

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

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](mailto: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)

Description	Quantity*	Calibration Fee	Requested Calibration Interval*
Test Measures, Provers, Graduates and Flasks. List & Describe Each Item in "Items Submitted"	Volume Transfer Calibration <sup>1</sup> (5 – 1500 gallons, 500 liters)	Customary \$30 plus \$0.40 per gallon over 5 gallons	
		Metric \$30 plus \$0.10 per liter over 20 liters	
	Liquefied Petroleum Gas (LPG) ( 20 - 110 gallons )	Customary Volume Transfer price	
	Gravimetric Calibration (0 – 100 gallons)	\$50 set up fee plus \$2.00 per gallon	
	Dynamic Volumetric Systems (DVS/SVP) (5 – 30 gallons)	\$100 set up fee plus \$2.00 per gallon	

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

Special Instructions

<p><b>By my signature below, I certify that the information provided herein is correct.</b></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><b>Items not picked up within 30 days of test completion are subject to a storage fee of \$25 per day per item.</b></p>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border: none;">Signature of Authorizing Agent*</td> <td style="width: 40%; border: none;">Printed Name*</td> <td style="width: 20%; border: none;">Date*</td> </tr> </table>	Signature of Authorizing Agent*	Printed Name*	Date*
Signature of Authorizing Agent*	Printed Name*	Date*	

## ITEMS SUBMITTED

All items submitted **MUST** be serialized.

Manufacturer	Model Number	Serial Number	Nominal Capacity

