



**TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER**

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Date

Customer Name  
Customer Address  
Customer City State Zip

Attn: Contact Person

This letter is notification of your appointment on **Date** at **time** for calibration of your test equipment at the Texas Department of Agriculture Metrology Laboratory in Giddings, Texas. **Please notify us as soon as possible if you must reschedule or cancel an appointment.**

- All reports will be mailed within 24 hours after receipt of payment.
- Calibrations are invalid on all past due invoices and any work performed while past due is NOT covered under the Certificate of Calibration.
- If applying corrections, a provisional report can be provided upon request. Upon receipt of payment, the official Certificate of Calibration will be mailed.

**NOTICE FOR WEIGHT CUSTOMERS**

**A list of all serial numbers for equipment submitted for calibration must be provided prior to calibration.**  
*(Only equipment listed in Section C of the RMT-001 will be calibrated at the scheduled appointment, unless approval is received prior to appointment.) Do not submit previous calibration reports for serial numbers. Serial numbers and nominal values must be legible and permanent on equipment or kit cases.*

**Laboratory personnel will not unload and load individual weights and equipment.**  
You are encouraged to palletize weights ranging from 20 to 100 pounds before arriving.

**Delivery personnel are considered a representative of your company and are required to comply with these instructions.**

**All weights and carrying cases must be clean, dry and in good condition.**  
Weights that are wet or condensing moisture will not be calibrated. Weights containing water or moisture in the cavity will be rejected and marked. *Delivery of weights 24 hours before calibration is encouraged.*

**Do not remove lead seals from weights.**

**Cast iron weights must be freshly painted with a light coat of spray paint.**  
Peeling or flaking weights will not be calibrated. Avoid sandblasting weights, wire wheel cleaning & power washing.

**Brass and laminated (chromed) weights are not acceptable and will not be calibrated.**

**There is an adjustment fee for artifacts that do not comply with SOP 8- 2.8 tolerance evaluation.**

**Weight carts must meet requirements of NIST Handbook 105-8**  
Carts must be clean with no fluid leakage. Tires must be free of damage that cause debris to be trapped in/on the tires.

**FAILURE TO MEET MINIMUM REQUIREMENTS WILL PREVENT THE CALIBRATION OF YOUR EQUIPMENT.**

**All weights and weight carts are subject to the requirements of NIST Handbooks 105-1 and 105-8.**

For more information go to [www.NIST.gov](http://www.NIST.gov).

**The use or sale of an unsealed weight or measure is a violation of Texas Agriculture Code.**