



**TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER**

1258 CR 226 / P.O. Box 1518
Giddings, Texas 78942
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January 31, 2022

Company XYZ
Address
Address

Attn: Representative

This letter is notification regarding your appointment and the requirements for calibration of your test equipment at the Texas Department of Agriculture Metrology Laboratory in Giddings, Texas.

Upon arrival, please STOP and call 979-542-3231 to let us know you have arrived. At that time, you will be given instructions on where to park for loading and unloading. If you are using a third-party delivery company, it is your responsibility to inform them of these requirements.

Appointment Date: XX/XX/2024 Drop Off Time: 8:00AM

***NOTE: Early arrivals WILL NOT be accepted without prior arrangements. (Excludes shipments)
Please notify us as soon as possible if you must reschedule or cancel an appointment.**

The Giddings Metrology Laboratory tenders an offer to calibrate the described mass artifacts under Echelon III measurement parameters, using NIST SOP 19 (Calibration of Large Neck-Type Metal Provers, Volume Transfer Method) or SOP 21 (Calibration of LPG Provers), as appropriate, and report the results using NIST SOP 1 (Preparation of Calibration Certificates). See NIST SOPs at <https://www.nist.gov/pml/weights-and-measures/laboratory-metrology/standard-operating-procedures>. Our offer is contingent on your awareness of and compliance with the notifications and requirements listed below.

REQUIREMENTS AND NOTIFICATIONS FOR VOLUME CUSTOMERS

- We will mail all reports 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
- We can provide a provisional report upon request if you are applying corrections. We will mail the official Certificate of Calibration upon receipt of payment.
- You must unload and load equipment.
- Levels must be in working condition.
- You must ensure equipment is clean & free of any residual fluids including cleaning solutions.

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- **You must provide a list of all serial numbers for equipment submitted for calibration 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.

- **You must ensure that all provers are free of serious damage and leaks.**

Re-enforcement bands on test measures must be level, intact and firmly attached. Data plates, gauge tubes, reading scales, and other test measure components must be attached, clean, legible, and in working order. Provers will not be calibrated without a data plate. Data plates are available from the manufacturer.

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

- **New provers, provers not calibrated previously by TDA, or provers with neck damage will have a neck calibration performed.**

- **Liquefied Petroleum Gas (LPG) provers must have the relief valve, check valve and the bottom piping and drain plug removed before arrival.**

*All equipment submitted must meet Specifications and Tolerances as outlined in
NIST Handbook 105-3 for Provers and Test Measures or 105-4 for LPG Provers.
For more information go to www.NIST.gov*

Please visit the Texas Department of Agriculture Metrology Lab's Policy statement posted on the website for more information:
https://www.texasagriculture.gov/Portals/0/Files/ACP/Weights/Metrology/18_MetrologyLab_Policy_Statement.pdf