

To provide the best service possible, the NCDA&CS Metrology Laboratory requires completion of this form before equipment will be processed for testing. Please include a copy of the completed form with all shipments. **Failure to include the completed form will delay processing until the form is received.** (Ensure items are clean and suitable for testing or an additional \$70/hr fee may apply.) Call (984) 236-4800 for questions. Ship items to: NCDA&CS Metrology Lab, 4400 Reedy Creek Road, Raleigh, NC 27607. Due to safety considerations NCDA&CS Metrology Laboratory personnel will not accept palletized or boxed shipments exceeding 3000 pounds per container. The completed form may be faxed to the Metrology Laboratory at (919) 831-1325 on the highest resolution possible.

Customer Information (for certificate)		Billing Information	
Organization Name	_____	_____	
Address 1	_____	_____	
Address 2	_____	_____	
City, State & ZIP	_____	_____	
Tech. Contact/Title	_____ / _____	_____ / _____	
Phone	_____	_____	
Fax	_____	_____	
E-mail	_____	Purchase Order Number	_____
Shipping Instructions	_____	Authorized By (Name)	_____
Customer Account	<input type="checkbox"/> # _____	Prepay & Add <input type="checkbox"/>	Collect <input type="checkbox"/>
Date Scheduled	_____	Date Shipped	_____
		Date Needed	_____

***** Fees Charged for Calibration Services *****										
Fees are doubled for standards used primarily outside of NC. There is a minimum charge of \$25.00 per invoice. Any special tests or additional work required will be billed at a rate of \$70 per hour with a minimum half-hour (\$35) charge. (See notes at bottom of second page for additional details.)										
Mass Calibration ³ Nominal Weight Denominations (Additional Charges Assessed for Adjustment if Required)	NIST Class F ² ASTM Class 5, 6 or 7 OIML M ₁ , M ₂ or M ₃			Meets ASTM Class 4 OIML Class F2			Precision Mass Calibration Values with Uncertainty Nominal Weight Denominations	ASTM Class 2, 3 or 4 OIML Class F1 or F2		
	Quantity		Price Each ¹	Quantity		Price Each ¹		Quantity		Price Each ¹
	lb	kg		lb	kg			lb	kg	
0 - 10 lb / 0 - 5 kg			\$5			\$10	0 - 20 lb / 0 - 10 kg			\$20
11 - 100 lb / 6 - 50 kg			\$10			\$20	21 - 50 lb / 11 - 30 kg			\$40
101 - 1000 lb / 51 - 500 kg			\$20			\$40	51 - 1000 lb / 31 - 500 kg			\$70
1001 - 2500 lb / 501 - 1000 kg			\$30			\$60	1001 - 2500 lb / 501 - 1000 kg			\$130
2501 - 6000 lb / 1001 - 2500 kg			\$50			\$100				
								Quantity		
Mass Code Weighing Design ⁴			0 - 2 lbs / 0 - 1 kg			\$30				
			3 - 50 lbs / 2 - 30 kg			\$50				
NIST HB 105-8 Weight Carts			\$125 per Weight Cart (2000 - 6000 lbs) – Adjustment is Included in Price							
Weight Kits						Varies ⁵				
Lottery Balls						\$5				

Description	Calibration Fee		Quantity
Liquid-in-Glass, Digital, or Resistance Thermometers	\$40 per instrument plus \$20 per calibration point		
Graduates, Flasks, Test Measures, and Provers List & Describe Each Item on Back	Volume Transfer Calibration (0 - 2000 gallons, 0 - 7500 liters)	Customary \$30 plus \$0.40 per gallon over 5 gallons	
		Metric \$30 plus \$0.10 per liter over 20 liters	
	Gravimetric Calibration (0 - 100 gallons, 0 - 500 liters)	Customary \$50 set up fee plus \$2.00 per gallon	
		Metric \$50 set up fee plus \$0.50 per liter	
	Dynamic Volumetric Systems (DVS) (0 - 100 gallons, 0 - 500 liters)	Customary \$100 set up fee plus \$2.00 per gallon	
		Metric \$100 set up fee plus \$0.50 per liter	

Where will the standards primarily be used? (please check the appropriate box) ☐ In North Carolina ☐ Outside of North Carolina

Special Instructions (Attachments may be used):

<p align="center">***** By my signature below, I certify that the information provided herein is correct. *****</p> <p align="center">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 align="center">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

Form Number	NCA06	Submitted Equipment Information Form					
Document ID	32067	Revision	5	12 Feb 2025	Form Approved by	Sharon Woodard	Page 1 of 2

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.

Prices are listed to provide a means of estimating costs for purchase order generation only. If weights are tested to a specific tolerance, they will be adjusted if the error exceeds the tolerance value plus (or minus) the uncertainty value. If adjustment is required, an additional charge equal to the nominal charge will be added to NIST Class F, ASTM International E617 Class 5,6,7 or OIML R111 Class M1, M2, M3 tolerances and two times the nominal charge for all other tolerances.

Per NIST Handbook 105-1 (2019), no new NIST Class F weights may be placed into service for use in testing commercial weighing equipment. Existing NIST Class F field standard weights may continue to be used, provided they demonstrate mass stability and are properly maintained. However, their suitability will still be limited to use as field standard weights for verification of NIST Handbook 44 weighing systems designated as Accuracy Classes III, IIII and IIII.

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.

¹There is a minimum charge of 3 weights per series.

²Weight kits are invoiced at the applicable rate for each individual weight. List each kit as a unit. DO NOT include kit weights in table on first page as individual weights. Itemize weights in kits on second page.

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