

Metrology Calibration Request

This is a fillable form. Please click on the empty boxes to add the requested information.

[Review our NVLAP scope](#) to ensure we can provide the accredited services you are requesting,

Lab Number 105003-0. [Review our NIST Recognition](#) for additional calibration services.

Drop off and pick up will be limited to Mondays, Wednesdays, and Fridays.

Please review the following equipment cleaning protocols. **Note that weights not meeting the outlined requirements will not be accepted for calibration and will be returned to the source location for proper preparation for calibration.**

- Contact the Metrology lab for cleaning instructions. At a minimum weights will need to be cleaned of all surface contamination and mild surface oxidation.
- Serial numbers must be legible and permanently marked on weights. Permanent marker, stickers, and tags are not allowable per reference standards. **Serialization is strongly encouraged and should be completed just prior to calibration.**
- Kit cases must be in working condition and cleaned prior to calibration.
- For personal safety, please ensure you have means of securing your weights upon pickup.
- **MN W&M does not have a forklift, artifacts must be on a trailer/vehicle that can be unloaded with a hoist or by hand.**

Billing Information:

Today's Date:

Company Name	
Billing Address	
Billing Address	
Billing City	
Billing State	
Billing Zip Code	
Phone Number	
Federal ID Number	
Purchase Order	
Billing Contact	
Billing Email	

Shipping Information:

Shipping Address same as Billing

Attn:	
Shipping Address	
Shipping Address	
Shipping City	
Shipping State	
Shipping Zip Code	
Phone Number	

Contact Person:

Name	Title	Phone	Email

If artifacts belongs to another company please fill out section below.
Certificate will otherwise be made out to Shipping Address.

Artifact Owner Company Name	
Artifact Owner Address	
Artifact Owner Address	
Artifact Owner City	
Artifact Owner State	
Artifact Owner Zip Code	
Phone Number	

Shipping Method and Instructions:

Shipping Vendor	
Account Number	
Special Instructions	

Artifact Information:

Requested Calibration Date	
Special Instructions	
Requested Recall Date	Yes

Has not had exposure to radioactive materials
 Has not had exposure to biohazards (eg animals)

Please list any biohazards:

Has not had exposure to rain and snow
 MN Weights and Measures has calibrated these artifacts before
 Adjust artifacts if outside of tolerance class listed below

The listed equipment will be used by a registered **placing in service agent (PIS)** in commercial applications

Mass

Weight Kits (one kit per line) **Choose Tolerance Class for each artifact from list**

Weight Kit ID or Serial Number	Piece Count	Range	Recall Date	Tolerance Class <i>Select one per kit</i>	Barcode
				ASTM 0-1 ASTM 2-3 ASTM 4-6 Class F (1990) OIML	
				ASTM 0-1 ASTM 2-3 ASTM 4-6 Class F (1990) OIML	
				ASTM 0-1 ASTM 2-3 ASTM 4-6 Class F (1990) OIML	
				ASTM 0-1 ASTM 2-3 ASTM 4-6 Class F (1990) OIML	

Weights (one nominal per line): Choose Tolerance Class from list

Nominal/Units (Example: 50 lb)	Quantity	Serial Number	Recall Date	Tolerance Class	Barcode
				ASTM 0-1 ASTM 2-3 ASTM 4-6 Class F (1990) OIML	
				ASTM 0-1 ASTM 2-3 ASTM 4-6 Class F (1990) OIML	
				ASTM 0-1 ASTM 2-3 ASTM 4-6 Class F (1990) OIML	
				ASTM 0-1 ASTM 2-3 ASTM 4-6 Class F (1990) OIML	
				ASTM 0-1 ASTM 2-3 ASTM 4-6 Class F (1990) OIML	
				ASTM 0-1 ASTM 2-3 ASTM 4-6 Class F (1990) OIML	
				ASTM 0-1 ASTM 2-3 ASTM 4-6 Class F (1990) OIML	
				ASTM 0-1 ASTM 2-3 ASTM 4-6 Class F (1990) OIML	

Weight Carts (one cart per line)

Weight carts will be calibrated to [NIST Handbook 105-8](#), Specifications and Tolerances for Weight Carts, 2019. Please review Appendix A of [NIST SOP 33](#) for inspection checklist. See cleaning and painting instructions outlined above.

MN W&M requires all weight carts in service to have an ID plate conforming to the requirements in NIST Handbook 105-8, section 4.5.

Choose fuel type from list

Weight Cart ID	Nominal (lb)	Manufacturer	Serial Number	Fuel Type	Barcode
				Battery and Electric Diesel Electric Gas	
				Battery and Electric Diesel Electric Gas	

Tolerances are evaluated against the absolute value of the conventional mass correction of the artifact plus the measurement uncertainty in accordance with MN SAP 20 (2025).

The Metrology laboratory provides an accredited certificate whenever possible. Please add a note below and contact the laboratory if this will not accommodate your business needs.

Notes, additional information or requests, **identify any brass artifacts:**

Send completed form to mnlab.contact@state.mn.us

A Weights and Measures representative will contact you within two business days.

For Permit Renewals please contact: pisreport.comm@state.mn.us

Please review previous Calibration Certificates for any Addendum, take any necessary actions prior to your appointment.

By signing this document, the business representative is certifying that all artifacts submitted have been cleaned and prepared for calibration.

Business Representative Signature: _____

OR

Date:

Business Representative Paper Signature _____