

Artifact/ Work order for Volume 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.

Once completed email to agr.wam@nebraska.gov

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

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 #:	

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

Voumetric Provers and Test Measures	LPG Provers
_____ 1000 gallon refined fuel	_____ 100 gallon LPG
_____ 500 gallon refined fuel	_____ 50 gallon LPG
_____ 100 gallon refined fuel	_____ 25 gallon LPG
_____ 50 gallon refined fuel	
_____ 25 gallon refined fuel	
_____ 5 gallon Prover "Special" J	
_____ 5 gallon Test Measure	
Other Items:	

- Provers and Test measures are to be in good repair and cleaned. Any broken sight glass, excessive dents, missing levels, or contamination of any kind, will result in rejection.
- LPG prover are to have the pop-off valve removed and pressure bled down.
- Provers that are mountunted or trailers/vehicles must have leveling jacks either mounted to the prover itself or the trailer/vehicle. The jacks must be operational or the prover will be rejected.

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](#)

All refined fuel provers shall be cleaned (inside and out) with a mild detergent. Sight gauges need to be cleaned and scale plates need to be legible. If the prover has any broken components, that artifact will not be accepted and will not be calibrated until repaired.

All Liquid Petroleum Gas prover shall be bled down and pressure relief valve removed. The bottom drain plug shall be removed or be loosened to allow for easy removal. Level bubbles shall be in working condition.

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 folow 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 exceede 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: _____ Signature: _____	To be signed by Customer or Authorized Represenative.	Lab use only	Condition of Items at time of delivery:
			Notes: _____
		Cleaned _____ Contaminated _____ Ready for Test _____	Received By: _____
			Date Submitted/Received: _____