

NCDA&CS, Standards Division, Metrology Lab - Submitted Equipment Information Form

To provide the best service possible, the NCDA&CS Metrology Laboratory requires completion of this form before equipment will be processed for testing. Please include a copy of the completed form with all shipments. **Failure to include the completed form will delay processing until the form is received.** (Ensure items are clean and suitable for testing or an additional \$70/hr fee may apply.) Call (984) 236-4800 for questions. Ship items to: NCDA&CS Metrology Lab, 4400 Reedy Creek Road, Raleigh, NC 27607. Due to safety considerations NCDA&CS Metrology Laboratory personnel will not accept palletized or boxed shipments exceeding 3000 pounds per container. The completed form may be faxed to the Metrology Laboratory at (919) 831-1325 on the highest resolution possible.

Customer Information (for certificate)

Billing Information

| | |
|---------------------------------------------------|------------------------------------------------------------------------|
| Organization Name _____ | _____ |
| Address 1 _____ | _____ |
| Address 2 _____ | _____ |
| City, State & ZIP _____ | _____ |
| Tech. Contact/Title _____ / _____ | _____ / _____ |
| Phone _____ | _____ |
| Fax _____ | _____ |
| E-mail _____ | Purchase Order Number _____ |
| Shipping Instructions _____ | Authorized By (Name) _____ |
| Customer Account <input type="checkbox"/> # _____ | Prepay & Add <input type="checkbox"/> Collect <input type="checkbox"/> |
| Date Scheduled _____ | Date Shipped _____ Date Needed _____ |

***** Fees Charged for Calibration Services *****

Fees are doubled for standards used primarily outside of NC. There is a minimum charge of \$25.00 per invoice. Any special tests or additional work required will be billed at a rate of \$70 per hour with a minimum half-hour (\$35) charge. (See notes at bottom of second page for additional details.)

| Mass Calibration ³ Nominal Weight Denominations (Additional Charges Assessed for Adjustment if Required) | NIST Class F ² ASTM Class 5, 6 or 7 OIML M ₁ , M ₂ or M ₃ | | Meets ASTM Class 4 OIML Class F ² | | Precision Mass Calibration Values with Uncertainty Nominal Weight Denominations | ASTM Class 2, 3 or 4 OIML Class F ¹ or F ² | |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------|----------------------------------------------------|-------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------|
| | Quantity | | Quantity | | | Quantity | |
| | lb | kg | lb | kg | | lb | kg |
| 0 - 10 lb / 0 - 5 kg | | \$5 | | \$10 | 0 - 20 lb / 0 - 10 kg | | \$20 |
| 11 - 100 lb / 6 - 50 kg | | \$10 | | \$20 | 21 - 50 lb / 11 - 30 kg | | \$40 |
| 101 - 1000 lb / 51 - 500 kg | | \$20 | | \$40 | 51 - 1000 lb / 31 - 500 kg | | \$70 |
| 1001 - 2500 lb / 501 - 1000 kg | | \$30 | | \$60 | 1001 - 2500 lb / 501 - 1000 kg | | \$130 |
| 2501 - 6000 lb / 1001 - 2500 kg | | \$50 | | \$100 | | | |

| | Quantity |
|----------------------------------------|---------------------------------------------------------------------------|
| Mass Code Weighing Design ⁴ | 0 - 2 lbs / 0 - 1 kg \$30 3 - 50 lbs / 2 - 30 kg \$50 |
| NIST HB 105-8 Weight Carts | \$125 per Weight Cart (2000 - 6000 lbs) – Adjustment is Included in Price |
| Weight Kits | Varies ⁵ |
| Lottery Balls | \$5 |

| Description | Calibration Fee | Quantity |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Liquid-in-Glass, Digital, or Resistance Thermometers | \$40 per instrument plus \$20 per calibration point | |
| Graduates, Flasks, Test Measures, and Provers List & Describe Each Item on Back | Volume Transfer Calibration (0 - 2000 gallons, 0 - 7500 liters) | Customary \$30 plus \$0.40 per gallon over 5 gallons Metric \$30 plus \$0.10 per liter over 20 liters |
| | Gravimetric Calibration (0 - 100 gallons, 0 - 500 liters) | Customary \$50 set up fee plus \$2.00 per gallon Metric \$50 set up fee plus \$0.50 per liter |
| | Dynamic Volumetric Systems (DVS) (0 - 100 gallons, 0 - 500 liters) | Customary \$100 set up fee plus \$2.00 per gallon Metric \$100 set up fee plus \$0.50 per liter |
| | | |

Where will the standards primarily be used? (please check the appropriate box) In North Carolina Outside of North Carolina

Special Instructions (Attachments may be used): _____

***** By my signature below, I certify that the information provided herein is correct. *****

The North Carolina Metrology Laboratory adheres to the North Carolina Public Records Law. All correspondence to and from the laboratory, and any submissions, are subject to the North Carolina Public Records Law and be may be disclosed to third parties.
Items not picked up within 30 days of test completion are subject to a storage fee of \$25 per day per item.

| | | |
|--------------------------------------|--------------------|------------|
| Signature of Authorizing Agent _____ | Printed Name _____ | Date _____ |
|--------------------------------------|--------------------|------------|

