

Metrology Laboratory
 (575) 646-1515
 nmdeptag.nmsu.edu

Metrology Calibration Request MET-03
Submit request for appointment to:
metrolab@nmda.nmsu.edu
Shipping address for artifacts:
New Mexico Department of Agriculture
 Metrology Laboratory
 973 Agriculture Way
 Las Cruces, NM 88003

SECTION A	COMPANY INFORMATION: <i>Calibration certificates will reflect this name</i>		FOR NMDA USE ONLY
	Company Name:		
	Is this company a licensed service company as defined in 21.16.5 NMAC?	Yes No	
	Date appointment need by: All request will be taken into consideration depending on availability. →		
		Date Received:	
		Appointment Date:	
		Time:	

SECTION B	CONTACT FOR <u>SCHEDULING</u> RELATED MATTERS		CONTACT FOR <u>TECHNICAL</u> RELATED MATTERS	
			CHECK IF SAME as scheduling contact	
	Name:		Name:	
	Phone:		Phone:	
	Email:		Email:	
	COMPANY MAILING ADDRESS:			
	<i>Address of company listed in section A. PLEASE NOTE* Calibration certificates will be mailed to this address.</i>			
	Attention:			
	Address:			
	City:		State:	Zip:
	Phone:		Email:	
	PHYSICAL/SHIPPING ADDRESS: <i>Address of where artifacts are to be shipped.</i>			
	CHECK IF SAME as MAILING address.			
	<i>When applicable, shipping charges will apply unless carrier account provided.</i>			
	Shipping Provider:		Account No.:	
	Company:		Attention:	
	Address:			
	City:		State:	Zip:
	Phone:		Email:	
	INVOICING ADDRESS: <i>If using a P.O., attach copy with this form.</i>			
CHECK IF SAME as MAILING address.				
Attention:		P.O. Number:		
Address:				
City:		State:	Zip:	
Phone:		Email:		
COMMENTS/SPECIAL INSTRUCTIONS:				

Artifacts not listed on this form will not be calibrated at the time of appointment unless prior arrangements have been made.

MASS CALIBRATION INVENTORY INFORMATION

REFERENCE: NIST Handbook 105 Series at <https://www.nist.gov/pml/weights-and-measures/nist-handbooks>

NOTE: Classification specification requirements will be enforced & calibration intervals assigned accordingly unless special authorization is obtained.

<u>Nominal</u> (weight)	<u>Qty</u>	<u>Calibration Class</u>	Check if NOT previously certified by NMDA	<u>Nominal</u> (weight)	<u>Qty</u>	<u>Calibration Class</u>	Check if NOT previously certified by NMDA
Total quantity of weight kits →							

VOLUME TRANSFER CALIBRATION INVENTORY INFORMATION

REFERENCE: NIST Handbook 105 Series at <https://www.nist.gov/pml/weights-and-measures/nist-handbooks>

NOTE: Classification specification requirements will be enforced & calibration intervals assigned accordingly unless special authorization is obtained.

<u>Nominal</u> (prover size)	<u>Qty</u>	Check if provers are trailer mounted	Check if NOT previously certified by NMDA	<u>Nominal</u> (prover size)	<u>Qty</u>	Check if provers are trailer mounted	Check if NOT previously certified by NMDA

SECTION C