



**TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER**

1258 CR 226 / P.O. Box 1518  
Giddings, Texas 78942  
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[www.texasagriculture.gov](http://www.texasagriculture.gov)

December 27, 2023

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/XXXX Drop Off Date/Time: 01/02/2024 at 3PM**

**\*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 8 (Medium Accuracy Calibrations of Mass Standards by Modified Substitution) or SOP 33 (Calibration of Weight Carts), 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.

**\*\*The laboratory will stamp a tolerance class on all cast iron weights to enhance classification determination.\*\***

## **REQUIREMENTS AND NOTIFICATIONS FOR WEIGHT 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 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 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.
- You must submit all weights and carrying cases in good condition, and they must be clean and dry.  
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 1 day before calibration is required.*
- You must **not** remove lead seals from weights.

**You must ensure that cast iron weights submitted are freshly painted with a *light* coat of spray paint.**

See our website for cast iron care & handling info.

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.
- All weights and weight carts are subject to the specification & tolerance requirements of NIST Handbooks 105-1 and 105-8. For more information go to [www.NIST.gov](http://www.NIST.gov). We will charge an adjustment fee for mass artifacts that do not comply with SOP 8, §2.9 tolerance evaluation and SOP 33, §7.1.
- **Weight Cart Reminders**  
You must ensure that weight carts are clean with no fluid leakage. Tires must be free of damage that cause debris to be trapped in/on the tires. You must ensure that a Weight Cart Maintenance Log accompanies the cart's submission. See our website for more information on maintenance log requirements.

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](https://www.texasagriculture.gov/Portals/0/Files/ACP/Weights/Metrology/18_MetrologyLab_Policy_Statement.pdf)