



TEXAS DEPARTMENT OF AGRICULTURE

COMMISSIONER SID MILLER

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www.TexasAgriculture.gov

Date

Customer Name
Customer Address
Customer City State Zip

Attn: Contact Person

This letter is notification of your appointment on **date** at **time** for calibration of your test equipment at the Texas Department of Agriculture Metrology Laboratory in Giddings, Texas. **Please notify us as soon as possible if you must reschedule or cancel an appointment.**

- All reports will be mailed 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.
- If applying corrections, a provisional report can be provided upon request. Upon receipt of payment, the official Certificate of Calibration will be mailed.

NOTICE FOR VOLUME CUSTOMERS

A list of all serial numbers for equipment submitted for calibration must be provided 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 permanently identified on equipment.

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

Equipment and cases must be clean, dry and free of any residual fluids including cleaning solutions.

All provers must be 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.

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.

FAILURE TO MEET MINIMUM REQUIREMENTS WILL PREVENT THE CALIBRATION OF YOUR EQUIPMENT.

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

The use or sale of an unsealed weight or measure is a violation of Texas Agriculture Code.