

# Metrology Calibration Request

This is a fillable form. Please click on the blue 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 volume artifacts not meeting the outlined requirements will not be accepted for calibration and will be returned to the source location for proper preparation for calibration.**

- All **provers** must be flushed of product when they are brought in for calibration. Suggested methods include running pure ethanol through the unit or using a steam-cleaning wand to remove residual product from the inside of the prover and piping. If provers are brought in dirty, additional cleaning fees will be added to the cost of the calibration.
- Submit photographs of all new artifacts to [mnlab.contact@state.mn.us](mailto:mnlab.contact@state.mn.us) **before arrival** so the metrologist can review for compliance with the relevant NIST Handbook (e.g. 105-2, 105-3, 105-4).
- All **measures** must be cleaned when they are brought in for calibration. Suggested methods include using a mild degreaser or dish soap. If measures are brought in dirty, additional cleaning fees will be added to the cost of the calibration.
- Drain and detach all provers from plumbing before arriving for calibration.
- All provers must be movable, provide dollies if not permanently attached.
- All 5 gallon provers must be detached from trailers prior to arrival.
- Pressure relief valves **shall** be removed from LPG provers
- **MN W&M does not have a forklift, unless provers are permanently mounted on a trailer, all provers greater than 200 gallons must be delivered on a lowboy trailer to facilitate removal with hoist. Artifact owner must provide weight of prover, and balanced lifting points to ensure safe lifting with our 3 ton hoist.**
- **Be aware there is an incline to our garage, some lowboy trailers will not be able to access. See photo on page 4.**

**Company 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	
Recall Date Requested <b>Yes</b>	

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

This prover been modified since the last calibration

**Volume (one measure or prover per line)**

Volume (5 gal measure, 100 gal prover, 100 gal LPG)	New to MN W&M	Serial Number (required by NIST HB 105-3 and 105-4) and barcode (W&M #, when available)	Intended Use Reference Temperature

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

**The Metrology laboratory will provide 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:

Send completed form to [mnlab.contact@state.mn.us](mailto: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](mailto: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 Volume artifacts submitted have been cleaned and prepared for calibration.

Business Representative Digital Signature:

**OR**

Date

Business Representative Paper Signature \_\_\_\_\_

Delivery Entrance: 14305 Southcross Drive W Suite 150 Burnsville, MN 55306

