

Artifact/Work order form for Mass calibration requests



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 deliver. If you have question you may call the Nebraska Standards Laboratory for scheduling.

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

Once completed email to agr.wam@nebraska.gov

Company Submitting Work:			
Street Address:	(Please indicate if different than company submitting work)		
City / State / Zip:	Owner of Items:		
Point of Contact:	Street Address:		
Email Address:	City / State/ Zip:		
Phone #:	Equipment ID# (i.e.-truck/van#)		

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

Mass artifacts submitted for calibration. (mark number of each in the corresponding blank)

Avoirdupois Individual Weights	Metric Individual Weights	#'s	Weight Kits	Tolerance class	Weight Carts
_____ 3000 lb	_____ 500 kg	_____	Avoirdupois (lb)	NIST F	_____ 5000 lb
_____ 2500 lb	_____ 250 kg	_____	Avoirdupois (lb)	ASTM 5/6	_____ 4500 lb
_____ 2000 lb	_____ 100 kg	_____	Metric (kg)	NIST F	_____ 4000 lb
_____ 1500 lb	_____ 50 kg	_____	Metric (kg)	ASTM 4/5/6	_____ 3500 lb
_____ 1250 lb	_____ 30 kg	_____	Other (i.e. weight cart)		_____ 3000 lb
_____ 1000 lb	_____ 25 kg				
_____ 500 lb	_____ 20 kg		Other items:		
_____ 250 lb	_____ 10 kg		_____		
_____ 200 lb	_____ 5 kg		_____		
_____ 100 lb	_____ 3 kg				
_____ 50 lb	_____ 2 kg				
_____ 30 lb	_____ 1 kg		• All weight kits must have a serial number that is easily identifiable located on or inside the case.		
_____ 25 lb	_____ 500g		• All individual weights must have a <u>legible</u> serial number permanently stamped either by the sealing cavity or top of the weight.		
_____ 20 lb	_____ 300g		• All new cast iron single weights will be classified as ASTM-6. Unless otherwise specified by the customer		
_____ 10 lb	_____ 200g		• Weight carts that have significant repairs made (i.e. engine replacement) will need extra adjustment material provided for the calibration.		
_____ 5 lb	_____ 100g				
_____ 3 lb	_____ 50g				
_____ 2 lb	_____ 20g				
_____ 1 lb					
_____ 0.5lb					
_____ 8.0 oz					

Preparation of Artifacts Prior to delivery.

Customers shall prepare items per NESOP-5 ([Standards Lab Customer/ Equipment pre calibration procedure](#)) 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](#)

Shipping and Handling of Artifacts

The customer is responsible for all shipping and transportation of artifacts. Artifacts that are shipped in will require a return label or bill of lading for return shipment and the customer is responsible for scheduling shipments. Artifacts shipped in a container or on a pallet must be packed in a manner that the container/pallet can be re-used for return shipment. If the container/pallet is not re-useable, an additional fee will be charged to ship the artifact back in like condition.

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.

Submitted By: _____	To be signed by Customer or Authorized Representative.	Lab use only	Condition of Items at time of delivery:
	Signature: _____	Cleaned _____	Notes: _____
		Painted _____	Received By: _____
		Contaminated _____	Date Submitted/Received: _____
		Unpainted _____	