

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 the following deficiencies.

- List Of Serial Numbers Must Be Submitted and must be Legible and Permanently Attached to the Artifact
Importance: Discrepancy Prevention, Handbook Requirement (see NIST HB 105-3), Historical Tracking, Inventory Control, Audit Requirements
- Manufacturer Data Plate must be Permanently Attached to the Artifact(s) submitted
Importance: Discrepancy Prevention, Handbook Requirement (see NIST HB 105-3), Historical Tracking, Inventory Control, Audit Requirements
- Equipment And Cases Must Be Clean, Dry And Free Of Any Residual Fluids (Fuel And Cleaning Solutions)
Importance: Staff Protection, Laboratory Protection, Handbook Requirements (see NIST HB 105-3)
- All Provers And Test Measures Must Be Free Of Serious Damage And Leaks
Importance: Handbook Requirement (see NIST HB 105-3), Cost Savings (lab charges for rejected leaking provers), Leveling Requirements, To Prevent Inaccurate Measuring of Product
- Liquefied Petroleum Gas (LPG) Provers Must Have Relief Valve, Check Valve, Bottom Piping And Drain Plug Removed
Importance: Handbook Requirement (see NIST HB 105-4), SOP Requirement; Prevents Unnecessary Rejection Due to a Leaking Valve, Shorter Appointment Time

✓ **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

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