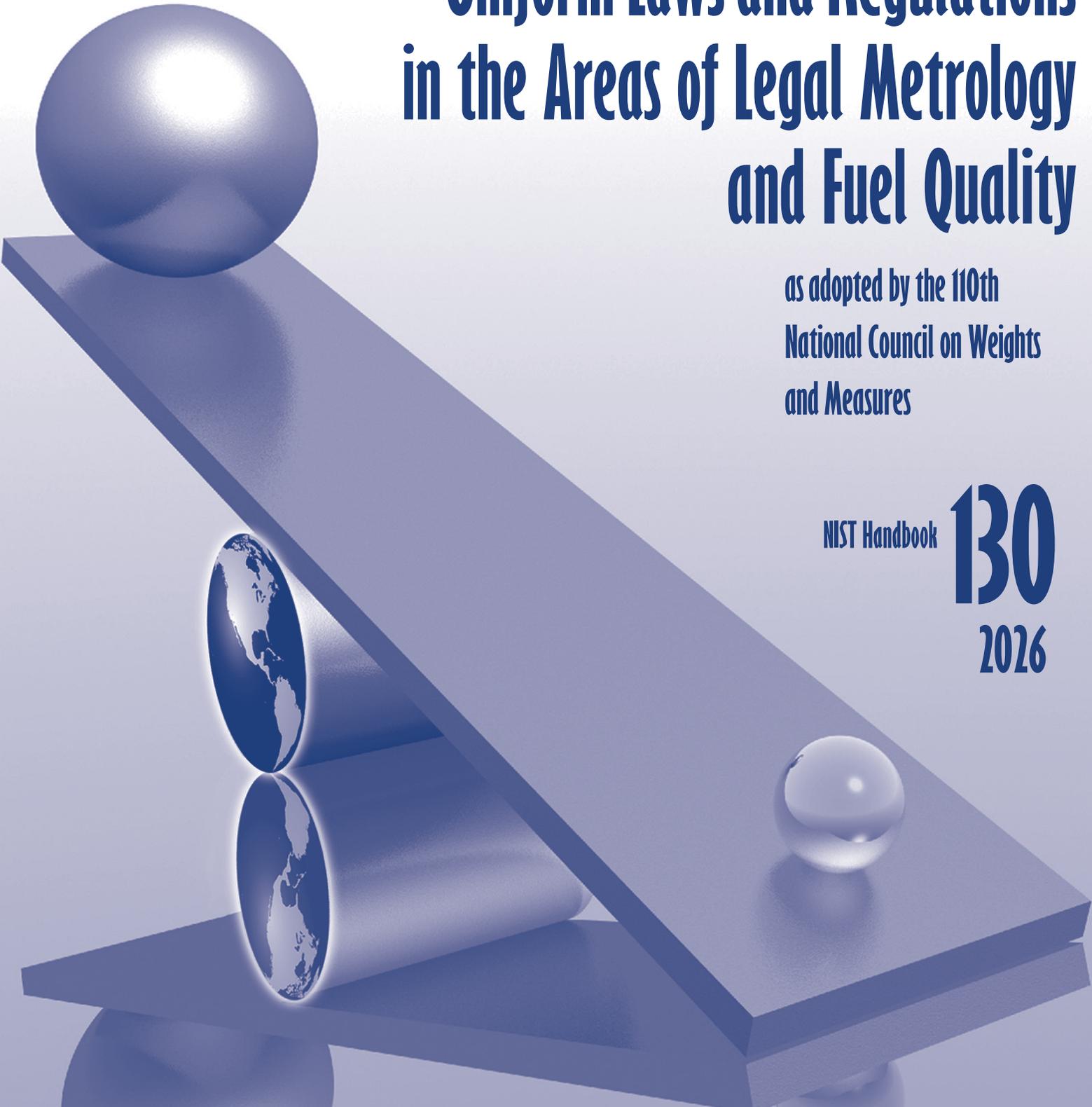




Uniform Laws and Regulations in the Areas of Legal Metrology and Fuel Quality

as adopted by the 110th
National Council on Weights
and Measures

NIST Handbook **30**
2026





**NIST Handbook
NIST HB 130-2026**

**Uniform Laws and Regulations in
the Areas of Legal Metrology and
Fuel Quality**

*as adopted by the
110th National Council on Weights and Measures*

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This publication is available free of charge from:
<https://doi.org/10.6028/NIST.HB.130-2026>

December 2025



U.S. Department of Commerce
Howard Lutnick, Secretary

National Institute of Standards and Technology
Craig Burkhardt, Acting Under Secretary of Commerce for Standards and Technology and Acting NIST Director

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This handbook promotes the primary use of the International System of Units (SI) by citing SI units before U.S. customary units where both units appear together, and by placing separate sections containing requirements for SI units before corresponding sections containing requirements for customary units. In some cases, however, trade practice is currently restricted to the use of U.S. customary units; therefore, some requirements in this handbook will continue to specify only U.S. customary units until the National Council on Weights and Measures (NCWM) achieves a broad consensus on the permitted metric units.

Marijuana (also referred to as cannabis) remains a Schedule I substance under the Controlled Substances Act. As with all materials, the NIST Office of Weights and Measures (OWM) provides technical analysis and any relevant expertise to help ensure that the standards as developed through the NCWM process are technically sound. As such, NIST publishes the adopted model regulations for cannabis and cannabis-containing commodities by the NCWM in the NIST Handbook 130 as part of NIST's statutory mission to promote uniformity in state laws, regulations, and testing procedures.*

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Publication History

Approved by the NIST Editorial Review Board on 2025-11-17

Supersedes NIST Handbook 130 – 2025 (December 2024) <https://doi.org/10.6028/NIST.HB.130-2025>

How to Cite this NIST Technical Series Publication

McGuire JT, Sefcik DA, Minnich LB, Baucom ICh, and Lippa KA, (2026) Uniform Laws and Regulations in the Areas of Legal Metrology and Fuel Quality. (National Institute of Standards and Technology, Gaithersburg, MD), NIST Handbook (HB) NIST HB 130-2026. <https://doi.org/10.6028/NIST.HB.130-2026>

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* NIST does not have a policy role related to the legalization of the production, sale, distribution, or use of cannabis (including hemp and marijuana).

Abstract

NIST Handbook 130 includes a compilation of model laws and regulations and related interpretations and guidelines designed to encourage uniformity in the adoption and implementation of weights and measures laws and regulations. The model laws and regulations included in NIST Handbook 130 are adopted in various forms by many state, local, and some federal weights and measures authorities. Some authorities adopt the current versions as written; some use them as the basis of adoption, but from an earlier year; some use them as a guideline only; some elect to use their own laws or regulations; and some have no corresponding law or regulation in place.

The National Institute of Standards and Technology (NIST) has a statutory responsibility to promote "cooperation with the states in securing uniformity in weights and measures laws and method of inspection" and publishes this and other NIST Handbooks in partial fulfillment of this responsibility.

This 2026 edition includes amendments made through the Committee on Laws and Regulations of the NCWM with technical guidance from the Office of Weights and Measures (OWM) of NIST and input from weights and measures officials and industry representatives. These amendments were adopted by the NCWM at its 110th Annual Meeting in July 2025.

At the 1983 Annual Meeting, the NCWM voted to change the title of Handbook 130 from "Model State Laws and Regulations" was to be changed to "Uniform Laws and Regulations" to reflect that these Laws and Regulations are (a) intended to be standards rather than just guidelines, and (b) intended for adoption by political subdivisions other than states when deemed appropriate. In 1995 the title was changed to Uniform Laws and Regulations in the areas of legal metrology and motor fuel quality. In the 1997 Edition of Handbook 130 was changed from "Uniform Laws and Regulations the words "motor fuel quality" was changed to "engine fuel quality" to reflect changes made to the Uniform Engine Fuels, Petroleum Products, and Automotive Lubricants Law and Regulation. In 2018, the scope of the Fuels regulation was expanded to encompass the changing fuels in the marketplace, and the title to the Handbook was changed to how it appears today.

Keywords

automotive lubricants; fuels; labeling; laws and regulations; measuring; method of sale; NTEP; packaging; price verification; registration of servicepersons; type evaluation; unit pricing; weighing; weighmaster law; weights and measures law.

Author Contributions

John T. McGuire: Data Curation, Writing - Reviewing and Editing; **David A. Sefcik:** Data Curation, Writing – Reviewing; **Loren Minnich:** Reviewing and Editing; **Isabel Chavez Baucom:** Reviewing and Editing; **Katrice A. Lippa:** Supervision.

Acknowledgments

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I. Introduction

A. Source

The Uniform Laws and Regulations in this handbook comprise all of those adopted by the National Council on Weights and Measures, Inc. (NCWM) at the 2025 Annual Meeting in July. During that meeting, the members of NCWM voted to adopt a corporate name change. Effective August 13, 2024, the National Conference on Weights and Measures (NCWM) became the National Council on Weights and Measures (NCWM). Every effort has been made to incorporate this name change into the NIST Handbooks and other relevant publications. The name “National Conference on Weights and Measures” still appears in areas of NIST handbooks where the content references the name prior to the change to “National Council on Weights & Measures. For more information, please visit the NCWM History page (www.ncwm.com/history).

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The NCWM is supported by the National Institute of Standards and Technology (NIST), which provides its Executive Secretary and publishes its documents. NIST also develops technical publications for use by weights and measures agencies; these publications may subsequently be endorsed or adopted by the NCWM or its members.

All of the Uniform Laws and Regulations given herein are recommended by NCWM for adoption by states when reviewing or amending their official laws and regulations in the areas covered. A similar recommendation is made with regard to the local jurisdictions within a state in the absence of the promulgation of such laws and regulations at the state level.

(Amended 2015, 2019, and 2024)

B. Purpose

The purpose of these Uniform Laws and Regulations is to achieve, to the maximum extent possible, uniformity in weights and measures laws and regulations among the various states and local jurisdictions in order to facilitate trade between the states, permit fair competition among businesses, and provide uniform and sufficient protection to all consumers in commercial weights and measures practices.

C. Amendments

Proposed amendments to NIST Handbook 130 are deliberated and developed by NCWM’s Committee on Laws and Regulations before presentation to the general membership for vote. In some instances, amendments that significantly affect other NIST Handbooks may be processed jointly by two or more committees.

Amendments to the handbooks are made in accordance with NCWM procedures and policies. The process begins at the regional weights and measures association meetings in the fall of each year and it is culminated at the NCWM Annual Meeting in July. After passing through one or more of the regional associations, the proposed amendment is placed on the agenda of the appropriate NCWM committee for consideration at the NCWM’s Interim Meeting in January, and after final deliberation and development by the committee, the amendment may be presented to the membership for a vote at the annual NCWM meeting in July. NCWM policy provides for exceptions to the process to accommodate urgent or priority items. NIST staff provides technical assistance and advice throughout the process.

The policy is available on the NCWM website at www.ncwm.com. For information on the regional weights and measures associations, visit www.ncwm.com/meetings.

(Amended 2015 and 2019)

D. Annual Meeting

1. The Committee will hold a public hearing at the Annual Meeting to discuss items on its agenda.
2. Those who want to speak on an item during the public hearing should request time from the Committee Chairman. The Committee Chairman may impose time limits on presentations, the discussion of a question, or the discussion of a proposed amendment.

E. Final Committee Reports and Conference Action

1. Following the public hearings, the Committee will prepare its final report for action by the voting membership of the Conference. Copies of the final report will be provided to the membership prior to the voting session for that report.
2. The Chairman of the Committee will present the final report of the Committee to the Conference body. A vote will be taken on items, proposals, or sections in the report as circumstances require. The Conference will vote on the entire final report as presented in accordance with the established Council's voting procedures. Parliamentary procedures according to Robert's Rules of Order, as amended by NCWM Bylaws, must be adhered to in the presentation of, and any action on, a Standing Committee report.

(Amended 1998)

F. Revisions to the Handbook

NIST may not publish a new edition if it determines that it is reasonable to forego an annual publication (e.g., amendments were minor or editorial in nature) to save printing, mailing, and other costs. If this occurs, NIST will issue a notice that the current edition is still valid and will explain its action.

(NOTE: Section numbering may be changed from one edition of the handbook to another to accommodate additions or deletions.)

(Amended 2008)

G. Annotation

Beginning in 1971, amendments or additions to sections in the Uniform Laws and Regulations are delineated at the end of each section (e.g., "amended 1982") as a service to those states that are planning to update their own laws or regulations. The references to each revision and the year will enable legislators and rule makers to study the actual wording and rationale for changes (appearing in the Annual Report of NCWM for that year) and subsequently adopt changes in their own laws and regulations, modeling them after the Uniform Laws and Regulations.

H. Effective Enforcement Dates of Regulations

Unless otherwise specified, the new or amended regulations listed in this section are intended to become effective and subject to enforcement on January 1 of the year following adoption by NCWM.

1. Uniform Packaging and Labeling Regulation
2. Uniform Regulation for the Method of Sale of Commodities

3. Uniform Unit Pricing Regulation
 4. Uniform Regulation for the Voluntary Registration of Servicepersons and Service Agencies for Commercial Weighing and Measuring Devices
 5. Uniform Regulation for National Type Evaluation
 6. Uniform Fuels and Automotive Lubricants Regulation
 7. Uniform E-commerce Regulation (effective date of enforcement January 1, 2025)
- (Added 1992) (Amended 2021 and 2023)

I. Section References

In most references made to specific sections or subsections in this handbook, the word “Section” is used, followed by the section number.

J. The International System of Units

The “International System of Units,” “SI,” or “SI Units” means the modernized metric system as established in 1960 by the General Conference on Weights and Measures (CGPM). In 1988, Congress amended the Metric Conversion Act of 1975 (refer to Section 5164 of Public Law 100-418) to declare that it is the policy of the United States to designate the metric system of measurement as the preferred measurement system for U.S. trade and commerce, and it further defined “the metric system of measurement” to be the International System as established by the CGPM and as interpreted or modified for the United States by the Secretary of Commerce. [refer to Metric Conversion Law 15 U.S.C. 205, NIST Special Publication 330 “The International System of Units (SI)”; NIST Special Publication 814 “Metric System of Measurement; and, Interpretation of the International System of Units for the United States” in Federal Register of May 16, 2008, (“Federal Register” Vol. 73, No. 96) or subsequent revisions]. In 1992, Congress amended the Federal Fair Packaging and Labeling Act to require certain consumer commodities to include the appropriate SI units along with the U.S. customary units in their quantity statements.

(Added 1993) (Revised 2008 and 2019)

K. “Mass” and “Weight” [see Section K. NOTE]

The mass of an object is a measure of the object’s inertial property, or the amount of matter it contains. The weight of an object is a measure of the force exerted on the object by gravity, or the force needed to support it. The pull of gravity on the earth gives an object a downward acceleration of about 9.8 m/s². In trade and commerce and everyday use, the term “weight” is often used as a synonym for “mass.” The “net mass” or “net weight” declared on a label indicates that the package contains a specific amount of commodity exclusive of wrapping materials. The use of the term “mass” is predominant throughout the world, and is becoming increasingly common in the United States.

(Added 1993)

Section K. NOTE: When used in this law (or regulation), the term “weight” means “mass.” (see paragraphs K. “Mass” and “Weight” and L. Use of the Terms “Mass” and “Weight” in Section I. Introduction of NIST Handbook 130 for an explanation of these terms.)

(Note Added 1993)

L. Use of the Terms “Mass” and “Weight” [see Section K. NOTE]

When used in this handbook, the term “weight” means “mass.” The term “weight” appears when U.S. customary units are cited or when both U.S. customary and SI units are included in a requirement. The terms “mass” or “masses” are used when only SI units are cited in a requirement. The following note appears where the term “weight” is first used in a law or regulation.

National Council on Weights and Measures / National Type Evaluation Program

Form 15: Proposal to Amend NIST Handbooks, Guidance Documents, NCWM Bylaws or NCWM Publication 14



Email proposals in Microsoft Word format to info@ncwm.com by August 15.

Each Regional Association will hold hearings on proposals in the fall. See meeting dates at www.ncwm.com/meetings. If any region deems that the item has merit, the region will forward the item to NCWM for national consideration. For more information on the Form 15 process, visit www.ncwm.com/standards-dev.

GENERAL INFORMATION			
1. Proposal to: ___ Laws & Regulations ___ Specifications & Tolerances ___ Professional Development ___ Board of Directors ___ NTEP Committee			
2. Submitter's Name:		3. Date:	
4. Submitter's Organization:		5. Address:	
6. City:	7. State:	8. Zip Code:	9. Country:
10. Phone Number:	11. Fax Number:	12. Email Address:	
PROPOSAL INFORMATION			
13. Purpose: Concise statement as to the intent or purpose of this proposal, such as problem being fixed. (Do not include justification here.)			
14. Document to be Amended: ___ Handbook 44 ___ Handbook 130 ___ Handbook 133 ___ NCWM Guidance Document ___ NCWM Bylaws ___ NTEP Administrative Policy			
15. Cite portion to be Amended: Submit a separate Form 15 for each code, model law or regulation to be amended. Section: Paragraph:			
16. Proposal: Use strikeout to show words to be deleted and <u>underline</u> to show new words. (Do not use track changes.)			
17. For Handbook 44 proposals, indicate one of the following: <input type="checkbox"/> Retroactive (Enforceable with respect to all devices) <input type="checkbox"/> Nonretroactive (Enforceable on or after the effective date for devices a) manufactured within a state after the effective date, b) both new and used equipment brought into a state after the effective date, c) used in noncommercial applications which are placed into commercial use after the effective date, and d) undergoing type evaluation including devices that have been modified to the extent that a new NTEP Certificate of Conformance is required.)			
18. Justification: Include national importance, background on the issue, and reference to supporting data or documents.			
19. Possible Opposing Argument's: Demonstrate that you are aware and have considered possible opposition.			
20. Requested Action if Considered for NCWM Agenda: ___ Voting Item ___ Developing Item ___ Informational Item ___ Other (Please Describe):			
21. List of Attachments:			

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Revised: June 2023

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G. Uniform E-commerce Regulation

Preamble

The purpose of this regulation is to provide accurate and adequate identity and net quantity information for products sold via e-commerce to help facilitate purchaser confidence in e-commerce purchases. This regulation establishes requirements for e-commerce sites offering products for purchase, product labeling for products sold via e-commerce and for receipts which detail the identity, quantity, and price the consumer paid upon product delivery. This regulation applies to product identity, net quantity, responsible parties, and price information and is not intended to apply to other product labeling or quality requirements.

Section 1. Application

This regulation shall apply to products and transactions which occur when purchasers are not present to purchase a consumer or non-consumer product in person.

This regulation specifically establishes requirements for web-based sales (including smartphone and computer applications) and other sites/programs which offer products for sale and permit customers to make purchases without being physically present to inspect and select individual products and commodities in-person. This regulation also applies to any product information that shall accompany the transaction(s) including but not limited to labeling and receipts.

This regulation shall not apply to:

- (a) inner wrappings not intended to be individually sold to the customer
- (b) shipping containers or wrapping used solely for the transportation of any commodities or products
- (c) shipping containers and inner wrappings for products or commodities purchased in quantity by manufacturers, packers, or processors in industrial proportions, or to wholesale or retail distributors who subsequently distribute or offer for sale products and commodities
- (d) auxiliary containers or outer wrappings used to deliver packages of such commodities to retail customers if such containers or wrappings bear no printed matter pertaining to any particular commodity.

Section 2. Definitions

The following definitions apply to this regulation:

2.1. Product. – An article, commodity, or substance either packaged or unpackaged introduced into commerce.

2.2. Consumer Product. – A product sold or offered for sale in either packaged, unpackaged, or in bulk form which is intended for consumption, use, or enjoyment, by an individual or individuals.

2.3. Non-Consumer Product. – A product other than a consumer product sold or offered for sale and a product intended solely for industrial or institutional use or for wholesale distribution.

2.4. Online Marketplace. – A person or entity who operates an electronically accessible platform that includes features that facilitates or enable sellers to engage in the sale, purchase, payment, storage, shipping, or delivery of a product within the U.S. This is used by sellers for such purposes, and has a contractual or similar relationship with its users to sell and purchase products.

2.5. E-commerce. – The process of offering for sale, transacting sales, and delivery of consumer product(s) or non-consumer product(s) when the purchaser is not physically present at the point of purchase. E-commerce includes on-line sales made using websites and phone applications, catalog sales and sales transacted via online marketplaces by 3rd parties when the purchaser is not physically present.

2.6. E-commerce Product. – A consumer product or non-consumer product offered for sale through e-commerce.

2.7. E-commerce Site. – An online site, program or interface through which customers make product purchases by means of e-commerce. An e-commerce site may be a manufacturer or retail website, online marketplace, delivery service site, a phone application, or other interface in which the customer is physically not present to inspect and select products.

2.8. Customer. – A person or entity purchasing an e-commerce product for their own use, the use of another person, or a business.

2.9. Person. – The term “person” means either singular or plural and shall include any individual, partnership, company, corporation, association, or society engaged in e-commerce activity.

2.10. Package. – Except as excluded by Section 1. Application, the term “package,” whether standard package or random package, means any consumer product or non-consumer product which is:

- (a) enclosed in a container or wrapped in any manner in advance of wholesale or retail sale; or
- (b) whose weight, measure or count has been determined in advance of wholesale or retail sale.

2.11. E-commerce Package. – Any consumer product or non-consumer product with a defined net quantity which is sold through e-commerce and is:

- (a) enclosed in a container or wrapped in any manner in advance of on-line sale; or
- (b) not enclosed prior to on-line sale and wrapped or packaged for shipment or delivery after sale, or
- (c) not enclosed prior to on-line sale and does not require wrapping or packaging for delivery after sale.

2.12. E-commerce Standard Package. – Any package sold or offered for sale via e-commerce where lots or shipments for delivery of the package of the same product have identical net content declarations.

2.13. E-commerce Random Package. – Any package sold or offered for sale via e-commerce where lots or shipments for delivery of the package of the same product have varying net content declarations.

2.14. Sale from Bulk. – The term “sale from bulk” means the sale of products are not pre-packaged and where the quantity is determined at the time of sale.

2.15. E-commerce Bulk Product. – A product sold or offered for sale via e-commerce where the product is not packaged at time of purchase. An e-commerce bulk product may or may not be wrapped upon its sale to facilitate shipment or delivery.

2.16. E-commerce Non-Consumer Package. – Any non-consumer product that is sold or offered for sale which has been packaged prior to sale on an e-commerce site.

2.17. E-Commerce Package Label. – Any written, printed, or graphic matter affixed to, applied to, attached to, blown into, formed, molded into, embossed on, or contained within a package containing any consumer or non-consumer product for purposes of branding, identifying, or providing information with respect to the product or to the contents of the package.

2.18. E-commerce Receipt. – A complete record of a transaction involving the purchase of one or more e-commerce products purchased at the same time from the same E-commerce site. E-commerce receipts may be either electronic or paper as described in this regulation.

2.19. SI or SI Units. – SI or SI Units means the International System of Units as established in 1960 by the General Conference on Weights and Measures (CGPM) and interpreted or modified for the United States by the Secretary of Commerce. See the “Interpretation of the International System of Units for the United States” in the “Federal Register” (Volume 73, No. 96, pages 28432 to 28433) for May 16, 2008, and 15 United States Code, Section 205a - 2051 “Metric Conversion.” See also NIST Special Publication 330, The International System of Units (SI), 2019 edition and NIST Special Publication 811, Guide for the Use of the International System of Units (SI), 2008 edition that are available at www.nist.gov/pml/owm/metric-publications or by contacting TheSI@nist.gov.

2.20. U.S. Customary Units. – The U.S. customary system of weights and measures is recognized as a proper system to be used in the declaration of quantity. The declaration of quantity is based on weight, measure, or count. (see NIST Handbook 130, UPLR Section 6. Declaration of Quantity: Consumer Packages for additional information).

Section 3. Required Declarations for E-commerce Sites Offering Products for Sale

Consumer and Non-Consumer Products are being purchased through e-commerce sites whereby the customer makes purchase decisions based upon the product information provided on the website, phone application or other remote means. Because customers make e-commerce purchase decisions based on available information provided on these sites or venues, customers should expect the information provided to be sufficiently complete in order to make informed purchase decisions and accurate value comparisons. To that end, certain price and FPLA-required label information shall be provided to purchasers on the E-commerce site where a product is offered for sale. The elements of the FPLA information required by this regulation are also present in regulations promulgated by other Federal agencies such as EPA, FTC, and Department of Agriculture.

3.1. E-commerce Site Requirements for Standard Packages. – The following shall apply to e-commerce sites on which standard packages are offered for sale:

- (a) **Declaration of Identity.** – The product declaration of identity shall appear on the e-commerce site in a conspicuous and prominent location. Wherever applicable, the product brand name or manufacturer/distributor name shall be combined with the declaration of identity. This information shall be provided separately from and in addition to any picture or image of the product (See Section 7 Declaration of Identity: E-commerce Products for additional information.)
- (b) **Declaration of Net Quantity.** – The declaration of net quantity shall appear on the e-commerce site in a prominent location and in a conspicuous manner which clearly communicates the package net quantity. This information shall be provided separately from and in addition to any picture or image of the product. This information shall be provided in both U.S. customary and SI units for products subject to the Fair Packaging and Labeling Act or as mandated for products under other Federal regulations (See Section 6. Declaration of Quantity – E-commerce Products for additional information.)
- (c) **Product Price.** – The price of the product shall appear on the e-commerce site in a conspicuous and prominent location. Added cost information (if any) for shipping, delivery, taxes, and other services shall be provided to the customer prior to the completion of check-out and payment.
- (d) **Product Photo or Visual Product Representation/Image.** – The e-commerce site shall provide a photo or visual representation (image) of the product to help consumers confirm the identity of the item they intend to purchase. While a product photo or image may show certain required information, required information shall appear separately from the picture/representation. Any information provided in the picture/image shall

not conflict with information required by this regulation (See Section 9. Product Photograph or Accurate Product Depiction/Representation: E-commerce Site Requirements for additional information).

- (e) **Brand Name or Product Manufacturer.** – The e-commerce site shall provide the name of the manufacturer, distributor or the brand of any product offered for sale, where applicable (See Section 8. Declaration of Responsible Person: E-commerce Products for additional information.)

3.2. E-commerce Site Requirements for Random Packages. – The following shall apply to e-commerce sites on which random packages are offered for sale:

- (a) **Declaration of Identity.** – The product declaration of identity shall appear on the e-commerce site in a conspicuous and prominent location. Wherever applicable, the product brand name shall be combined with the declaration of identity. This information shall be provided separately from and in addition to any picture or image of the product (See Section 7. Declaration of Identity: E-commerce Products for additional information).
- (b) **Unit Price.** – The unit price of the product shall appear on the e-commerce site in a conspicuous and prominent location. This information shall be provided separately from and in addition to any picture or image of the product (See Section 5. Unit Pricing Requirements on E-Commerce Sites for Products Offered for Sale for additional information).
- (c) **Net Quantity Information.** – For each product offered for sale in random packages, a range of potential product net quantities and an estimated maximum possible item net weight shall be displayed to customers on the e-commerce site in a conspicuous and prominent location. (See Section 6. Declaration of Quantity–E-commerce Products for additional information).
- (d) **Product Price.** – For each product offered for sale in random packages, a range of potential product prices and an estimated maximum possible item price shall be displayed to customers on the e-commerce site in a conspicuous and prominent location. Added cost information (if any) for shipping, delivery, taxes, and other services shall be provided to the customer prior to the completion of check-out and payment.
- (e) **Product Photo or Visual Product Representation/Image.** – The e-commerce site shall provide a photo or representative image of the product to help customers confirm the identity of the item they intend to purchase. While a product photo or representation may depict certain required information, required information shall appear separately from the picture/representation. Any information provided in the picture/product representation shall not conflict with information required by this regulation (See Section 9. Product Photograph or Accurate Product Depiction/Representation: E-commerce Site Requirements for additional information).
- (f) **Brand Name or Product Manufacturer.** – The e-commerce site shall provide the name of the manufacturer, distributor, or the product brand name when it is different from the person or entity responsible for the website (See Section 8. Declaration of Responsible Person: E-commerce Products for additional information).

3.3. Bulk Product E-commerce Site Requirements. – The following shall apply to e-commerce sites on which products from bulk are offered for sale:

- (a) **Declaration of Identity.** – The bulk product declaration of identity shall appear on the e-commerce site in a conspicuous and prominent location. Brand name (if applicable) may be combined with the declaration of identity. This information shall be provided separately from and in addition to any picture or image of the bulk product (See Section 7. Declaration of Identity: E-commerce Products for additional information).
- (b) **Unit Price.** – The unit price of the product shall appear on the e-commerce site in a conspicuous and prominent location. This information should be provided separately from and in addition to any picture or

image of the bulk product (See Section 5. Unit Pricing Requirements on E-Commerce Sites for Products Offered for Sale for additional information).

- (c) **Net Quantity Information.** – An estimated minimum and/or maximum possible product net quantity, if applicable to any product offered for sale from bulk, shall be provided on the e-commerce site in a conspicuous and prominent location (See Section 6. Declaration of Quantity– E-commerce Products for additional information).
- (d) **Product Price.** – For products offered for sale limited to minimum and/or maximum per-order quantities, an estimated minimum or maximum possible product price, where applicable, shall be provided to the customer on the e-commerce site in a conspicuous and prominent location. Added cost information (if any) for shipping, delivery, taxes, and other services shall be provided to the customer prior to the completion of check out and payment.
- (e) **Product Photo or Product Representation.** – The e-commerce site shall provide a photo or visual representation of the bulk product to help customers confirm the identity of the item they intend to purchase. While a product photo or representation may depict certain required information, required information shall appear separately from the picture/representation. Any information provided in the picture/product representation shall not conflict with information required by this regulation (See Section 9. Product Photograph or Accurate Product Depiction/Representation: E-commerce Site Requirements for additional information).

3.4. Non-Consumer Product E-commerce Site Requirements. – The following shall apply to e-commerce sites on which non-consumer products are offered for sale:

- (a) **Packaged Non-Consumer E-commerce Products.** – If the non-consumer product is packaged as a standard package, the requirements of Section 3.1. E-commerce Site Requirements for Standard Packages shall apply. If the non-consumer product is packaged as a random package, the requirements of Section 3.2. E-commerce Site Requirements for Random Packages shall apply.
- (b) **E-commerce Products Purchased from Bulk.** – If the non-consumer product is not packaged at the time of purchase, the requirements for Section 3.3. Bulk Product E-commerce Site Requirements shall apply.

Section 4. Required Information for E-commerce Products Upon Delivery.

4.1. Standard Package E-commerce Delivery Requirements. – The information below shall be provided within, upon or together with each standard package delivered to/received by a customer in an e-commerce transaction. Products which are labeled to be compliant with the UPLR meet the requirements for Declaration of Identity, Net Quantity and Responsibility. Products which are not labeled for retail sale as prescribed by the UPLR shall provide the following:

- (a) **Declaration of Identity.** – The product declaration of identity shall be prominently placed on the product package or on a label which is physically attached to the product package. Although the declaration of identity may also appear on a receipt or invoice, a receipt or invoice alone is not an adequate means to provide this information. See Section 7. Declaration of Identity: E-commerce Products for additional information)
- (b) **Declaration of Net Quantity.** – The declaration of net quantity shall be prominently placed on the product or package or on a label which is physically attached to the product package. Although the declaration of net quantity may also appear on a receipt or invoice, a receipt by itself is not an adequate means to provide this information. (See Section 6. Declaration of Quantity– E-commerce Products for additional information).

- (c) **Declaration of Responsibility.** – The declaration of responsibility, including name and address, shall be prominently placed on the product package label. (See Section 8. Declaration of Responsible Person: E-commerce Products for additional information).
- (d) **Product Price.** – The total price of the product shall be provided to the customer, either on a receipt or invoice or by appearing upon, within, or with the delivered standard package.

4.2. Random Package E-commerce Delivery Requirements. – The following shall apply to the information provided within, upon, or together with each random package delivered to/received by a customer in an e-commerce transaction:

- (a) **Declaration of Identity.** – The product declaration of identity shall be prominently placed on the product package or a label attached to the product package. Where multiple products are delivered concurrently, it shall be clear which information applies to each product. Although the declaration of identity may also appear on a receipt or invoice, a receipt or invoice alone is not an adequate means to provide this information. (See Section 7. Declaration of Identity: E-commerce Products for additional information).
- (b) **Unit Price.** – The unit price of the product shall be provided to the customer, either on a receipt or invoice, on the package label, or by other written documentation included with the delivered product and shall be in the same units of measure as displayed on the website. (See Section 5. Unit Pricing Requirements on E-Commerce Sites for Products Offered for Sale for additional information).
- (c) **Net Quantity Information.** – The net quantity of the product shall be prominently marked or displayed on the product or a label attached to the package and shall be in the same units of measure as displayed on the website. Where multiple products are delivered concurrently, it shall be clear which information applies to each product. Although the declaration of net quantity may also appear on a receipt or invoice, a receipt or invoice alone is not an adequate means to provide this information. (See Section 6. Declaration of Quantity– E-commerce Products for additional information).
- (d) **Product Price.** – The price charged for the product shall be prominently marked upon the product or be recorded and displayed on documentation within the package. Where multiple products are delivered concurrently, it shall be clear which information applies to each product. The product receipt shall provide the purchaser with cost information including the price of the product and any applicable additional charges. Although the price information may also appear on a receipt or invoice, it shall also be provided as specified above with the product package.
- (e) **Declaration of Responsibility.** – The declaration of responsibility, including name and address, shall be conspicuously and prominently marked upon the product or package, or recorded and displayed on documentation within the package. Where multiple products are delivered concurrently, it shall be clear which information applies to each product. Although the declaration of responsibility may also appear on a receipt or invoice, a receipt or invoice alone is not an adequate means to provide this information. (See Section 8. Declaration of Responsible Person: E-commerce Products for additional information).

4.3. Bulk Product E-commerce Delivery Requirements. – The following shall apply to the information provided on or with bulk products delivered to / received by a customer in an e-commerce sale:

- (a) **Declaration of Identity.** – The bulk product declaration of identity shall be provided to the customer on a transaction receipt. A Declaration of Identity may also be marked upon or on written documentation attached to the bulk product, but this does not preclude it from being displayed on the receipt. (See Section 7. Declaration of Identity: E-commerce Products for additional information).
- (b) **Unit Price.** – The unit price of the product shall be provided to the customer on the transaction receipt. The Unit Price may also be displayed upon the product or its packaging, but this does not preclude it from being recorded on the receipt. (See Section 5. Unit Pricing Requirements on E-Commerce Sites for Products Offered for Sale for additional information).

- (c) **Declaration of Net Quantity.** – The actual net quantity of the product delivered shall be provided to the customer on the transaction receipt. Actual net quantity shall be documented for the transaction as the customer was not present when the product(s) was selected. The Declaration of Net Quantity may be displayed upon the product or its packaging, but this does not preclude it from being recorded on the receipt. (See Section 6. Declaration of Quantity– E-commerce Products for additional information).
- (d) **Product Price.** – The total product price charged for shall include the cost of the item, shipping (if any), delivery, taxes, and other services. These costs shall be individually listed and provided to the customer on either the transaction receipt or invoice.

4.4. Non-consumer Product E-commerce Delivery Requirements. – The following shall apply to the information provided on or with a non-consumer product delivered to/received by a customer in an e-commerce sale:

- (a) **Packaged Non-Consumer E-commerce Products.** – If the non-consumer product is packaged as a standard package, the requirements in Section 4.1. Standard Package E-commerce Delivery Requirements shall apply. If the non-consumer product is packaged as a random package, the requirements of Section 4.2. Random Package E-commerce Delivery Requirements shall apply.
- (b) **E-commerce Products Purchased from Bulk.** – If the non-consumer product is not packaged at the time of purchase, the requirements for Section 4.3. Bulk Product E-commerce Delivery Requirements shall apply.

Section 5. Unit Pricing Requirements on E-Commerce Sites for Products Offered for Sale

5.1. Products Subject to Unit Pricing on E-commerce Sites.

- (a) Unit price information is required for bulk products and random packages offered for sale on an e-commerce site.
- (b) Unit price information is optional for standard packages offered for sale on e-commerce sites.

5.2. Required Unit Price Information. – The unit price shall be consistent with the required method of sale for the product. An e-commerce site shall determine the most effective units for ensuring value comparison of similar products with varying product sizes. Unit prices shall employ consistent units of measure for similar or competing products posted on the same e-commerce site (e.g., price per ounce, price per inch, etc.)

- (a) The declaration of the unit price of a particular commodity in all package sizes offered for sale on an e-commerce site shall be uniformly and consistently expressed in terms of:
 - (1) Price per kilogram or 100 g, or price per pound or ounce, if the net quantity of contents of the product is in terms of weight.
 - (2) Price per liter or 100 mL, or price per dry quart or dry pint if the net quantity of contents of the product is in terms of dry measure or volume.
 - (3) Price per liter or 100 mL, or price per gallon, quart, pint, or fluid ounce, if the net quantity of contents of the product is in terms of liquid volume.
 - (4) Price per individual unit or multiple units if the net quantity of contents of the product is in terms of count.

- (5) Price per square meter, square decimeter, or square centimeter, or price per square yard, square foot, or square inch, if the net quantity of contents of the product is in terms of area.
 - (6) Price per meter, decimeter, centimeter, or price per yard, foot, 100-feet, or inch if the net quantity of contents of the product is in terms of length.
- (b) The following exemptions from unit pricing requirements above are permitted:
- (1) **Small Packages.** – Products shall be exempt from these provisions when packaged in quantities of less than 28 g (1 oz) or 29 mL (1 fl oz) or when the total retail price is 50 cents (\$0.50) or less.
 - (2) **Single Items.** – Products shall be exempt from these provisions when only one brand in only one size is offered for sale in a particular retail establishment.
 - (3) **Infant Formula.** – For “infant formula,” unit price information may be based on the reconstituted volume. “Infant formula” means a food that is represented for special dietary use solely as a food for infants by reason of its simulation of human milk or suitability as a complete or partial substitute for human milk.
 - (4) **Variety and Combination Packages.** – Variety and Combination Packages as defined in Section 2.9. Combination Package and Section 2.10. Variety Package in the UPLR ^[see Section 5. NOTE] shall be exempt from these provisions.
- (c) Unit pricing expressions shall be listed to the nearest cent when it is a dollar or more. If the unit price is under a dollar, it shall be listed to the tenth of a cent or the whole cent, but both methods cannot be used simultaneously. The e-commerce site shall be accurate and consistently use the same method of rounding to compute the unit price to the whole cent.
- (d) The unit price information shall be displayed adjacent to the product pricing information.

Section 5. NOTE: See NIST Handbook 130, Uniform Packaging and Labeling Regulation.

Section 6. Declaration of Quantity – E-commerce Products

6.1. E-commerce Site Requirements. – Any package offered for sale on an e-commerce site shall be displayed or represented with a separate declaration of quantity statement.

- (a) The declaration of quantity statement shall be recognized SI and U.S. customary units of measure and/or in count consistent with the requirements for packages intended for retail sale as specified in NIST Handbook 130, UPLR, Section 6. Declaration of Quantity: Consumer Packages and Section 7. Declaration of Quantity: Non-Consumer Packages, as applicable or other existing Federal regulations for non-consumer products; and
- (b) The declaration of quantity shall not misrepresent the quantity in any manner that can be misleading or deceptive. Any declaration of quantity statement that does not permit price or quantity comparison is forbidden.

6.2. E-commerce Package Requirements. – E-commerce standard and random consumer packages and pre-packaged non-consumer packages shall have an accurate declaration of net quantity on the package label.

6.3. E-commerce Bulk or Unpackaged Product Requirements. – E-commerce bulk and unpackaged non-consumer products shall be accompanied by an accurate declaration of net quantity on the printed or electronic transaction receipt to the customer or person. Electronic receipts may be provided in place of printed receipts if the customer specifies an electronic receipt is preferred. The printed or electronic receipt shall include the product

identity, unit price, net quantity, and actual charged price in a clear and non-misleading manner for all bulk or unpackaged products.

6.4. Measurement Systems. – The International System of Units (SI), known as the metric system and the U.S. customary system of weights and measures are recognized as proper systems to be used in the declaration of quantity for e-commerce products. Units of both systems may be combined in a dual declaration of quantity. Numerical count is permitted for products when the product statement of identity and numerical count are fully informative of the product’s contents.

6.5. Largest Whole Common Unit. – This regulation requires that the quantity declaration for similar types and sizes of products be in terms of the largest whole common unit. With respect to a particular product offered for sale, the declaration shall be in terms of the largest common whole unit of weight or measure with any remainder expressed:

- (a) SI Units. – in decimal fractions of such largest whole unit.
- (b) U.S. Customary Units.
 - (1) in common or decimal fractions of such largest whole unit; or
 - (2) where appropriate, the next smaller whole unit or units with any further remainder in terms of common or decimal fractions of the smallest unit present in the quantity declaration.

6.6. Terms: Weight, Liquid Measure, Dry Measure, or Count. – The declaration of the quantity of a particular E-commerce product shall be expressed in terms of liquid measure if the commodity is liquid, in terms of dry measure if the commodity is dry, in terms of weight if the commodity is solid, semisolid, viscous, or a mixture of solid and liquid, or in terms of numerical count. However, if there exists a firmly established general consumer usage and trade custom with respect to the terms used in expressing a declaration of quantity of a particular commodity, such declaration of quantity may be expressed in its traditional terms if such traditional declaration gives accurate and adequate information as to the quantity of the commodity.

6.7. SI Units: Mass and Measure. – A declaration of quantity for an e-commerce product or package shall be expressed in units according to the UPLR as specified in Handbook 130, Sections 6.5 through 6.6.2. and 7.4 (see Section 6. NOTE 1) or the applicable regulation(s) of a federal or state regulatory agency.

- (a) in units of mass shall be in terms of the kilogram, gram, or milligram;
- (b) in units of liquid measure shall be in terms of the liter or milliliter, and shall express the volume at 20 °C, except in the case of petroleum products or distilled spirits, for which the declaration shall express the volume at 15.6 °C, and except also in the case of a commodity that is normally sold and consumed while frozen, for which the declaration shall express the volume at the frozen temperature, and except also in the case of malt beverages or a commodity that is normally sold in the refrigerated state, for which the declaration shall express the volume at 4 °C;
- (c) in units of linear measure shall be in terms of the meter, centimeter, or millimeter;
- (d) in units of area measure shall be in terms of the square meter, square decimeter, square centimeter, or square millimeter;
- (e) in units of volume other than liquid measure shall be in terms of the liter and milliliter, except that the terms cubic meter, cubic decimeter, and cubic centimeter will be used only when specifically designated as a method of sale;
- (f) Shall be expressed in units so that the numerical declaration is greater than the number one “1” and less than number one thousand “1000”. While a common unit is required for similar products of similar size,

when the product size range results in numerical declarations which are less than one or exceed 1000, then added units are permitted.

Examples:

500 g, not 0.5 kg
1.96 kg, not 1960 g
750 mL, not 0.75 L
750 mm or 75 cm, not 0.75 m

- (g) SI declarations should be shown in three digits except where the quantity is below 100 grams, milliliters, centimeters, square centimeters, or cubic centimeters where it can be shown in two digits. In either case, any final zero appearing to the right of the decimal point need not be shown; and the declaration of net quantity of contents shall not be expressed in mixed units.

Example:

1.5 kg, not 1 kg 500 g

- (h) Only those symbols as detailed in NIST Handbook 130, UPLR Section 6.5. Largest Whole Common Unit may be employed in the quantity statement on an e-commerce site or on a product package.

6.8. U.S. Customary Units: Weight and Measure. – A declaration of quantity for an e-commerce product or package shall be expressed in units according to the provisions of the UPLR as specified in Handbook 130, Sections 6.7. through 6.8.2. and 7.5. (see *Section 6. NOTE 1*), as applicable, or the applicable regulation(s) of a federal or state regulatory agency.

- (a) in units of liquid measure shall be in terms of the United States gallon of 231 cubic inches or liquid quart, liquid pint, or fluid ounce subdivisions of the gallon and shall express the volume at 68 °F, except in the case of petroleum products or distilled spirits, for which the declaration shall express the volume at 60 °F, and except also in the case of a commodity that is normally sold and consumed while frozen, for which the declaration shall express the volume at the frozen temperature, and except also in the case of a commodity that is normally sold in the refrigerated state, for which the declaration shall express the volume at 40 °F, and except also in the case of malt beverages, for which the declaration shall express the volume at 39.1 °F;
- (b) in units of linear measure shall be in terms of the yard, foot, 100-foot, or inch;
- (c) in units of area measure shall be in terms of the square yard, square foot, or square inch;
- (d) in units of volume measure shall be in terms of the cubic yard, cubic foot, or cubic inch; and
- (e) in units of dry measure, shall be in terms of the United States bushel of 2150.42 in³, or peck, dry quart, and dry pint subdivisions of the bushel.
- (f) Any generally accepted symbol and abbreviation of a unit name may be employed in the quantity statement on a package of commodity

Section 6. NOTE 1: See NIST Handbook 130, Uniform Packaging and Labeling Regulation (UPLR).

Section 7. Declaration of Identity: E-commerce Products

7.1. E-commerce Site Requirements. – Any e-commerce product offered for sale on an e-commerce site shall be represented or displayed on the e-commerce site with a separate Declaration of Identity statement which details the specific product that the package contains in ordinary terms expressed in the English language. The declaration of identity needs to be specific enough to distinguish between similar types and varieties of products. A manufacturer brand name is not a statement of identity. The declaration shall not be misleading or deceptive.

7.2. Identity Declaration. – The identity declaration shall be in terms of:

- (a) the name specified in or required by any applicable federal or state law or regulation or in the absence of this;
- (b) the common or usual name or, in the absence of this;
- (c) the generic name or other appropriate description, including a statement of function (such as “cleaning powder”).
- (d) Manufacturer catalog number or part number may be provided in addition to Section 7.2.(a), (b) or (c) if that number helps identify and distinguish products or commodities offered for sale.

7.3. E-Commerce Package Requirements. – The same declaration of identity shall appear on the product label, on the product, attached to the product or within the product package in a clear and non-misleading fashion when delivered to the purchaser. The product declaration of identity shall be prominently placed on the product package or on a label which is physically attached to the product package. Although the declaration of identity may also appear on the receipt or invoice, a receipt or invoice alone is not an adequate means to provide this information for these packages.

Section 8. Declaration of Responsible Person: E-commerce Products

8.1. E-commerce Packages. – Any package offered for sale on an e-commerce site which is not owned or operated by the person responsible for the manufacture, packaging, labeling, or distributing of the e-commerce package shall specify conspicuously either:

- (a) a marking on the label of the name and address of the product manufacturer, packer, or distributor of the e-commerce package; or
- (b) if there is no label, the information shall appear on documentation within the package.

The name shall be the actual corporate name, or, when not incorporated, the name under which the business is conducted.

The address shall include street address, city, state (or country if outside the United States), and ZIP Code (or the mailing code, if any, used in countries other than the United States); however, the street address may be omitted if it is listed in any readily accessible, well-known, widely published, and publicly available resource, including but not limited to a printed directory, electronic database, or website.

If a person manufactures, packs, or distributes a commodity at a place other than their principal place of business, the label may state the principal place of business in lieu of the actual place where the commodity was manufactured or packed or is to be distributed, unless such statement would be misleading. Where the commodity is not manufactured by the person whose name appears on the label, the name shall be qualified by a phrase that reveals the connection such person has with such commodity, such as “Manufactured for and packed by _____,” “Distributed by _____,” or any other wording of similar import that expresses the facts.

8.2. E-commerce Bulk Products and Select Random Packages. – All responsibility for bulk e-commerce products and e-commerce random packages bearing no Declaration of Responsible Person information shall be that of the person or entity responsible for the e-commerce site.

8.3. E-commerce Site Requirements. – The operator of an e-commerce site offering products for sale shall comply with at least one of the following requirements regarding each product offered for sale:

- (a) The e-commerce site shall provide the name and address of the product manufacturer, packer, or distributor; or

- (b) The e-commerce site shall provide the name and website address of the product manufacturer, packer, or distributor; or
- (c) The e-commerce site shall provide the product brand name or the name of the product manufacturer, distributor, or packer, when product manufacturer, distributor or packer address information is displayed on the package label at the time the product is delivered to the purchaser; or
- (d) When the e-commerce site owner or operator is the also the product manufacturer, packer or distributor, the e-commerce site shall clearly and conspicuously display its name, address, and contact information on both the e-commerce site and on the transaction receipt.

Section 9. Product Photograph or Accurate Product Graphic Representation/Image: E-commerce Site Requirements

9.1. E-commerce Standard Packages. – E-commerce packages shall be represented on the e-commerce site with a current photograph of the package offered for sale. As an alternative, a detailed and accurate photographic depiction or representation of the package may be displayed. This picture or graphical representation shall be sufficiently sized, detailed, and clear to enable the customer to distinguish this package or product from similar packages including varying sizes, varieties, and product functions. When a consumer can customize an e-commerce package, a photographic representation of the customized product can be provided in addition to the required pre-customized product.

9.2. E-commerce Random Packages. – E-commerce random products shall be accompanied on the e-commerce site by a picture or photographic depiction representing the product (packaged or unpackaged). The picture or photographic depiction(s) shall be sufficiently sized, detailed, and clear to enable the customer to see the product. When a customer customizes an e-commerce random package, a photographic representation of the customized product can be provided in addition to the required pre-customized product.

9.3. E-commerce Bulk Products and Select Random Packages. – Bulk products and select random packages shall be accompanied on the e-commerce site by a representative picture or photographic depiction. A clear and conspicuous statement explaining the packaged products are of random quantity, and instructions to customers regarding the means to specify a minimum or maximum package quantity when ordering and/or purchasing the product. The picture(s) or photographic depiction(s) shall be sufficiently sized, detailed, and clear to enable the customer to see the product. When a customer customizes a bulk or random package, a photographic representation of the customized product can be provided in addition to the required pre-customized product.

9.4. E-commerce Non-Consumer Packages. – Non-consumer products offered for sale on an e-commerce site shall be accompanied on the site by a representative picture or photographic depiction of the product which is being offered for sale. This picture or photographic depictions shall be sufficiently sized, detailed, and clear to enable the customer to see the product and the pictured item shall be representative of the product being offered for sale. When a consumer can customize an non-consumer package, a photographic representation of the customized product can be provided in addition to the required pre-customized product.

9.5. Pictures on Receipts. – E-commerce receipts are not required to provide pictures or photographic depictions.

Section 10. Prominence and Placement of Required Information on E-commerce Sites: Offering E-commerce Products for Sale

10.1. General Requirements. – All information required to appear on the e-commerce site which offers products for sale shall appear thereon in the English language and shall be prominent, definite, plain, and conspicuous as to size and style of letters and numbers and as to color of letters and numbers in contrast to color of background. Any required information that is either in hand lettering or hand script shall be entirely clear and equal to printing in legibility.

Location. – The required e-commerce site declarations below shall be present in the top 50 % the screen in which the product is offered for sale:

- (1) identity;
 - (2) net quantity;
 - (3) product price;
 - (4) brand or manufacturer name; and
 - (5) package picture or photographic representation/depiction.
- (a) **Style of Type or Lettering.** – The required e-commerce site declarations shall be in such a style of type or lettering as to be boldly, clearly, and conspicuously presented with respect to other type, lettering, or graphic material on the screen.
 - (b) **Color Contrast.** – The required e-commerce site declarations shall be in a color that contrasts conspicuously with its background.
 - (c) **Package Picture or Photographic Representation.** – The product picture or photographic depiction shall be in the actual colors of the package or product. Slight variations in color shading are acceptable.

10.2. Combined Declarations of Required Information. – One or more of the required e-commerce site declarations can be combined if the resulting statement is clear and not misleading. This shall not apply to product photograph or photographic representation. Combined declarations shall be of a consistent size same size and font, excepting the product price which may be in a larger size and a different font.

- (a) **Combined Declarations of Required Information.** – The declarations of identity, net quantity, product price and/or brand or manufacturer name can be combined into a single statement on an e-commerce site provided the information is clear and not misleading. A combined statement may appear on a single line or multiple lines as illustrated below:

Examples:

1 kg (2.2 LB) Brand X Laundry Detergent \$4.99

Brand X
Laundry Detergent
1 kg (2.2 LB)
\$4.99

- (b) **Free Area.** – The area surrounding a required individual or a combined declaration on an e-commerce site shall be free of printed information:
 - (1) above and below, by a space equal to at least the height of the lettering in the declaration; and
 - (2) to the left and right, by a space at least equal to twice the width of the letter “N” of the style and size of type.

Section 11. Prominence and Placement: Delivered E-commerce Packages, Products and Receipts

11.1. General Requirements. – All information required to appear on an e-commerce package, product, or receipt shall appear thereon in the English language and shall be prominent, definite, plain, and conspicuous as to size and

style of letters and numbers and as to color of letters and numbers in contrast to color of background. Any required information that is either in hand lettering or hand script shall be entirely clear and equal to printing in legibility.

11.2. Packages Intended for Sale in Retail Locations. – A package properly labeled to comply with the retail shelf requirements of the UPLR will also comply with the e-commerce package label requirement.

11.3. Orientation of Required Declarations. – The required declarations on packages, products, or receipts shall be presented in such a manner as to be generally consistent to the orientation of the label or package.

Section 12. Effective Date

This regulation shall become effective on _____, 20__.

Given under my hand and the seal of my office in the city of _____ on this _____ day of _____, 20__.

Signed _____

V. Examination Procedure for Price Verification

as adopted by
The National Council on Weights and Measures*

1. Background

The National Conference on Weights and Measures (NCWM) established the Price Verification Working Group in 1993 to respond to public concern about price accuracy in retail stores. More than 500 retailers, consumer representatives, and state and local weights and measures officials participated in the development of the procedure. It was adopted by the NCWM at the 80th Annual Meeting in 1995.

The procedure applies to all retail stores, including food, hardware, general merchandise, drug, automotive supply, convenience, and club or other stores. Model inspection reports are included to promote the collection of uniform data. The model reports and uniform procedures will serve as the foundation for the collection and summarization of price accuracy data on a national basis. This information may be used to provide reliable information on price accuracy with a national perspective. The procedure provides administrators with the tools, guidance, and background information, as well as uniform test procedures and enforcement practices, to enhance the economic well-being of consumers and retail businesses in their jurisdiction. By implementing this program in cooperation with industry, officials will help to restore and maintain consumer confidence in retail pricing practices and technologies, such as scanners, and provide economic benefits for consumers and the business community.

2. Status of Promulgation

The Examination Procedure for Price Verification was recommended for adoption by the Conference in 1995. The table ‘Summary of State Laws and Regulations in Weights and Measures (as of November 1, 2025) on page 11 shows the status of adoption of the procedure.

*The National Council on Weights and Measures (NCWM) is supported by the National Institute of Standards and Technology (NIST) in partial implementation of its statutory responsibility for “cooperation with the states in securing uniformity in weights and measures laws and methods of inspection.”

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V. Examination Procedure for Price Verification

Section 1. Scope

These procedures may be used to conduct price verification inspections in any type of store, including those that use Universal Product Code (UPC) scanners and price-look-up codes at the check-out counter as a means for pricing. Procedures are included for test purchases and verifying manual entries. The purpose of the procedure is to ensure that consumers are charged the correct price for the items they purchase. The “randomized” and “stratified” sampling procedures are intended for use in routine inspections to determine how well a store is maintaining price accuracy. Nothing in this procedure should be construed or interpreted to redefine any state or local law or limit any jurisdiction from enforcing any law, regulation, or procedures that relates to the accuracy of advertisements of retail prices, or any other legal requirement.

Section 2. Definitions

2.1. Area. – “Entire store,” a “department,” “grouping of shelves or displays,” or other “section” of a store as defined by the inspector from which samples are selected for verification. “Non-public” areas of a store are not included (e.g., the area in a pharmacy where controlled drugs are kept or product store rooms).

2.2. Cents-off Representation. – Any printed matter consisting of the words “cents off” or words of similar import placed upon any item or on a label affixed or adjacent to an item, stating or representing by implication that it is offered for sale at a lower price than the ordinary and customary retail selling price (e.g., 15 % off, bonus offers, 2 for 1, or 1-cent sales, etc.).

2.3. Direct-Store-Delivery (DSD) Item. – An item delivered to a store, and usually priced, by route salespeople (e.g., milk, beer, soft drinks, bread, and snack foods).

2.4. Displays.

- (a) **Aisle Stacks or End-of-Aisle Displays.** – Displays located in freestanding units or attached at the end of or adjacent to a tier of shelves.
- (b) **Tie-in Displays.** – Displays of related products at secondary locations in a store (e.g., barbecue sauce on shelves in an aisle that may also be simultaneously displayed in the meat department of a food store).
- (c) **Multiple Displays.** – Displays of the same product at several locations in a store.

2.5. Hand-held Scanning Device. – A portable device that scans UPC codes and also allows for the comparison of the price displayed on a shelf, item, or otherwise advertised to the price for the item in the point-of-sale database.

NOTE: These devices either retain a “batch” file of entered prices and identities for later comparison to the database or operate “on-line” via FM radio to the database. When used for price verification, they shall only be used with the active point-of-sale database. If you use a hand-held scanner, verify all price discrepancies by scanning the item at a check-out register and request a printed receipt to document the price that consumers would be charged.

2.6. Enforcement Levels.

NOTE: These recommendations are not intended to modify the enforcement policy of any jurisdiction unless they are adopted by the jurisdiction.

- (a) **Lower levels of enforcement actions.** – Includes increased inspection frequency, stop-sale or correction orders, warning letters, and other notifications of noncompliance.

- (b) **Higher levels of enforcement actions.** – Includes issuance of citations, administrative hearings, civil penalties, or prosecution under criminal statutes.

2.7. Inspection Types.

- (a) **Automated Inspection.** – Inspections that are conducted using a hand-held scanning device.
- (b) **Manual Inspection.** – Removing items from displays and taking them to a check-out terminal to verify the price (e.g., select the items and either (1) take them to a check-out terminal for scanning or (2) record the product identity, UPC number, and shelf price for each package on an inspection report) and then manually entering the UPC numbers in the register. The manual entries may be made by the official or by a store employee.

2.8. Inspection Frequency.

These recommendations do not modify the inspection policy of any jurisdiction unless adopted by the jurisdiction.

Inspection Control. – *After a program has been in place for a period of time and a database is established, procedures can be developed to randomly select stores for inspection, or to focus inspections on stores with low levels of compliance.*

- (a) **Normal Inspection Frequency.** – An inspection made at the customary time interval used by an enforcement agency. Inspections may be conducted during normal business hours. Stores under this normal frequency should be inspected semi-annually or annually.
- (b) **Increased Inspection Frequency.** – An inspection made more often than with the customary time interval, usually as a follow-up on prior violations. Inspections may be conducted during the normal business hours. Stores under this increased frequency should be inspected on a quarterly, bi-monthly, or more frequent basis.
- (c) **Term of Increased Inspection Frequency.** – A store placed on an increased inspection frequency shall remain at that frequency until there are two consecutive inspections with an accuracy of 98 % or higher.
- (d) **Special Inspection.** – An inspection that is conducted as a follow-up to a prior inspection or to investigate a complaint.

2.9. Inspection Lot. – A group of items available for testing in an “area” or “areas.” (see 2.1. “Area.”)

2.10. Merchandise Group. – A group of products identified under a common heading for inspection purposes only (e.g., “advertised sale” items, “end-of-aisle” items, “direct delivery” items, “cents-off” items, or all the items in the “men’s” department in a department store).

2.11. Not-on-File Item. – Items not found in the point-of-sale database. When found, another item is selected at random (e.g., an item on either side of the one that was not on file) to replace the item in the sample. A “not-on-file” item is not an error unless you determine that the price “charged” for the item is incorrect by conducting a test purchase or by asking the check-out clerk to determine the price by using the store’s written or stated policy or procedures. If the price is found to be inconsistent, the error is included in the total.

2.12. Notification of Noncompliance. – Any written notice given to a store describing the violations of the law that were found.

2.13. Price Look-Up Code (PLU). – A pricing system where numbers are assigned to items or commodities, and the price is stored in a database for recall when the numbers are manually entered. PLU codes are used with scales, cash registers, and point-of-sale systems.

2.14. Prices. – These definitions do not amend or effect the provisions of any law, regulation, or other test procedure.

- (a) **Misrepresented Price.** – The price charged differs from the price at which the item is offered, exposed, or advertised for sale, or that the price is different from the price on the item, shelf label, or sign.
- (b) **Price Charged.** – The price charged for an item and either displayed on the automated device or on the receipt issued by the device, whether the item is scanned or actually purchased, the device is computing or recording while in a training or inspection mode, or by using the hand-held device tied to the point-of-sale database.
- (c) **Overcharge.** – The price charged for an item is more than the lowest advertised, quoted, posted, or marked price.
- (d) **Undercharge.** – The price charged for an item is less than the lowest advertised, quoted, posted, or marked price.
- (e) **Intentional Undercharge.** – Undercharges are not counted as errors if the store provides, at the time of inspection, information that confirms that the price error was intentional (e.g., an undercharge that occurs when a store lowers a price in a database before it changes shelf tags or signs in anticipation of selling the item at a lower price, or when a store increases the price or advertised price of an item, and then increases the price in the database, or when a discounted price is rounded to a lower value).

2.15. Pricing Coordinator. – The individual designated by the store to control and maintain “pricing integrity” in the store, although the title will differ among retailers.

2.16. Pricing Integrity. – Ensuring that the computer price file and/or the price charged to consumers at a cash register is the same price that is marked on the product, in an advertisement, and/or the shelf tag.

2.17. Sample. – The number of items selected for testing from the inspection lot.

2.18. Scanner. – An electronic system that employs a laser bar code reader to retrieve product identity, price, and other information stored in computer memory.

2.19. Stock-Keeping Unit (SKU). – A system of product identity and pricing similar to PLUs.

2.20. Store-Coded Item. – The application of UPC codes to items in the store. Scales in the meat, deli, and other departments generate UPC labels that include identity and price information that can be read by point-of-sale scanners.

2.21. Stop-Sale Order. – An official document placing a package or an amount of any commodity off-sale, that is offered or exposed for sale in violation of the law.

2.22. Ticketed Merchandise. – Items from which the price must be read from a ticket (or price sticker) and manually keyed into a register.

2.23. Universal Product Code (UPC). – A unique symbol that consists of a machine-readable code and human-readable numbers. UPCs are printed on package labels or are applied with tags or labels. UPC codes may be printed for random weight packages by price computing scales. UPC symbols must meet the standards established by the GS1 US (formerly the Uniform Code Council [UCC]) in order for them to “scan” accurately. The size and clarity of the print and clear area surrounding the symbol are just a few of the factors that affect accuracy. The GS1 US issues codes and answers technical questions. For more information, contact GS1 US Corporate Headquarters at Princeton South Corporate Center, 300 Charles Ewing Boulevard, Ewing, NJ 08648, telephone: (937) 435-3870 or at www.gs1us.org.

Section 3. Test Notes

3.1. Safety and Health. – Practice safe work habits to avoid personal injuries or property damage. Be aware of and follow all safety or sanitation rules at the inspection site. Handle perishable, dairy, or frozen products properly to

avoid damage (e.g., avoid defrosting frozen foods or allowing dairy products to warm to room temperature that may result in spoilage).

3.2. Confidentiality of Findings. – Inspection findings should be discussed only with an authorized store representative and released only in accordance with applicable public records laws.

Section 4. Materials and Equipment

The following materials and equipment are recommended for use in conducting the inspections in this procedure:

Inspection report:

- Copy of laws or regulations
- Hand-held counter or Price Verification Tally Sheets
- 1 lb (or 1 kg) test standard
- Merchandise cart (if required and available)

Other equipment and materials provided by the store when available:

- Current newspaper advertisement or store sales brochures
- Hand-held scanning device(s) – Stores are not required to have this equipment or to make it available for your use. However, many stores use this equipment to maintain price integrity and may make it available for your use on request.

Section 5. Pre-Inspection Tasks

Prior to conducting an inspection, it is recommended that you contact the store management, identify yourself, and explain the purpose of your visit. Determine if there are any health, sanitation, or safety rules. If requested, provide information on the law or the inspection procedure.

NOTE: When verifying manual price entries or conducting test purchases, store management is typically not notified of the test until the items have been totaled and the transaction completed.

- (a) Notify store representatives that they are invited to participate in the inspection.
- (b) If the store makes a hand-held scanning device available for use, request instructions on how to operate it properly. It is acceptable for the “pricing coordinator” to operate the scanning device and participate in the inspection.
- (c) If you use the manual inspection procedure, advise the store representative that you will return the merchandise to its display location unless the store representative wants to restock the items, which is acceptable. Determine which check-out location to use. Arrange to have the register set so that the items you verify are not included in sales records.
- (d) Conduct inspections in a manner that does not disrupt normal business activities.

Section 6. Inspection

Perform the following inspections:

6.1. Position of Equipment. – Determine if customer indications on point-of-sale systems meet NIST Handbook 44, General Code, User Requirement, 3.3. Position of Equipment. A device equipped with a primary indicating element and used in direct sales shall be so positioned that its indications may be accurately read and the weighing and measuring operation may be observed from some “reasonable” customer position.

NIST Handbook 44 defines “point-of-sale system” as an assembly of elements including a weighing element, indicating element, and a recording element (and may be equipped with a scanner) used to complete a direct sale transaction.

NOTE: The importance of consumer access to the cash register display of product information and price cannot be overstated. If consumers cannot verify prices as the items are being scanned, they must wait until the transaction is completed (i.e., they must pay by cash, check, or credit card) before they receive the receipt and can confirm the prices charged for the items.

6.2. Other.

- (a) If you use a cash register, verify the accuracy and legibility of information provided on register’s receipts.
- (b) Conduct inspections to enforce local requirements if your jurisdiction has specific laws or regulations relating to price marking, shelf labels, or unit pricing.

Section 7. Test Procedures

These procedures shall be used to conduct inspections in any type of store, whether the store uses scanners or automated price look-up registers, or where a clerk manually enters the prices.

7.1. Application of Sampling Plans.

- (a) For normal or increased frequency inspections, follow the procedures referred to in Columns 1, 2, and 3 in Table 1. Samples, Sample Collection, and Accuracy Requirements.
- (b) For special inspections, use the test procedures in Section 7.2. Table 1. Samples, Sample Collection, and Accuracy Requirements or 7.4. Procedure for Test Purchases and for Verifying Manually Entered Prices.

7.2. Table 1. Samples, Sample Collection, and Accuracy Requirements.

7.2.1. How to Use the Table:

- (a) Look in Column 1 for the type of store you are inspecting; select the appropriate sample size from Column 2; then refer to Column 3 for the type of sample collection plan to use.
- (b) Follow the single-stage or two-stage sampling plans to conduct the inspection and collect the samples using either the “randomized” or “stratified” sample collection procedures described in Section 7.3. Sample Collection Procedures or the procedure in Section 7.4. Procedure for Test Purchases and for Verifying Manually Entered Prices.
- (c) Apply the accuracy requirements for the appropriate sample size in Column 4.

7.2.2. Samples. – Refer to Column 2 in Table 1. Samples, Sample Collection, and Accuracy Requirements to determine how many items to select for the store type and whether to use the single-stage or two-stage sampling plan. You may use either:

- (a) **Single-Stage Sample.** – A single-stage sample is typically used for, but is not limited to, stores where a hand-held scanner device is available for the inspection; or

- (b) **Two-Stage Sample.** – A two-stage sample saves time. If the sample (usually one-half the total sample size) taken in the first-stage meets the accuracy requirements specified in Column 4 in Table 1. Samples, Sample Collection, and Accuracy Requirements, the inspection is complete. However, if the errors in the first-stage sample fall within the limits set in Column 4, the second-stage of the sample is taken.

7.3. Sample Collection Procedures (for use with either manual or automated inspection procedures. – These sample collection procedures may be used to conduct either manual or automated inspections with a single-stage or two-stage sample. That is, you can either use a hand-held scanning device to verify the price of an item (automated), or you can remove the items from display and take them to a check-out location to verify the price of the item (manual) regardless of which sample collection procedure is used. No sample collection procedure is ideal for all retail store arrangements. You can modify the procedure to fit each store, but you should adhere to the sample size and sample collection procedures described in Table 1. Samples, Sample Collection, and Accuracy Requirements. When using any of the procedures, test the store as a whole unit by taking samples from all parts of the store, or divide the store into “areas” and select samples from several “areas” (e.g., at least 10 areas, or one-third or one-half of the “areas”).

Table 1. Samples, Sample Collection, and Accuracy Requirements

Column 1. Type of Store	Column 2. Samples	Column 3. Sample Collection Procedures	Column 4. Accuracy Requirements (See Section 10)
Convenience or Any Other Small Retail Store NOTE: For this procedure, a small store is typically one with three or fewer check-out registers.	Two-Stage Sample: First Stage = 25 items Second Stage = 25 items or more Total = 50 items or more or Single-Stage Sample: 50 items or more	Use the Randomized Sample Collection in 7.3.1 or the Stratified Sample Collection in 7.3.2. and Use Manual or Automated Inspection Procedures NOTE: Test the store as a whole unit by taking samples from all “areas” of the store, or divide the store into “areas” and select samples from several “areas” (e.g., at least 10 or one-third of the “areas”)	If 1 error is found in the 25-item sample, test an additional 25 items. If more than 1 error is found in the 50-item sample, the store fails. NOTE: If more than 1 error is found in the first 25 items, the store fails.
All Other Retail Stores	Two-Stage Sample: First Stage = 50 items Second Stage = 50 items or more Total = 100 items or more		If 1 error is found in the 50-item sample, the store passes. If 2 errors are found in the 50-item sample, test an additional 50 items. If more than 2 errors are found in the 100-item sample, the store fails. NOTE: If more than 2 errors are found in either stage, the store fails.
	Single-Stage Sample: 100 or more items		If more than 2 errors are found in the 100-item sample the store fails; or If more than 100 items are sampled, the error rate shall not exceed 2 %.

NOTE 1: These sampling procedures allow flexibility in sample collection for use in any type or size of store. You can take several different approaches and select a number of “areas” to sample using the sample sizes in Table 1. For example, to perform a 100-item inspection in a department store with 20 “areas,” you can either verify 5 items in an “area,” 10 items in each of 10 “areas,” or 20 items from each of 5 “areas.”

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NOTE 2: The sample sizes used for routine inspections in this procedure should not be used to estimate the overall accuracy of prices in a store.

NOTE 3: In some stores, price reductions are not programmed into the point-of-sale system. Instead, discounts are manually entered by a sales clerk; however, the sales clerks should have a means of identifying a sale item. When conducting normal inspections, verify the price of the sale items by allowing the sales clerk to determine the price of the item using the store’s customary procedures. This will ensure that the customer receives the correct price regardless of the location where the check-out occurs.

7.3.1. Randomized Sample Collection. – In “randomized” sample collection, all items in an “area” have an equal chance of being included in the sample. This test procedure has several benefits, including: (1) having more effective coverage and being simpler to conduct because you select items by count following a systematic pattern throughout the store, and (2) ensuring that a wider range of items are verified, which increases scrutiny; therefore, there is greater confidence in the results. With most samples, several items will be verified in each “area” of the store. Since store sizes differ, this number will vary, but samples should be taken from a wide variety of items (and merchandise groups) from locations throughout the store or “area.” The steps of the randomized sampling collection procedure are as follows:

- (a) Count the number of “areas” in the store which have products to be verified:
 - (1) Stand-alone counters and displays or whole departments (e.g., bakery or seafood, or “men’s clothing” or “sporting goods” department, etc.) are considered and counted as individual “areas” to be sampled.
 - (2) End of aisle displays may be considered as a single, distinct “area” and either verified separately or included as part of one side of an aisle.
- (b) The sample size (e.g., 100 items) is divided by the number of “areas” to determine the number of items to be sampled from each “area.” Depending on the number of areas in the store, you may calculate a fractional number of items per area. In this case, round off the sample size and select one or two additional items from an “area” to complete the full sample size of 100 items.

7.3.1.1. Example 1. Illustrations of the Randomized Sampling Procedure.

- (a) Figure 1 illustrates how the randomized sampling procedures are used in a food store. This example is based on a 100-item sample. To simplify the selection process, simply divide the store into 4 major “areas” and select samples as follows:

Examples:

- Select 5 items from all of the shelves and displays in the produce section which are grouped as a single “area,”
 - Select 85 items by choosing 5 items from either side of several of the 13 aisles (e.g., there are 26 rows of shelves from which samples may be selected. To select 85 items, select 5 items from 17 of the 26 rows of shelves).
 - Select 5 items from the counters along the back of the store, and
 - Select 5 items from the deli-bakery and the cash register areas which are grouped as a single “area.”
- (b) Figures 2 and 3 illustrate how the randomized sampling procedures may be used in any store. The examples are based on a 100-item sample for stores that have a total of 30 “areas” to sample. The procedure allows the flexibility needed to adjust the sample to fit the store layout. To simplify the selection process, the stand-alone displays may be grouped together as an “area” to be sampled.

The following breakdown of “areas” is illustrated in Figure 2; the same approach is used in Figure 3. Figure 4 illustrates an example of sampling 100 items by selecting 20 items from 5 different areas in a department store.

1 - All shelves and displays in the produce section are grouped as a single “area.”

28- The 13 aisles (26 rows of shelves), the counters along the back of the store, and the cash register areas are counted as “areas.”

1 - The “end-of-aisle” displays at the front and back of the store are grouped as a single “area.”

30 - Total “areas”

(1) To select samples from the entire store, divide 100 by 30 to calculate how many “samples” to take from each “area.” In this example, $100 \div 30 = 3.3$ items per area. Rounding down to 3 items, take a total of 90 samples from the different “areas,” then select an additional one (1) item from each of 10 “areas” to obtain a sample of 100 items.

(2) If you round up to 4 items per area, you take a total of 120 samples, or

(3) You may select 10 items from 10 “areas.”

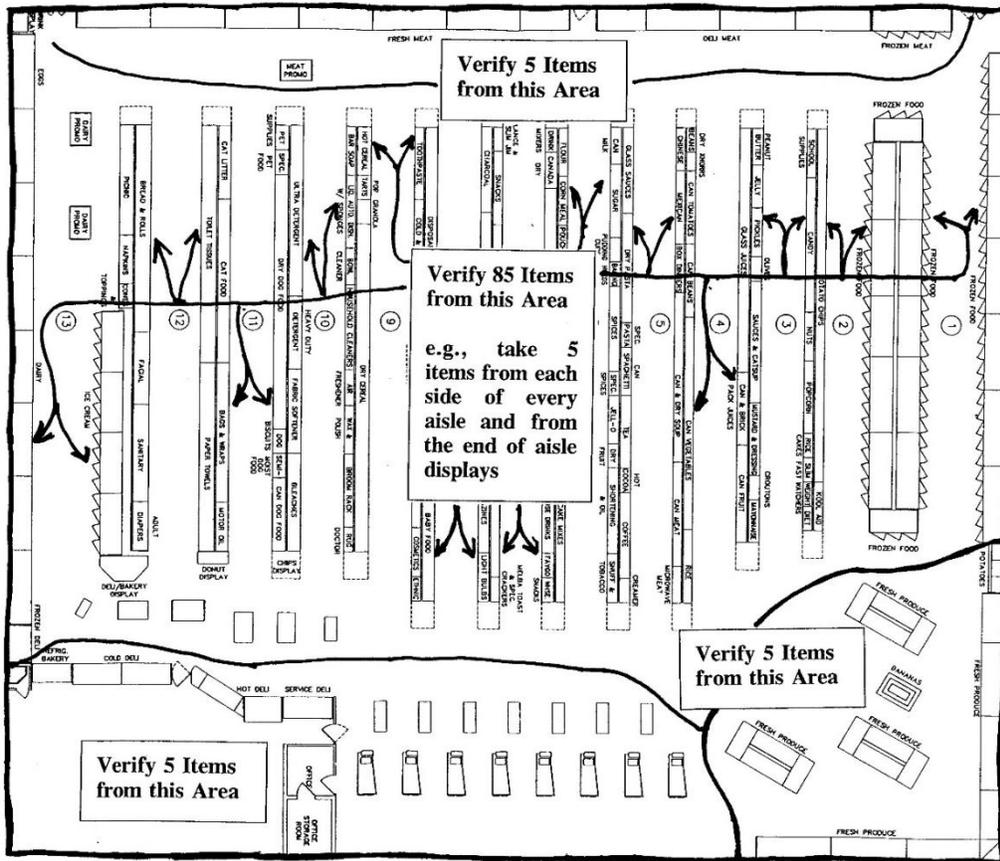


Figure 1. Illustration of the Randomized Sampling Procedure

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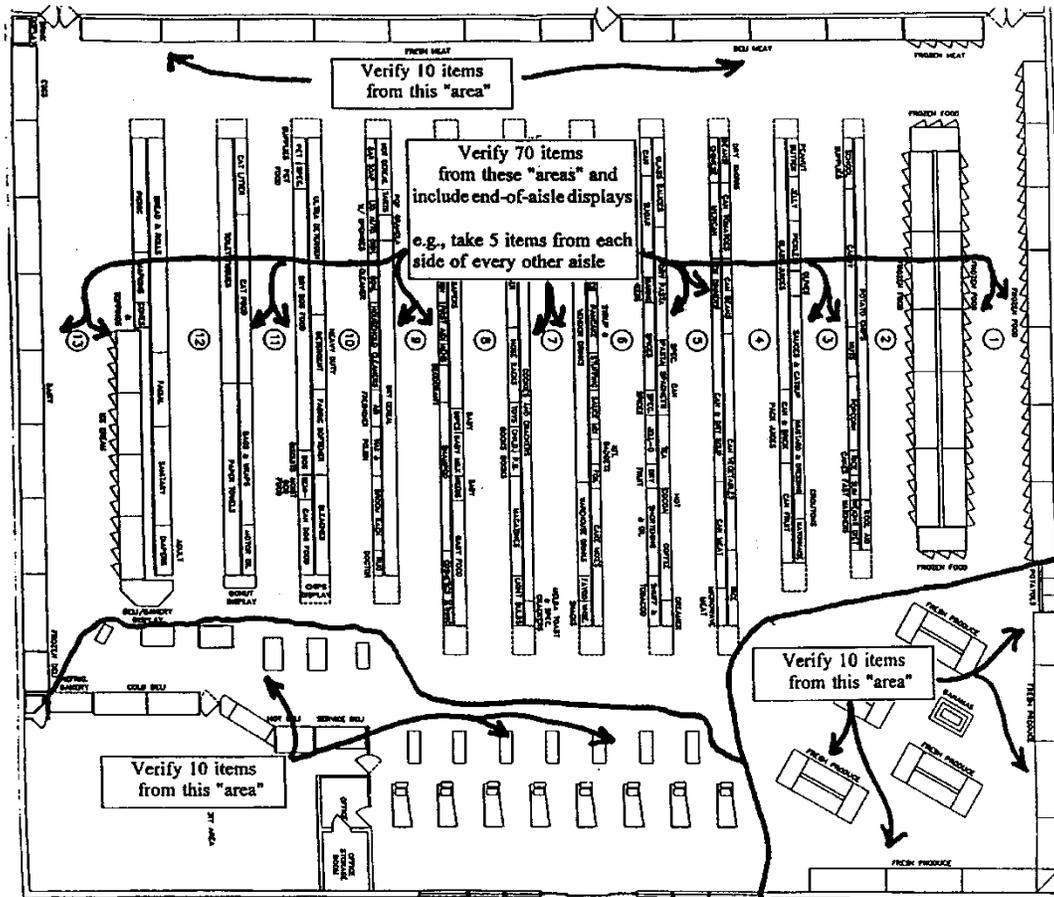


Figure 2. Illustration of the Randomized Sampling Procedure

- (c) Start in any “area” in the store at any shelf, rack, or display (top, bottom, front, back; anywhere on a circular rack or display). Begin with the first, second, or third item and count either 5, 10, or 15 items along the shelf (varying the number of items counted depending on how many items are available on the shelf) or along the aisle. Select the 5th, 10th, or 15th item as appropriate (See Figures 5, 6, and 7). Only select one item from each brand or product (if they are the same price) from a display that has two or more items of the same product size and price displayed side by side. You can change the number of items you count off as often as necessary during the inspection.
- (d) Either verify the price with a hand-held scanning device or take the item (along with the other items you select) to the check-out location to verify the price, keeping count of the items using a hand counter or tally sheet. If the price of an item is incorrect, record the item’s name, description, and price along with other information (e.g., whether the product is on sale, aisle location so you can easily find the items again to verify the error, etc.).
- (e) From the first item sampled, move down (or up) one shelf to the item most directly below (or above) and count 5, 10, or 15 items in the same direction and sample the 5th, 10th, or 15th items, as appropriate. After the number of items to be verified in each “area” have been selected, go to the next “area” and start on the next shelf (either down or up) from where the previous sample was selected, count 5, 10, or 15 items and select the appropriate item using the count system until the required number of samples is selected. If you have sampled an item on the bottom (or top) shelf and have more items to test in the “area,” simply go up (or down) one shelf. This will create a “zigzag” trail up and down the display.

NOTE: Randomness can be increased by starting on different shelves or at the midpoint or rear of an aisle during an inspection, or by starting at different locations in a store on subsequent inspections. Always start at a different location on subsequent inspections of a store. To maintain “randomness,” do not search for obvious pricing errors. If you see pricing errors, have them corrected. The sample should not include more than one of the same item from the same display. If an item is out of stock, select the next item.

- (f) This procedure is repeated for all “areas” until you complete the sample. (See following Notes)

NOTE 1: Include at least 5 to 10 Price Look Up (PLU) and store-coded items in the samples. In food stores, these items do not usually have to be removed from the produce, bulk foods section, or deli display for use in this procedure. You can use a hand-held scanner or record the identity and item price designated at the product sales display of the items from the different department (produce, bakery, deli), if available, for price comparison through either the PLU programmed in the department’s scale or at the point-of-sale system. Have the PLU entered in the scale (See NOTE 2) or point-of-sale system (or have “store-coded” items scanned) and record the price, comparing it with the displayed sale price. Record any errors (See NOTE 3). When checking “store-coded” items from the meat or other departments, remember a “UPC symbol” on a random weight label is read by a scanner to obtain the total price and identity. The price is not stored in the point-of-sale database, but in the memory of the prepackaging scale.

NOTE 2: Some scales or point-of-sale systems do not display or record the unit price associated with the PLU unless a weight is on the scale. For this type of device, a one-pound standard (or 1 kg) is placed on the scale load-receiving element. Some systems automatically deduct tare, so check to make sure that this does not affect the price indication.

NOTE 3: When you manually enter PLU codes and find errors, reenter the PLU number to ensure that the error was not caused by a keying mistake and that the item was identified accurately.

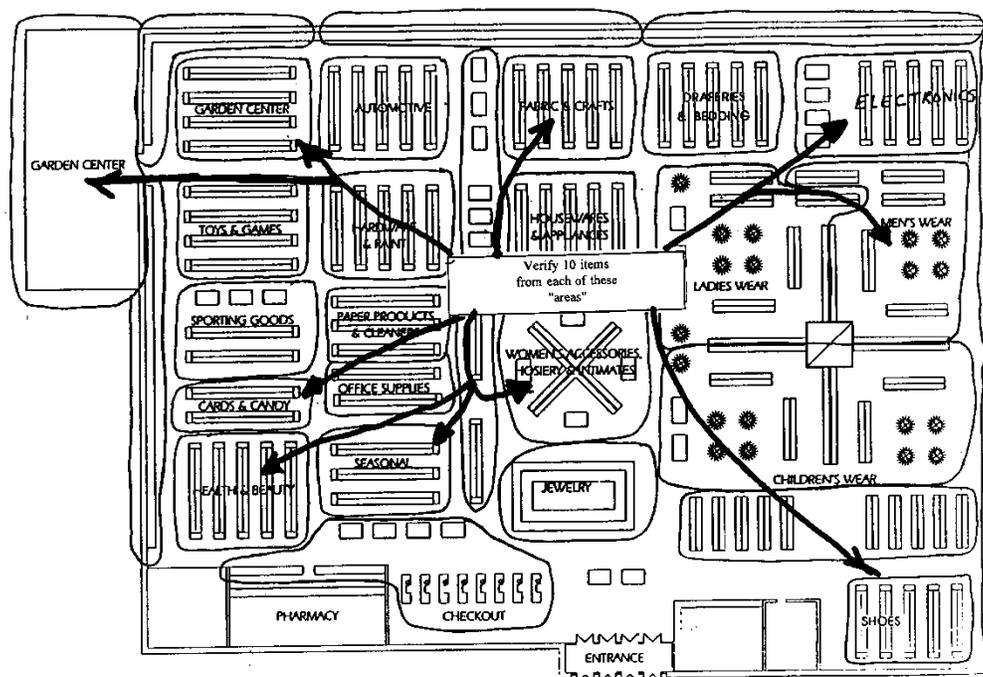


Figure 3. Illustration of the Randomized Sampling Procedure

7.3.2. Stratified Sample Collection. – Stratified sample collection (i.e., selecting samples from specific merchandise groups) of items on sale, specials, seasonal items, or items on end-of-aisle displays) is typically used (e.g., if a store has failed an inspection based on the randomized sample collection procedures) to focus on specific merchandise groups that appear to have more errors than others (e.g., you find that many of the errors found in the randomized sample were in “advertised specials” or with “discontinued items”). You can also combine sample collection procedures by using a “randomized/stratified” approach. The “stratified” approach may be used the first time you inspect a store, in stores that have just implemented scanning, in stores that have high error rates on particular groups of items in past inspections, or in responding to consumer complaints involving a particular group of items.

For stratified sample collection, items are randomly selected from different “merchandise groups” in a store. They are tested in the first stage of the two-stage manual sampling plan to determine if (1) any group has more errors than any other and (2) the sample taken in the first stage meets accuracy requirements. This method should be modified depending on the marketing practices of the store in which it is used (e.g., if you are in a department store, there may be fewer groups to sample from, or the list provided below may not include the types of groups typically encountered in a hardware superstore). The next example shows how to conduct a stratified sample and how it is used, but it should not be the sole basis for sample collection because a specific list of items does not look at the store as a whole. Focusing on specific merchandise groups takes time, but this may be necessary when investigating a complaint or following up on a prior noncompliance. Select only one item from each brand or product from a display that has two or more items of the same product, size, and price displayed side by side if they are the same price.

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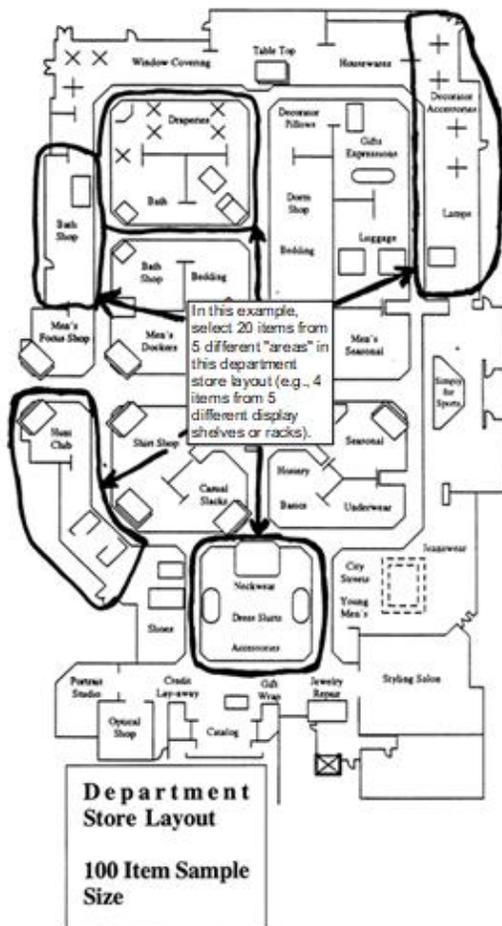


Figure 4. Stratified Sample Collection

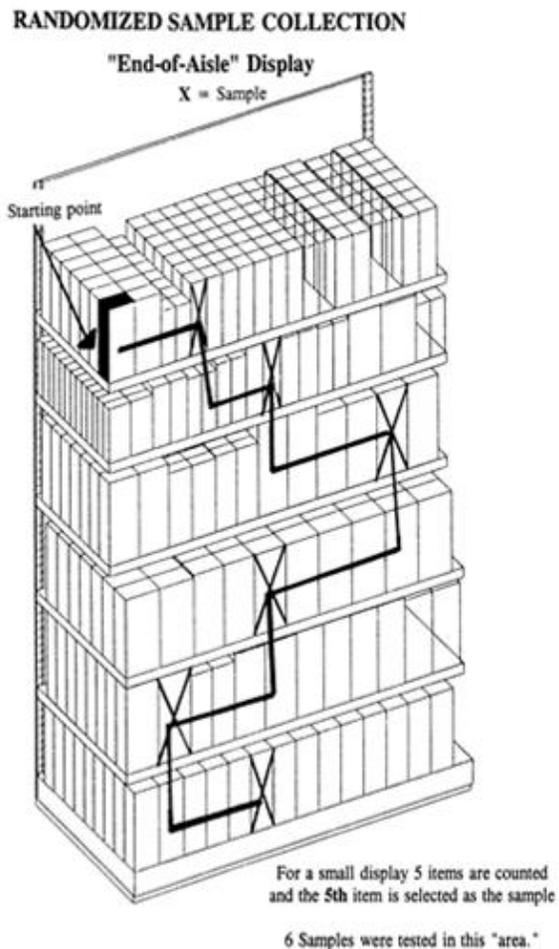


Figure 5. Randomized Sample Collection

Sample Size. – In this example, a large food store is inspected using a two-stage sampling plan (50 items/100 total items). The inspection begins with an initial sample of 50 items (see Column 1. Type of Store for All Other Retail Stores and Column 2. Sample Sizes in Table 1).

Stratified Sample Collection. – Select 50 items from the merchandise groups listed below (provided as examples only; stores may have other groups that should be included). This procedure allows you to focus on specific merchandise groups to determine if errors are indeed occurring in groups where they are thought to occur most frequently (e.g., sale and direct delivery items).

7.3.2.1. Example 2. Two-Stage Manual Inspection using the Stratified Sampling Procedure.

If there is an insufficient number of items in any merchandise group, or if the group of items is not available, increase the number of “randomized” items selected from the overall inspection lot to obtain a total of 50 items. As marketing practices evolve, these groups may change as well. You may substitute “other” or new merchandise groups for any of those listed below (e.g., you may have identified errors in the “health and beauty aids” section or on “manager specials” during a previous inspection, so samples from these groups may be substituted for any of the groups listed below). Model “Price Verification Tally Sheets” in Section 14. Model Forms for Price Verification Inspections are provided for your use with the test procedures to keep track of the number of items selected.

First-Stage: 50 items. – Use the “randomized” sample collection procedures described in 7.3.1. Randomized Sample Collection to select the following items. These sample collection procedures simplify the inspection process and ensure that samples are collected as randomly as possible.

Examples:

- Twenty-five “Regular Priced” items. Select one or two items at random from different shelves in each “area” or limit your sampling to shelves in one-half the “areas” in the store, and
- Twenty-five Items. Select a total of 25 items. Include several items from any of the following merchandise groups:
 - “Direct-Store-Delivery (DSD)” items. If the store allows vendors to price DSD items, include those items in the sample.
 - “End-of-Aisle” or “Tie-In-Display” items. This group can include both regular and sale-priced items.
 - “Advertised Sale” items. Use the store’s sales brochure or newspaper advertisements to identify sale items.
 - “Special” items. This includes any item with a reduced price (e.g., items on “special” including “cents-off” or “percentage-off” items, 2-for-the-price-of-1 specials, manager and in-store specials, or discontinued items). Items typically discounted on a percentage basis include a manufacturer’s product line, greeting cards, magazines, or books.
 - “PLU” items. This includes both regular and sale priced items offered in the produce, bakery, or bulk food departments and over scales at the direct sale counters. For direct service departments (e.g., produce, deli, specialty meats, etc.), select products at random (include some sale or special prices) and enter the code in the scale ^[see Section 7.3.2.1. NOTE 1] to verify that the coded price matches the advertised price. ^[see Section 7.3.2.1. NOTE 2]
 - “Store-coded” items. This includes items offered in the produce, bakery, or meat departments that have labels with the UPC symbol generated by scales and printers in the store. For store-coded items, scan the item and determine if the total price and identity on the label are accurately read by the point-of-sale system. When checking “store-coded” items from the meat

or other departments, remember that a “UPC symbol” on a random weight label is read by a scanner to obtain the total price and identity. The price is not stored in the point-of-sale database.

- “Other” items. This category is included to provide flexibility in selecting a sample so that “seasonal” items, or products unique to the store or local market, can be included. Both regular and sale-priced items can be included in this category.

NOTE 1: Some scales or point-of-sale systems do not display or record the unit price associated with the PLU unless weight is on the scale. For these devices, a 1 lb (or 1 kg) standard is placed on the scale load-receiving element. Some systems automatically deduct tare, so make sure this does not affect the price indication.

NOTE 2: When a not-on-file item is found, another item is selected at random to replace it in the sample. A “not-on-file” item is not an error unless you determine (e.g., by conducting a test purchase or by asking the check-out clerk to determine the price of the item using the store’s customary procedures) that the price “charged” for the item is incorrect. If the price determined is not correct, the error is included in the total.

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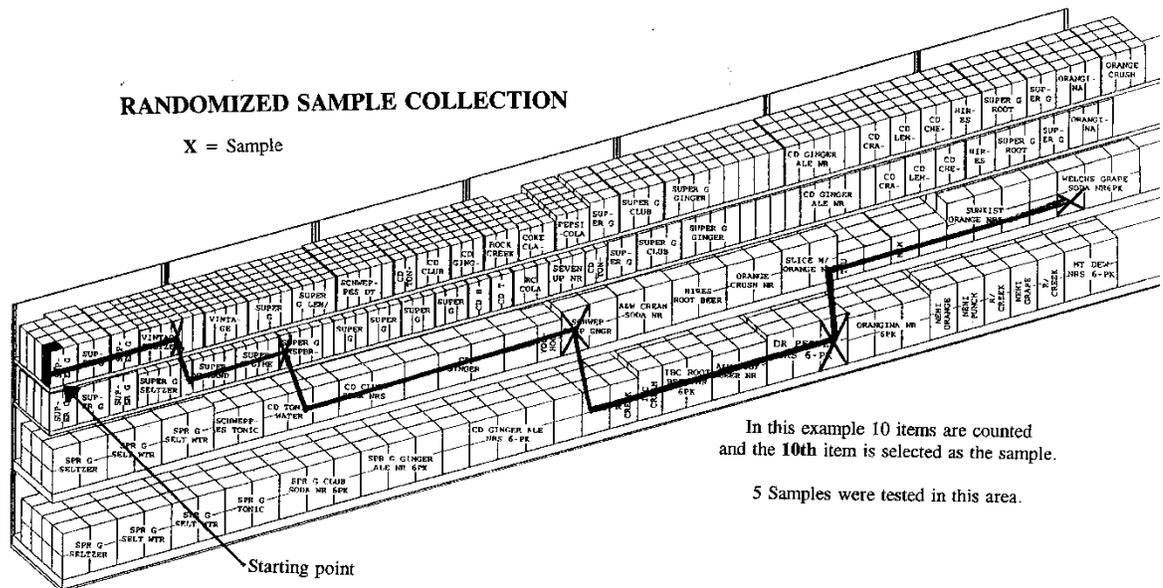


Figure 6. Randomized Sample Collection

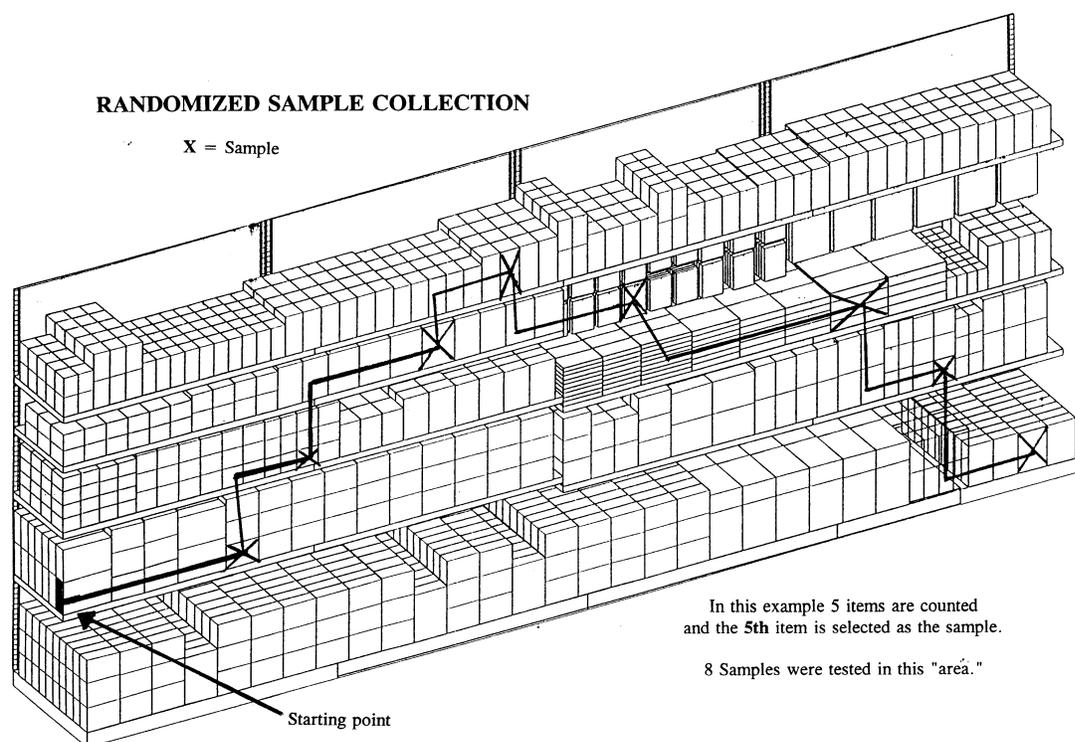


Figure 7. Randomized Sample Collection

Identify the item on an inspection report (e.g., record a brief description, item number, shelf, or advertised price and aisle location). The aisle location makes it easy to find the product if errors are found and to re-shelve the items). As items are selected, use the "Price Verification Tally Sheet," or other means, to keep track of the number of items collected. (see Section 14. Model Forms for Price Verification Inspections. The "Model Price Verification Reports" in this proposal were developed with the assumption that it is only necessary to record information of items found with price errors, not all items verified. This reduces paperwork and saves time.) Either use a hand-held scanning device or take the items to a cash register, verify the prices by scanning the items or entering a PLU code into the register and printing a receipt. The prices "charged" at the register are then compared to the advertised price of each item. For large or perishable items, record the identity, UPC Code, location, and price and manually enter the UPC number into the register to verify the price. However, this method is subject to recording and key entry errors.

Evaluation of Results on First-Stage.

See Section 9. Evaluation and Inspection Results for guidance on which errors are considered violations: One error in a 50-item sample is permitted. If not more than one error is found and verified, the store passes; if 3 items are found in error in the first 50 items, the store fails and the inspection is complete.

If two errors are found, collect 50 more items using the randomized sampling procedures and verify a total of 100 items. If errors were found in any specific merchandise group (or groups) of items (e.g., direct-store-delivery items, PLU codes, or specials), the additional 50 items should include items from those merchandise groups.

Accuracy.

Refer to Column 4 in Table 1. Samples, Sample Collection, and Accuracy Requirements. The required accuracy is 98 % on the 100-item sample (that is, at most two errors are permitted on a 100-item sample). If more than two errors are found and verified, the store does not meet the accuracy requirement.

NOTE: The “randomized” and “stratified” sample collection procedures in this section are intended for use in routine inspections to determine how a store is maintaining price accuracy on all of the items it offers for sale. If you use these sampling procedures in routine inspections and uncover a significant number of errors in a particular merchandise group (e.g., a significant number of the pricing errors are found with “advertised sale item” items), a randomized sample can be collected entirely within this specific merchandise group. For example, if the error rate for “advertised specials” is higher than the rate for regular priced items, a more focused inquiry to determine if there is a significant error rate in this merchandise group may be justified. If several “advertised specials” have been the subject of consumer complaints, or if they are repeatedly found to be in error during routine inspections, then a randomized sample can be limited to the “advertised specials” merchandise group. In this case, a randomized sample (e.g., a 50/100 item two-stage approach) is taken from all of the “advertised sale items” offered for sale in the store or in a specific “area.” The results of this sample are applicable only to the “advertised specials” group and not to all items in the store.

7.4. Procedures for Test Purchases, Investigation of Consumer Complaints, and for Verification of Manually Entered Prices.

7.4.1. Procedure. – This procedure may be used to (1) investigate consumer complaints, (2) determine if a store has corrected a pricing error after being notified that an error occurred, or (3) determine if manually keyed-in prices or PLU codes are accurate.

NOTE: When verifying manual price entries, store management is typically not notified of the test until the items have been totaled and the transaction completed.

- (a) Do not alert the clerk to the fact that the test purchase procedure is being conducted. Do not ask questions concerning any errors that you observe or offer any information if asked the price of an item, in cases where the item price is illegible, or where the item is not on file.
- (b) Use the “randomized” sampling procedures to select a sample of 10 to 50 items that includes regular and sale priced items, PLU items, and advertised specials from various “areas.” It is acceptable to purchase only one or just a few items if you are investigating a complaint on a specific item. Record the name and identity of the product, as well as the labeled or advertised price, for each item.
- (c) Proceed through a check-out as if you were a customer and pay for the purchase. Obtain the original sales receipt, and compare the price charged with the labeled or advertised price for each item. Record the time of day, lane number, and the identity of the checker. Before leaving the store, determine if any errors have occurred. Identify yourself and inform the store management that a test purchase was conducted, and report the results. (In many instances, the store will credit back all of the items and refund the test purchase money.) Record the information on the test report form and determine the cause of the error (e.g., operator error, mislabeling, or incorrect price sign).

7.4.2. Alternative Procedure. - Consumer Complaints. – Complaints can be investigated by using any of the test procedures described above or by verifying only the price of the item or items subject to the complaint. If the complaint is valid, you can limit your inspection to the items described in the complaint or you may conduct a complete inspection.

7.4.3. Evaluation of Results. – The errors for items verified using these procedures should be evaluated according to Section 9. Evaluation of Inspection Results and Section 10. Accuracy Requirements.

Section 8. Documentation of Findings

Several examples of Model Price Verification Reports are contained in pages 233 to 238. These forms were developed so that you only have to record the items found with price errors.

- (a) Record errors and provide information on the cause, if determined. Indicate if the errors are considered to be violations, if stop-sale orders were issued, or if the violation was corrected.

- (b) Notices of violations or other significant comments (e.g., warnings or violations ordered corrected) should always be included on the test form.
- (c) Cash register receipts on verified items should be retained and attached to the inspection report as evidence.
- (d) Printed advertisements and sales flyers should be retained and attached to the inspection report when errors are found in these categories.

Section 9. Evaluation of Inspection Results

9.1. Definition of Errors. –An error found to result from any of the following causes should not be considered a violation for enforcement purposes:

- (a) An intentional undercharge if documentation or confirmation of the date and time of the price change is provided at the time of the inspection.
- (b) An error caused by a mistake made in any kind of advertisement (e.g., newspaper, printed brochure, or radio or television advertisement) if the store has placed a notice adjacent to the item indicating that a mistake occurred in the advertisement.
- (c) An error obviously caused by a price label that is missing or that has fallen off the shelf, or the item or the price label or sign has obviously been relocated by an unauthorized person.
- (d) A “not-on-file” item is not an error unless you determine that the price “charged” for the item is incorrect (e.g., by conducting a test purchase or by asking the check-out clerk to determine the price of the item using the store’s documented or customary procedures. If the price determined is incorrect, it is considered an error.)

***NOTE:** It is recommended that you work with the store representative to identify the cause of any error and note the problem/cause on the report. This may not change your findings, but will help to identify problems related to staff errors, failure to follow through on established store pricing procedures, data entry errors, or failure of management to provide correct written data, etc. The supporting information will help with enforcement decisions as well as in-house monitoring of product pricing.*

9.2. Computing Sample Errors. – The following formulas are used to determine sample error and the overcharge to undercharge ratio:

- (a) Adjust the total sample by subtracting any items or errors specified in Section 9.1. Definition of Errors.
- (b) To compute the sample error, divide the number of errors by the total sample size to obtain the error in percent.

For example:

a sample of 100 items is verified; 3 overcharges and 1 undercharge are found for a total of 4 errors:
 $4 \div 100 = 4\%$ sample error.

- (c) To compute the ratio of overcharges to undercharges (used on large samples and in follow-up activities), total the overcharges/undercharges and compare the numbers:

3 overcharges/1 undercharge = a 3 to 1 ratio.

Section 10. Accuracy Requirements

10.1. Accuracy Requirements. – Accuracy information, based on a percentage of errors found in a sample and the ratio of overcharges to undercharges, constitutes useful criteria for evaluating the “pricing integrity” of the store. Both overcharges and undercharges should be considered as errors in taking lower level enforcement actions since (1) either type of error misrepresents the price of the item; and (2) the occurrence of any error in a randomized sample may indicate poor pricing practices that would result in errors where additional items were sampled. For higher levels of enforcement only overcharges are considered.

10.2. Accuracy. – The accuracy requirement for a sample must be 98 % or higher to “pass” a single inspection. See Column 4, Accuracy Requirements, in Table 1. Samples, Sample Collection, and Accuracy Requirements.

10.3. Ratio of Overcharges to Undercharges. – With large sample sizes, overcharges should not exceed the undercharges. A high rate of overcharges to undercharges (2 to 1, or 3 to 1) may indicate systematic problems with a store’s pricing practices.

NOTE: As the history of store compliance develops, the number of overcharges and undercharges may be evaluated to determine if systematic errors or other problems exist. This ratio should be maintained when at least 10 errors are found over several inspections, or in a single large sample size (e.g., the results of several 100-item inspections collected over a period of time or if 1000 items are sampled in one inspection.)

Table 2. Price Errors

(This table shows the percentage of errors in different sample sizes)						
Percentage of Errors- Sample Size						
No. of Errors	25	50	100	150	200	300
1	4 %	2 %	1 %	0.67 %	0.50 %	0.33 %
2	8 %	4 %	2 %	1.33 %	1.00 %	0.67 %
3	12 %	6 %	3 %	2.00 %	1.50 %	1.00 %
4	16 %	8 %	4 %	2.67 %	2.00 %	1.33 %
5	20 %	10 %	5 %	3.33 %	2.50 %	1.67 %
6	24 %	12 %	6 %	4.00 %	3.00 %	2.00 %
7	28 %	14 %	7 %	4.67 %	3.50 %	2.33 %
8	32 %	16 %	8 %	5.33 %	4.00 %	2.67 %
9	36 %	18 %	9 %	6.00 %	4.50 %	3.00 %
10	40 %	20 %	10 %	6.67 %	5.00 %	3.33 %

NOTE: Random pricing errors are to be expected, but the ratio of overcharges to undercharges will rarely be exactly 1 to 1 (e.g., of 10 errors, 5 overcharges and 5 undercharges); the ratio will likely vary both ways over several inspections. If a store has more overcharges than undercharges (e.g., 2 to 1, or 3 to 1), it may indicate that the store is not following good pricing practices, but enough errors must be present in order to make this determination. (Consider the example of 12 pricing errors consisting of 8 overcharges and 4 undercharges: the ratio of overcharges to undercharges is 2 to 1. Similarly, 10 pricing errors consisting of 6 overcharges and 4 undercharges correspond to a ratio of 1.5 to 1; since all decimal values are truncated to whole numbers, 1.5 is truncated to 1, and the ratio becomes 1 to 1.)

The one-to-one ratio should be applied to any sample size if at least 10 errors are present. For example, if 1000 items are verified and 10 items are found in error, the sample has an accuracy of 99 %. However, if 9 of the 10 errors are overcharges (i.e., a ratio of 9 overcharges to 1 undercharge), the store should be considered to have poor pricing

practices or other problems; if 100 items are verified and a 90 % accuracy is found, 10 items in error not meeting the overcharge to undercharge ratio can be used in enforcement action as evidence of poor pricing practices.

Section 11. Enforcement Procedures

11.1. Enforcement Steps.

- (a) Compliance is based on the accuracy found on a sample collected according to this procedure.
- (b) Errors should be corrected immediately, or if the correction cannot be made immediately, a stop-sale order shall be issued before you leave the business. If the errors are not corrected in your presence, a follow-up inspection may be made later in the day or the following day to ensure the store has corrected the error. If a store fails to correct the error by that time, higher level enforcement action should be taken.
- (c) Enforcement action for large monetary errors on individual items, confirmed overcharges on items verified in response to complaints, or errors found on follow-up inspection of items ordered corrected, should be taken independently from any sample, giving consideration to the magnitude of the violation, corrective action by the establishment, and any other relevant information. Action may be initiated at any time in the inspection process based on the facts of the individual case.
- (d) Overcharges and undercharges are used to determine lower levels of enforcement actions, but higher levels of enforcement action (e.g., fines or penalties) are taken only on the overcharges found in the sample.
(Amended 2001)

NOTE: Many computer systems do not allow for the immediate correction of errors in the database. Downloading information throughout the day may not be possible. Therefore, for the purposes of this section, “immediate” correction of errors may entail the removal or correction of problem signs, manually changing marked prices, or communicating notice of the corrected price to all applicable stores through facsimile, e-mail, or any other appropriate medium to ensure that consumers are charged the correct price.

11.2. Model Enforcement Levels.

These recommendations do not modify the enforcement policy of any jurisdiction unless adopted by that jurisdiction.

- (a) **Ninety-Eight Percent or Higher.** – If price accuracy is 98 % or higher on a sample of 50 or more items, and if overcharges do not exceed undercharges on sample sizes of 100 or more items, and the store is on a normal inspection frequency:
 - (1) a notice of noncompliance is issued on violations, and the store is maintained on a normal inspection frequency; or
 - (2) if the store is on increased inspection frequency, it remains on this frequency until inspection results conform to Terms of Increased Inspection Frequency.
- (b) **Less Than Ninety-Eight Percent.** – If price accuracy is less than 98 % on a sample of 50 or more items and if overcharges do not exceed undercharges on large sample sizes, and the store is on normal inspection frequency:
 - (1) A notice of noncompliance is issued and the store is placed on an increased inspection frequency.
 - (2) A second inspection should be conducted within 30 business days. If the price accuracy then is not 98 % or higher, a warning is issued.

- (3) A third inspection should be made within 60 business days. If the price accuracy is again less than 98 %, higher level enforcement action should be taken.
(Amended 2001)

If the store is on increased inspection frequency, a warning should be issued and the store re-inspected within 30 business days. If price accuracy is less than 98 %, higher levels of enforcement action should be taken.
(Amended 2001)

Examples:

For the 100-item sample size:

- If 100 items are verified and three overcharges are found in the sample, the error rate is 3 %. In this example, higher levels of enforcement action should be taken.
 - If 100 items are verified and three overcharges and two undercharges are found, the error rate on the sample is 5 %, but overcharges are 3 %. In this example, higher levels of enforcement action should be taken.
 - If 100 items are verified and two overcharges and three undercharges are found, the error rate is still 5 %, but overcharges are only 2 % of the sample. In this example, a lower level enforcement action would be taken.
- (c) **Terms of Increased Inspection Frequency.** – When a store is on increased inspection frequency, it shall remain at that frequency until two consecutive inspections reveal an accuracy of 98 % or higher.
- (d) **Higher Levels of Enforcement Action.** – Overcharges and undercharges are used to determine lower levels of enforcement actions, but higher levels of enforcement action (e.g., fines or penalties) are taken only on overcharges. A store’s history of error rates, the time it takes a store to correct the errors, the difference in inaccuracy rates found between “regular” and “sale” priced items, the ratio of overcharges to undercharges, a record of valid consumer complaints, and the magnitude of the error(s) may be used to support enforcement action.

Section 12. Post-Inspection Tasks

- (a) You should meet with the store representative to review your findings. Have the inspection report completed prior to the meeting and be prepared to briefly summarize your findings and recommended actions, and provide a copy to the store representative.
- (b) Return borrowed safety, sanitation, and/or test equipment.
- (c) If you removed items from display, ensure that the items are returned to their proper location on the store shelves unless the representative requests to have the items returned by a store employee, which is permitted.
- (d) Advise the representative of your findings. Explain any violations and errors. Explain any orders issued and be sure the individual acknowledges understanding of what corrective action is expected, if any.
- (e) If necessary, describe the implications of the inspection results and advise the store of the action that you intend to take. If an increased inspection frequency is called for due to the accuracy level found during the inspection, advise the firm that re-inspections will be made, but do not indicate when they may occur.

Section 13. Supervisory Activities

13.1. Baseline Surveys. – Price verification programs require management support so that the program’s objectives and desired benefits can be incorporated into the enforcement agency’s work plans and budget. Surveys to measure

pre- and post-implementation accuracy should be used to establish a base from which to measure whether a cost/benefit has been obtained.

13.2. Follow-up Inspections. – Inspections that reveal errors exceeding the accuracy requirements recommended above must include follow-up action to ensure that the store fulfills its obligations regarding accurate prices.

13.3. Management Information Systems. – To ensure adequate control and follow-up, a database should be established in each jurisdiction to provide information on every store, including:

For stores:

- store name
- address
- telephone
- type of store
- frequency of inspection
- sample size
- accuracy
- number of overcharges
- dollar value of overcharges
- number of undercharges
- dollar value of undercharges
- average money value of undercharges
- ratio of overcharges to undercharges

For program review:

- total number of undercharges
- total dollar value of undercharges
- average dollar value of undercharges
- percent undercharges of total
- ratio of overcharges to undercharges
- total error in percent
- accuracy levels of stores
- store type
- total stores tested
- total stores tested (each type)
- total items tested
- total number of overcharges
- total dollar value of overcharges
- average dollar value of overcharges
- percent of overcharges of total

Section 14. Model Forms for Price Verification Inspections

These models can be used to develop formal report forms, or they can be copied and used as worksheets for conducting inspections:

- (a) **Sample Tally Sheets:** These forms can help you keep track of the number of items verified. They provide spaces to record the item's display location (e.g., aisle or department), a description of the item, and the shelf or advertised price. The worksheets are set up for the stratified sample collection described above to help identify the types of products to select.
- (1) Price Verification Tally Sheet – Food Stores. (See page 254.)
 - (2) Price Verification Tally Sheet – Department Stores. (See page 255.)
- (b) **Model Inspection Form I:** This can be used to document violations and record findings. A completed sample is provided.
- (1) Price Verification Report I – sample blank form. (See page 256.)
 - (2) Price Verification Report I – completed sample form. (See page 257.)
- (c) **Model Inspection Form II:** This can be used in stores where a hand-held scanning device is not available, or when it is inconvenient to take items (e.g., a large ladder in a hardware store) to a check-out register to verify the price. You can record an identity, the UPC or PLU code, and advertised price so that you can

manually enter the codes to verify the price. The form can also be used to record findings. A completed sample is provided.

- (1) Price Verification Report II – sample blank form. (See page 258.)
- (2) Price Verification Report II – completed sample form. (See page 259.)

Price Verification Tally Sheet – Food Stores

	Item	Location	UPC/Identity	Shelf Price
“End of Aisle” or “Tie-In Display”	1. _____	1. _____	1. _____	1. _____
	2. _____	2. _____	2. _____	2. _____
	3. _____	3. _____	3. _____	3. _____
	4. _____	4. _____	4. _____	4. _____
	5. _____	5. _____	5. _____	5. _____
“PLU or Coded” Items	6. _____	6. _____	6. _____	6. _____
	7. _____	7. _____	7. _____	7. _____
	8. _____	8. _____	8. _____	8. _____
	9. _____	9. _____	9. _____	9. _____
	10. _____	10. _____	10. _____	10. _____
“Advertised Sales” Items	11. _____	11. _____	11. _____	11. _____
	12. _____	12. _____	12. _____	12. _____
	13. _____	13. _____	13. _____	13. _____
	14. _____	14. _____	14. _____	14. _____
	15. _____	15. _____	15. _____	15. _____
	16. _____	16. _____	16. _____	16. _____
	17. _____	17. _____	17. _____	17. _____
	18. _____	18. _____	18. _____	18. _____
	19. _____	19. _____	19. _____	19. _____
	20. _____	20. _____	20. _____	20. _____
Items on “Special”	21. _____	21. _____	21. _____	21. _____
	22. _____	22. _____	22. _____	22. _____
	23. _____	23. _____	23. _____	23. _____
	24. _____	24. _____	24. _____	24. _____
	25. _____	25. _____	25. _____	25. _____
“Direct Store Delivery” Items	26. _____	26. _____	26. _____	26. _____
	27. _____	27. _____	27. _____	27. _____
	28. _____	28. _____	28. _____	28. _____
	29. _____	29. _____	29. _____	29. _____
	30. _____	30. _____	30. _____	30. _____
“Randomly Selected” Items	31. _____	31. _____	31. _____	31. _____
	32. _____	32. _____	32. _____	32. _____
	33. _____	33. _____	33. _____	33. _____
	34. _____	34. _____	34. _____	34. _____
	35. _____	35. _____	35. _____	35. _____
	36. _____	36. _____	36. _____	36. _____
	37. _____	37. _____	37. _____	37. _____
	38. _____	38. _____	38. _____	38. _____
	39. _____	39. _____	39. _____	39. _____
	40. _____	40. _____	40. _____	40. _____
	41. _____	41. _____	41. _____	41. _____
	42. _____	42. _____	42. _____	42. _____
	43. _____	43. _____	43. _____	43. _____
	44. _____	44. _____	44. _____	44. _____
	45. _____	45. _____	45. _____	45. _____
	46. _____	46. _____	46. _____	46. _____
	47. _____	47. _____	47. _____	47. _____
	48. _____	48. _____	48. _____	48. _____
	49. _____	49. _____	49. _____	49. _____
	50. _____	50. _____	50. _____	50. _____

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Price Verification Tally Sheet – Department Stores

	Identity	Location	Advertised
“End of Aisle” or “Tie-In Display”	1. _____	1. _____	1. _____
	2. _____	2. _____	2. _____
	3. _____	3. _____	3. _____
	4. _____	4. _____	4. _____
	5. _____	5. _____	5. _____
“Advertised Sale Items”	6. _____	6. _____	6. _____
	7. _____	7. _____	7. _____
	8. _____	8. _____	8. _____
	9. _____	9. _____	9. _____
	10. _____	10. _____	10. _____
	11. _____	11. _____	11. _____
	12. _____	12. _____	12. _____
	13. _____	13. _____	13. _____
	14. _____	14. _____	14. _____
	15. _____	15. _____	15. _____
Items on “Special”	16. _____	16. _____	16. _____
	17. _____	17. _____	17. _____
	18. _____	18. _____	18. _____
	19. _____	19. _____	19. _____
	20. _____	20. _____	20. _____
	21. _____	21. _____	21. _____
	22. _____	22. _____	22. _____
	23. _____	23. _____	23. _____
	24. _____	24. _____	24. _____
	25. _____	25. _____	25. _____
“Randomly Selected” Items	26. _____	26. _____	26. _____
	27. _____	27. _____	27. _____
	28. _____	28. _____	28. _____
	29. _____	29. _____	29. _____
	30. _____	30. _____	30. _____
	31. _____	31. _____	31. _____
	32. _____	32. _____	32. _____
	33. _____	33. _____	33. _____
	34. _____	34. _____	34. _____
	35. _____	35. _____	35. _____
	36. _____	36. _____	36. _____
	37. _____	37. _____	37. _____
	38. _____	38. _____	38. _____
	39. _____	39. _____	39. _____
	40. _____	40. _____	40. _____
	41. _____	41. _____	41. _____
	42. _____	42. _____	42. _____
	43. _____	43. _____	43. _____
	44. _____	44. _____	44. _____
	45. _____	45. _____	45. _____
	46. _____	46. _____	46. _____
	47. _____	47. _____	47. _____
	48. _____	48. _____	48. _____
	49. _____	49. _____	49. _____
	50. _____	50. _____	50. _____

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Price Verification Report I

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Inspection: 1st 2nd 3rd **Frequency:** Normal Increased **Type:** Stratified Automated Randomized
Complaint:

Location of Test (Store Name, Address, County, ZIP Code):		Date:	Telephone:	
		Manager:	Type of Store:	
Identity, Brand Name, Item or Style Number	Number of Items, Size, Location in Store, or UPC Code	Offered Price	Price Charged	Error (±)
1.				
<input type="checkbox"/> Stop Sale Issued <input type="checkbox"/> Corrected	Comments:			
2.				
<input type="checkbox"/> Stop Sale Issued <input type="checkbox"/> Corrected	Comments:			
3.				
<input type="checkbox"/> Stop Sale Issued <input type="checkbox"/> Corrected	Comments:			
4.				
<input type="checkbox"/> Stop Sale Issued <input type="checkbox"/> Corrected	Comments:			
5.				
<input type="checkbox"/> Stop Sale Issued <input type="checkbox"/> Corrected	Comments:			
6.				
<input type="checkbox"/> Stop Sale Issued <input type="checkbox"/> Corrected	Comments:			
7.				
<input type="checkbox"/> Stop Sale Issued <input type="checkbox"/> Corrected	Comments:			
8.				
<input type="checkbox"/> Stop Sale Issued <input type="checkbox"/> Corrected	Comments:			

Inspection Results:

____ (Sample Count) - ____ (#Not on File) = ____ (Adjusted Sample Count [ASC])

____ (#Errors) ÷ ____ (ASC) = ____ (Error Percentage)

(Accuracy Percentage) = ____ %

Overcharges/Undercharges Ratio = ____; ____

Inspector Name: _____

Report Acknowledgement:

Name/Title: _____

Comments/Remarks: _____

Time In: _____ Time Out: _____

Comments/Remarks: _____

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Price Verification Report I (completed sample)

Inspection: 1st 2nd 3rd **Frequency:** Normal Increased **Type:** Stratified Automated Randomized
 Complaint:

Location of Test (Store Name, Address, County, ZIP Code) Barkers Food Store Belle, New Jersey 31756		Date:	Telephone:		
		Manager:	Type of Store:		
Identity, Brand Name, Item or Style Number	Number of Items, Size, Location in Store, or UPC Code	Offered Price	Price Charged	Error (±)	
1. Smith Cake Mix	32 oz, 313461346177	3.19	4.19	+ 1.00	
<input type="checkbox"/> Stop Sale Issued <input checked="" type="checkbox"/> Corrected	Comments: Sale sign not removed				
2. Natural Fruit Juice	1 Liter, 617369345619	2.25	2.75	+ .50	
<input type="checkbox"/> Stop Sale Issued <input checked="" type="checkbox"/> Corrected	Comments:				
3. Carks Soap	8oz, 936125376558	1.19	1.00	- 0.19	
<input type="checkbox"/> Stop Sale Issued <input checked="" type="checkbox"/> Corrected	Comments:				
4.					
<input type="checkbox"/> Stop Sale Issued <input type="checkbox"/> Corrected	Comments:				
5.					
<input type="checkbox"/> Stop Sale Issued <input type="checkbox"/> Corrected	Comments:				
6.					
<input type="checkbox"/> Stop Sale Issued <input type="checkbox"/> Corrected	Comments:				
7.					
<input type="checkbox"/> Stop Sale Issued <input type="checkbox"/> Corrected	Comments:				
8.					
<input type="checkbox"/> Stop Sale Issued <input type="checkbox"/> Corrected	Comments:				

Inspection Results

100 (Sample Count) - 0 (#Not on File) = 100 (Adjusted Sample Count [ASC])

3 (#Errors) ÷ 100 (ASC) = 3 (Error Percentage)

(Accuracy Percentage) = 97 %

Overcharges/Undercharges Ratio = 2:1

Inspector Name: T. Price

Report Acknowledgement:

Time In: 8:15 Time Out: 9:30

Name/Title: Chris Barker

Comments/Remarks: _____

Comments/Remarks: _____

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Price Verification Report II

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Inspection: 1st 2nd 3rd **Frequency:** Normal Increased **Complaint:**

Location of Test: (Store Name, Address, County, ZIP Code)			Date:	Telephone:			
			Manager:	Type of Store:			
Item/Size or Style Number	Offered Price	Price Charged	Price Error (±)	Item, Brand, Description, Code/Size	Offered Price	Price Charged	Price Error (±)
1. Identity: UPC/PLU: Comments:				11. Identity: UPC/PLU: Comments:			
2. Identity: UPC/PLU: Comments:				12. Identity: UPC/PLU: Comments:			
3. Identity: UPC/PLU: Comments:				13. Identity: UPC/PLU: Comments:			
4. Identity: UPC/PLU: Comments:				14. Identity: UPC/PLU: Comments:			
5. Identity: UPC/PLU: Comments:				15. Identity: UPC/PLU: Comments:			
6. Identity: UPC/PLU: Comments:				16. Identity: UPC/PLU: Comments:			
7. Identity: UPC/PLU: Comments:				17. Identity: UPC/PLU: Comments:			
8. Identity: UPC/PLU: Comments:				18. Identity: UPC/PLU: Comments:			
9. Identity: UPC/PLU: Comments:				19. Identity: UPC/PLU: Comments:			
10. Identity: UPC/PLU: Comments:				20. Identity: UPC/PLU: Comments:			

Inspection Results:

____ (Sample Count) - ____ (#Not on File) = ____ (Adjusted Sample Count [ASC]) Stop-Sale Order Issued? []

____ (#Errors) ÷ ____ (ASC) = ____ (Error Percentage)

(Accuracy Percentage) = ____ % Overcharges/Undercharges Ratio = ____ : ____

Inspector Name: _____ Report Acknowledgement:

Time In: _____ Time Out: _____

Name/Title: _____

Comments/Remarks: _____

Comments/Remarks: _____

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Price Verification Report II (completed sample)

Inspection: [] 1st 2nd 3rd **Frequency:** [] Normal Increased **Complaint:**

Location of Test: (Store Name, Address, County, ZIP Code) Mark Downtown Department Store 11650 Main Street Alice, MN 61619		Date: 3/16/95	Telephone: (614) 555-6146
		Manager: Jim Chester	Type of Store: Department Store

Item, Size, or Style Number	Offered Price	Price Charged	Price Error (±)	Item, Brand, Description, Code, Size	Offered Price	Price Charged	Price Error (±)
1. Identity: Sony Color TV UPC/PLU: 38569 Comments: Model 6136X	189.00	199.00	+ 10.00	11. Identity: UPC/PLU: Comments:			
2. Identity: Moore Lawn Mower UPC/PLU: 31619 Comments: Shp with bagger	96.00	91.00	- 5.00	12. Identity: UPC/PLU: Comments:			
3. Identity: Taft Rake UPC/PLU: 39916 Comments: Not on file	8.99			13. Identity: UPC/PLU: Comments:			
4. Identity: Calendar UPC/PLU: 615191 Comments:	5.50	7.10	+ 1.60	14. Identity: UPC/PLU: Comments:			
5. Identity: UPC/PLU: Comments:				15. Identity: UPC/PLU: Comments:			
6. Identity: UPC/PLU: Comments:				16. Identity: UPC/PLU: Comments:			
7. Identity: UPC/PLU: Comments:				17. Identity: UPC/PLU: Comments:			
8. Identity: UPC/PLU: Comments:				18. Identity: UPC/PLU: Comments:			
9. Identity: UPC/PLU: Comments:				19. Identity: UPC/PLU: Comments:			
10. Identity: UPC/PLU: Comments:				20. Identity: UPC/PLU: Comments:			

Inspection Results:
50 (Sample Count) - 1 (# Not on File) = 49 (Adjusted Sample Count [ASC]) Stop-Sale Order Issued?
3 (#Errors) ÷ 49 (ASC) = 6 (Error Percentage)
 (Accuracy Percentage) = 94 % Overcharges/Undercharges Ratio = 2:1

Inspector Name: Tim Marlowe **Report Acknowledgement:**
Time In: 10:25 AM **Time Out:** 4:45 PM **Name/Title:** Jim Chester, Manager

Comments/Remarks: _____ **Comments/Remarks:** _____

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