investigation or an enforcement action by
9 the department, information regarding the complainant is confidential and is
10 exempt from title 39, chapter 1, unless the complainant authorizes the
11 information to be public.

12 G. For purposes of the labeling requirements prescribed in this
13 section, "oxygenated fuel" means a motor fuel blend containing 1.5 per cent
14 or more by weight of oxygen.

15 Sec. 3. Section 41-2066, Arizona Revised Statutes, is amended to read:
16 41-2066. Enforcement powers of the director and inspectors

17 A. When necessary for the enforcement of this chapter and rules
18 adopted pursuant to this chapter, the director or the director's agents and
19 inspectors shall:

20 1. Enter any commercial, nonprofit business or governmental premises
21 during normal operating hours, except that if the premises are not open to
22 the public, the director or the director's agents and inspectors shall first
23 present their credentials.

24 2. Issue stop-use, hold and removal orders with respect to any weights
25 and measures commercially used, stop-sale, hold and removal orders with
26 respect to any packaged commodities, bulk commodities or motor fuel kept,
27 offered or exposed for sale, STOP-USE AND HOLD ORDERS WITH RESPECT TO A VAPOR
28 RECOVERY SYSTEM OR PARTS OF A VAPOR RECOVERY SYSTEM and stop-use, stop-sale,
29 hold and removal orders with respect to any motor fuel found to be in
30 violation of this chapter or rules adopted pursuant to this chapter.

31 3. Seize for use as evidence, without formal warrant, any incorrect
32 or unapproved weight, measure, package or commodity found to be used,
33 retained, offered or exposed for sale or sold in violation of this chapter
34 or rules adopted pursuant to this chapter.

35 4. Stop any commercial vehicle upon reasonable cause to believe that
36 the vehicle contains evidence of a violation of this chapter and, after
37 presentment of the director's or the director's agent's or inspector's
38 credentials, inspect the contents, require that the person in charge of the
39 vehicle produce any documents in the person's possession concerning the
40 contents and require the person to proceed with the vehicle to some specified
41 place for inspection.

42 B. With respect to the enforcement of this chapter, the director or
43 the director's agents or inspectors may issue a citation to any violators of
44 this chapter in accordance with the provisions of section 13-3903.

1 C. The director, OR the director's agents or inspectors may apply for
2 a special inspection warrant for inspection of real or personal property for
3 the purpose of enforcement of this chapter. The special inspection warrant
4 shall be issued as provided in section 49-433.

5 Sec. 4. Section 41-2085, Arizona Revised Statutes, is amended to read:
6 41-2085. Dispensing motor fuel; hold-open latches; definition

7 A. A retail seller shall equip all nozzles from which motor fuel is
8 dispensed with an operating hold-open latch.

9 ~~B. If it is determined during an inspection of a dispenser that a
10 hold-open latch is inoperative, the retail seller or the retail seller's
11 agents shall repair or replace the latch within forty-eight hours after
12 notification by the inspector.~~

13 ~~C.~~ B. For the purposes of this section, "hold-open latch" means a
14 device that is an integral part of the nozzle and that is specifically
15 manufactured to dispense motor fuel without requiring the consumer's physical
16 contact with the nozzle.

17 Sec. 5. Section 41-2091, Arizona Revised Statutes, is amended to read:
18 41-2091. Licensing devices used for commercial purposes;

19 authorization to test devices used for all other
20 purposes; fees; certification; transaction privilege
21 tax license records; notification

22 A. A person shall not use a commercial device unless the device is
23 licensed or certified as provided in this chapter.

24 B. A license shall be obtained annually from the department on forms
25 prescribed and furnished by the department. The fee prescribed in this
26 chapter shall be submitted with the prescribed form. A license shall be
27 obtained not later than thirty days following the first day of commercial use
28 for original installations. ~~Failure to pay the initial or renewal fee on or~~
29 ~~before the date due shall result in a penalty equal to the amount of the fee~~
30 ~~required.~~ If the ownership of a device that is licensed is transferred, the
31 ownership of the license may be transferred. On transfer of a license, new
32 licensees shall notify the department of the licensee's name and address and
33 the location of the device. A LICENSE FOR A DEVICE SHALL BE POSTED AT THE
34 LICENSED BUSINESS LOCATION IN A MANNER THAT PROVIDES THE DEPARTMENT ACCESS
35 TO THE LICENSE DURING NORMAL BUSINESS HOURS.

36 C. Any license issued under this chapter applies only to the
37 instrument or device specified in the license, except that the director may
38 permit the license to be applicable to a replacement for the original
39 instrument or device.

40 D. Noncommercial devices may be tested by the department pursuant to
41 this chapter. A weighing device owned by a person who uses it only for the
42 purpose of weighing the person's own livestock or agricultural products and
43 for no commercial purposes is declared to be a noncommercial device, and the
44 owner of the device is exempt from paying any licensing fees collected
45 pursuant to this chapter.

~~E. Certification fees shall be charged for ranch livestock scales used for commercial purposes. These certification fees shall be based on the actual cost of the service. The certification fee for noncommercial devices, tested at the request of the owner or user, and portable batch plants, if certification is required for state construction projects, shall be established by rule setting a fee comparable to the license fee prescribed in section 41-2092.~~

E. IF A COMMERCIAL LIVESTOCK SCALE IS USED FOR THIRTY OR MORE DAYS IN A CALENDAR YEAR, THE SCALE IS REQUIRED TO BE LICENSED. IF A COMMERCIAL LIVESTOCK SCALE IS USED FOR FEWER THAN THIRTY DAYS IN A CALENDAR YEAR, THE SCALE IS REQUIRED TO BE CERTIFIED. IF AN OWNER OR OPERATOR OF A COMMERCIAL LIVESTOCK SCALE REQUESTS THAT THE DEPARTMENT CERTIFY THE SCALE, THE CERTIFICATION FEE SHALL BE COMPARABLE TO THE LICENSE FEE PRESCRIBED IN SECTION 41-2092. IF AN OWNER OR OPERATOR OF A NONCOMMERCIAL SCALE REQUESTS THAT THE DEPARTMENT CERTIFY THE SCALE, THE CERTIFICATION FEE SHALL BE COMPARABLE TO THE LICENSE FEE PRESCRIBED IN SECTION 41-2092.

F. AT THE REQUEST OF THE OWNER OR USER OF A PORTABLE BATCH PLANT, THE DEPARTMENT MAY CERTIFY THE PORTABLE BATCH PLANT. IF THE DEPARTMENT CERTIFIES A PORTABLE BATCH PLANT, THE CERTIFICATION FEE SHALL BE COMPARABLE TO THE LICENSE FEE PRESCRIBED IN SECTION 41-2092.

~~F.~~ G. Any portable measuring device that is five gallons or less and that is properly marked by the manufacturer according to standards established by the national institute of standards and technology shall be exempt from the licensing and certification provisions of this chapter.

~~G.~~ H. For the purpose of ascertaining compliance with the licensing provisions of this article, the department of revenue shall provide the department of weights and measures with a monthly report of all transaction privilege tax licenses issued in the prior month. The report shall include the business name, type of business and business address of the licensee.

~~H.~~ I. The department of revenue shall annually notify each transaction privilege tax licensee that the licensee is required to register new or existing weighing or measuring devices with the department of weights and measures.

Sec. 6. Section 41-2092, Arizona Revised Statutes, is amended to read:
41-2092. Licensing fees; definitions

A. The following fees shall be paid to the department as license fees for devices used for commercial purposes:

Schedules of Fees

1. Weighing devices:

0 - 500 pounds capacity (or metric equivalent)	\$	12.00
501 - 2,000 pounds capacity		18.00
2,001 - 7,500 pounds capacity		36.00
7,501 - 60,000 20,000 pounds capacity	120.00	80.00
20,001 - 60,000 POUNDS CAPACITY		120.00
60,001 pounds capacity and over		180.00

~~E. Certification fees shall be charged for ranch livestock scales used for commercial purposes. These certification fees shall be based on the actual cost of the service. The certification fee for noncommercial devices, tested at the request of the owner or user, and portable batch plants, if certification is required for state construction projects, shall be established by rule setting a fee comparable to the license fee prescribed in section 41-2092.~~

E. IF A COMMERCIAL LIVESTOCK SCALE IS USED FOR THIRTY OR MORE DAYS IN A CALENDAR YEAR, THE SCALE IS REQUIRED TO BE LICENSED. IF A COMMERCIAL LIVESTOCK SCALE IS USED FOR FEWER THAN THIRTY DAYS IN A CALENDAR YEAR, THE SCALE IS REQUIRED TO BE CERTIFIED. IF AN OWNER OR OPERATOR OF A COMMERCIAL LIVESTOCK SCALE REQUESTS THAT THE DEPARTMENT CERTIFY THE SCALE, THE CERTIFICATION FEE SHALL BE COMPARABLE TO THE LICENSE FEE PRESCRIBED IN SECTION 41-2092. IF AN OWNER OR OPERATOR OF A NONCOMMERCIAL SCALE REQUESTS THAT THE DEPARTMENT CERTIFY THE SCALE, THE CERTIFICATION FEE SHALL BE COMPARABLE TO THE LICENSE FEE PRESCRIBED IN SECTION 41-2092.

F. AT THE REQUEST OF THE OWNER OR USER OF A PORTABLE BATCH PLANT, THE DEPARTMENT MAY CERTIFY THE PORTABLE BATCH PLANT. IF THE DEPARTMENT CERTIFIES A PORTABLE BATCH PLANT, THE CERTIFICATION FEE SHALL BE COMPARABLE TO THE LICENSE FEE PRESCRIBED IN SECTION 41-2092.

G. Any portable measuring device that is five gallons or less and that is properly marked by the manufacturer according to standards established by the national institute of standards and technology shall be exempt from the licensing and certification provisions of this chapter.

H. For the purpose of ascertaining compliance with the licensing provisions of this article, the department of revenue shall provide the department of weights and measures with a monthly report of all transaction privilege tax licenses issued in the prior month. The report shall include the business name, type of business and business address of the licensee.

I. The department of revenue shall annually notify each transaction privilege tax licensee that the licensee is required to register new or existing weighing or measuring devices with the department of weights and measures.

Sec. 6. Section 41-2092, Arizona Revised Statutes, is amended to read:
41-2092. Licensing fees; definitions

A. The following fees shall be paid to the department as license fees for devices used for commercial purposes:

Schedules of Fees

1. Weighing devices:

0 - 500 pounds capacity (or metric equivalent)	\$	12.00
501 - 2,000 pounds capacity		18.00
2,001 - 7,500 pounds capacity		36.00
7,501 - 60,000 20,000 pounds capacity	120.00	80.00
20,001 - 60,000 POUNDS CAPACITY		120.00
60,001 pounds capacity and over		180.00

1 1. A person weighing property, livestock or a commodity that the
2 person or the person's employer is either buying or selling for the person's
3 or the person's employer's own account.

4 2. A person weighing property, livestock or a commodity in conjunction
5 with or on behalf of a publicly sponsored or nonprofit organization sponsored
6 exposition, fair or show event.

7 E. The official weighing of vehicles or conveyances by any employee
8 of a city, county or state agency for weight-control regulatory purposes on
9 public highways, roads or streets does not constitute public weighing.

10 F. On request and without charge, the department may issue a limited
11 weighmaster license to any qualified officer or employee of a city, a county
12 or the state authorizing the officer or employee to act as a public
13 weighmaster only within the scope of the officer's or employee's official
14 employment and duties in enforcing local ordinances substantially complying
15 with the requirements of this chapter. WHILE PERFORMING THE DUTIES OF A
16 LIMITED WEIGHMASTER, A LIMITED WEIGHMASTER SHALL HAVE THE LIMITED
17 WEIGHMASTER'S LICENSE IN THE LIMITED WEIGHMASTER'S POSSESSION.

18 G. The department shall approve all forms, certificates, seals and
19 other documents together with practices, procedures and equipment used by
20 public weighmasters in the performance of their duties. A public weighmaster
21 shall keep for such period as the department by rule may require a legible
22 copy of each weight certificate the public weighmaster issues. Copies of
23 weight certificates shall be available at all reasonable times for inspection
24 by the department.

25 Sec. 8. Section 41-2094, Arizona Revised Statutes, is amended to read:

26 41-2094. License required as registered service agency or
27 registered service representative; qualifications;
28 application; fees; renewal

29 A. A person shall not operate as a registered service agency or as a
30 registered service representative until a license is issued as provided in
31 this section. The department shall issue a license to an agency as a
32 registered service agency or to an individual as a registered service
33 representative if the applicant for either license provides evidence
34 satisfactory to the department that the applicant:

35 1. Has a thorough working knowledge of all appropriate weights and
36 measures laws, orders and rules.

37 2. Has possession of, or available for use, weights and testing
38 equipment appropriate in design and adequate in amount.

39 B. An application for a registered service agency or registered
40 service representative license shall be submitted by the applicant to the
41 department on a form prescribed and furnished by the department and shall be
42 accompanied by the fee prescribed by the department for a license as a
43 registered service agency or the prescribed fee for a license as a registered
44 service representative, or both. ~~Each license shall be issued by the~~
45 ~~department~~ THE DEPARTMENT SHALL ISSUE A REGISTERED SERVICE AGENCY OR

1 REGISTERED SERVICE REPRESENTATIVE LICENSE for a period of twelve calendar
2 months. ~~for which the license is requested and it~~ THE LICENSE EXPIRES ON THE
3 FIRST DAY OF THE MONTH AND YEAR INDICATED ON THE LICENSE. EACH LICENSE shall
4 contain, among other information, a license number. A REGISTERED SERVICE
5 AGENCY LICENSE SHALL BE POSTED AT THE LICENSED BUSINESS LOCATION IN A MANNER
6 THAT PROVIDES THE DEPARTMENT ACCESS TO THE LICENSE DURING NORMAL BUSINESS
7 HOURS. WHILE PERFORMING THE DUTIES OF A REGISTERED SERVICE REPRESENTATIVE,
8 A REGISTERED SERVICE REPRESENTATIVE SHALL HAVE A REGISTERED SERVICE
9 REPRESENTATIVE'S LICENSE IN THE REGISTERED SERVICE REPRESENTATIVE'S
10 POSSESSION.

11 C. If a licensee submits an A LICENSE RENEWAL application prior to THE
12 DEPARTMENT BEFORE THE DATE OF expiration ~~for renewal~~ of a THE CURRENT
13 license, together with the ~~required~~ PRESCRIBED RENEWAL fee, the existing
14 license shall be valid for thirty days following its expiration DATE, or
15 until issuance of the renewal license, whichever occurs first.

16 D. The director shall publish, from time to time as the director deems
17 appropriate, and may supply on request, lists of registered service
18 representatives and registered service agencies.

19 E. A REGISTERED SERVICE AGENCY SHALL USE FORMS AND RELATED PROCEDURES
20 PRESCRIBED BY THE DEPARTMENT IN THE PERFORMANCE OF ITS DUTIES. A REGISTERED
21 SERVICE AGENCY SHALL KEEP A LEGIBLE COPY OF EACH FORM USED FOR AT LEAST THE
22 TIME PERIOD PRESCRIBED BY THE DEPARTMENT IN ITS RULES. COPIES OF THE FORMS
23 SHALL BE AVAILABLE DURING NORMAL BUSINESS HOURS FOR INSPECTION BY THE
24 DEPARTMENT.

APPROVED BY THE GOVERNOR MARCH 20, 2000

FILED IN THE OFFICE OF THE SECRETARY OF STATE MARCH 20, 2000