

**Artifact/Work Order Form**

**Directions:** Make sure to fill out form as completely as possible. Items listed must match number of items delivered. Items not listed on this document will **NOT** be accepted at time of delivery. This document **Must** be presented at or before time of delivery. If you have question you may call the Nebraska Standards Laboratory at 402-471-2087 for scheduling.

Nebraska Standards Laboratory  
 3721 West Cuming St.  
 Lincoln, NE 68524  
 402-471-2087

Artifact Owner Name:		
Street Address:		
City / State / Zip:		
Point of Contact:		
Email Address:		
Phone #:		Equipment ID# (i.e.-truck/van#)

Billing Name & Address: (if different than Artifact owner)		
Purchase Order #:		

**Artifacts submitted for calibration.** (mark number of each in the corresponding blank)

Individual Weights				Weight Carts		Volume	
3000 lb	50 lb	25 kg	500 g	5000 lb	1000 gallon refined fuel		
2500 lb	30 lb	20 kg	300 g	4500 lb	500 gallon refined fuel		
2000 lb	25 lb	10 kg	200 g	4000 lb	100 gallon refined fuel		
1250 lb	20 lb	5 kg	100g	3500 lb	50 gallon refined fuel		
1000 lb	10 lb	4 kg		3000 lb	25 gallon refined fuel		
500 lb	5 lb	3 kg			5 gallon Prover "Special" J		
250 lb	3 lb	2 kg			5 gallon Test Measure		
200 lb	2 lb	1 kg			100 gallon LPG		
100 lb	1 lb				50 gallon LPG		
					25 gallon LPG		

  

<b>Weight Kits</b>		<b>Other Items:</b>
lb weight kit(s) - NIST Class F	s/n's: _____	_____
lb weight kit(s) - ASTM 5, 6	s/n's: _____	_____
Metric weight kit(s) - NIST Class F	s/n's: _____	_____
Metric kit(s) - ASTM Class 4, 5, 6	s/n's: _____	_____
Other weight kits (i.e. weight cart)	s/n's: _____	_____

**Preparation of Artifacts Prior to delivery.**  
 Customers shall prepare items per NESOP-5 prior to delivery. Failure to do so may result in refusal to perform work or incur a substantial fee for cleaning. Items not prepared in the proper format but accepted, will be moved to the bottom of the Labs's work load. Consult the link below for further guidance.  
[Standards Laboratory | Nebraska Department of Agriculture](#)

**Decision Rules and Adjustments**  
 The Nebraska Standards lab will follow SAP 18 when evaluating test items. Items will be compared to ASTM-E617 and NIST 105-series HB's for design specifications and tolerance comparison. When the item's CMC or Volume Correction combined with the uncertainty exceeds 95% of the applied tolerance, the item will be adjusted as close to zero as practical.

**Protection of Customer Confidentiality and Proprietary Rights**  
 The Nebraska Standards Laboratory will use the system outlined in Standard Administrative Procedure No. 1 to protect customer confidentiality and proprietary rights to the extent allowed by law. Not all laboratory data and records are considered official public record according to State Statute. The laboratory will not release records except in accordance with official request procedures. When the NSL is required by law or authorized by contractual arrangements to release confidential information, the customer shall be notified of the information released.

<b>Condition of Items at time of delivery:</b>	Notes:
Cleaned _____ Contaminated _____	_____
Painted _____ Unpainted _____	_____

Submitted By: \_\_\_\_\_ Received By: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Submitted/Received: \_\_\_\_\_