

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

Thermometry



Please complete this form in its entirety, the NCDA&CS Metrology Laboratory requires completion of this form before equipment is processed for testing. Failure to do so will delay testing until the form is received and processed. **Ensure items are clean and suitable for testing, failure to do so may result in refusal of service or an additional fee of \$70/hr.** Due to safety concerns, laboratory personnel will not accept palletized or boxed shipments exceeding 3000 pounds per container. Ship items and completed form to:

NCDA&CS Metrology Lab, 4400 Reedy Creek Road, Raleigh, NC 27607
 Call (984) 236-4800 or email MetrologyLab@ncagr.gov if you have any questions.

Customer Information (for certificate)*

Billing Information*

Organization Name
 Address 1
 Address 2
 City, State & ZIP
 Contact/Title
 Phone
 E-mail
 Date Scheduled*

Purchase Order #*

Fees Charged for Calibration Services

Fees are doubled for standards used primarily outside of NC. There is a minimum charge of \$25 per invoice. Any special tests or additional work required will be billed at a rate of \$70/hr with a minimum half-hour (\$35) charge. (See notes on second page for additional details)

Thermometry Calibrations ¹			
Thermometer Type	Quantity*	Number of Calibration Points per Instrument	Price
Liquid-in-Glass			\$40 per instrument plus \$20 per calibration point
Digital			
Resistance			\$100

Where will the standards primarily be used (Inside or Outside of NC)?*

Special Instructions

<p>By my signature below, I certify that the information provided herein is correct.</p> <p>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 may be disclosed to third parties.</p> <p>Items not picked up within 30 days of test completion are subject to a storage fee of \$25 per day per item.</p>		
Signature of Authorizing Agent*	Printed Name*	Date*

ITEMS SUBMITTED

All items submitted **MUST** be serialized. If no serial number is provided for un-serialized items NCDA&CS Metrology Laboratory staff will assign a generic serial number.

Model	Serial Number	Calibration Temperature Points

* Denotes a field is required.

¹ When calibration certificates are issued to the customer that contain a statement of compliance with metrological specifications, the uncertainty of the measurement is taken into account by adding this value to the error values obtained prior to, and if needed, after adjustment. The sum of these values will be one of the determining factors in whether or not an artifact is considered in tolerance within the applicable class of measurement.

North Carolina Metrology Laboratory Use Only

Reviewed by _____	Date _____	PO Reviewed? _____	Past Due Invoice? _____
Scheduled? _____	Anticipated Completion date? _____	Changes Communicated to Customer? _____	
Comments _____			