

Metrology Calibration Request

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

For calibration services, submit completed request form and appointment inventory.

[Review our NIST Recognition](#) to ensure we can provide the services you are requesting.

Effective October 1, 2020 artifact drop off and pick up will be limited to Mondays, Wednesdays, and Fridays.

Please review the following on cleaning protocols. Note that field standards that do not meet the outlined requirements will not be accepted for calibration and will be returned to the source location for proper preparation for calibration.

- All wheel load weighers should be brushed down with a soft brush or broom. Use a damp cloth if very dirty.
- **MN W&M does not have a forklift, please plan appropriately.**

Company or Organization Information:

Date

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

Contact Person:

Name	Title	Phone	Email

Returned By Date:

The Metrology laboratory provides a non-accredited certificate for these calibrations. 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

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

By signing this document, the business representative certifies that all wheel load weighers submitted have been cleaned and prepared for calibration.

Business Representative Signature:

Date: