

COMMON TARE NOTICE INSTRUCTIONS

The Common Tare Notice is to be completed by a Deputy Weighmaster based on the following instructions:

1. Enter code designation, effective date and common tare weight. CODE DESIGNATIONS are to be entered as B-bins, P-pallets, and C-boxes or trays. The code designation includes the initials of the company for whom the tare weight is established.

Examples: Jones Fruit Company primary (plastic) bins would be **JFC-B-1**
Jones Fruit Company secondary (wood) bins would be **JFC-B-2**

Please check this box if this common tare replaces an existing one.

2. THE EFFECTIVE DATE is the date the company will begin using the tare, not necessarily the date the containers were weighed or the date the common tare notice was completed.
3. THE COMMON TARE WEIGHT is the average weight rounded to the nearest 1/10 lb. if under 30 lbs. or one (1) lb. if 30 lbs. or more.
4. Enter the name, phone number, county name, address, city, state, and zip code of the company that will be using the containers that the Common Tare Notice is being completed for.
5. Enter the weighmaster certificate number(s) used to establish this common tare weight.
6. Check the type of container, if a measurement is exterior or interior, and the length, width and height **in inches**. If the container type is "Other", provide more detail under the Container Description section.
7. Container description is to show type of construction and material (i.e., wood, plastic, plywood; number and kinds of boards; slats and runners).
8. Marks are the labels, trademarks and/or company names printed on the containers.
9. Commodities – Indicate the commodities the common tare will be used for, such as pears, peaches, and plums, or all commodities.
10. Enter the **complete street address** and county name of each storage location where lot(s) sample(s) was taken.
11. Enter the number of containers or the number of pallets with containers weighed and the total number in use.
12. Enter the **total container weight**, the **number weighed**, and the **average weight**. Total container weight is the weight of all the containers from the weighmaster certificates(s). Divide by the number weighed to get the average weight. The average weight is the mathematical average, **not** the common tare weight. The mathematical average weight is carried out at least one decimal point if above 30 lbs. and two decimal points if below 30 lbs.
13. Enter the weighmaster name, license number, business phone and address from the weighmaster license.
14. Enter the signature of the deputy weighmaster who established the common tare and the submitted date.