

TEXAS DEPARTMENT OF AGRICULTURE

WEIGHTS & MEASURES



CALIBRATION CUSTOMER SERVICE ALERT

IMPORTANT NOTICE

[Company Name]
[Address]

Dear [Contact],

This letter is to inform you that at your recent calibration appointment [Date & Time], the artifacts submitted for calibration were noted to have following deficiencies.

- List Of Serial Numbers Must Be Submitted and Must Be Legible and Permanently on Artifact
Importance: Discrepancy Prevention, Handbook Requirements (see NIST HB 105-1), Historical Tracking, Inventory Control, Audit Requirement
- All Weights And Carrying Cases Must Be Clean, Dry And In Good Condition
Importance: Balance Protection, Handbook Requirements (see NIST HB 105-1) Weight Integrity, Laboratory Protection, Rust Prevention
- Cast Iron Weights Must Be Freshly Painted With A Light Coat Of Spray Paint
Importance: Weight Surface Protection, To Prevent Rusting of Weight, Minimization of Moisture Absorption
- Weight Carts Must Be Clean With No Fluid Leakage And Have Tires That Are Free Of Damage.
Importance: Handbook Requirements (See NIST HB 105-8)

✓ **The above checked requirement(s) indicates the deficiencies of the artifacts submitted.**

In an effort to assist you in compliance, this letter is to serve as a formal notice of deficiencies that may affect the future calibration of these artifacts and as a reminder of calibration requirements.

It is our intention to maintain good measurements and to protect the consumers of Texas while offering extraordinary customer service to you.

If you have any questions regarding this requirement, please contact us at 979.542.3231

Texas Department of Agriculture
Metrology Lab
P.O. Box 1518, 1258 CR 226, Giddings TX 78942
979.542.3231
888.205.7741 fax
metrology@texagriculture.gov

Failure to comply with requirements may result in refusal of calibration.