



State of Wisconsin
Governor Tony Evers

APPENDIX B

Department of Agriculture, Trade and Consumer Protection
Secretary-designee Randy Romanski
Wisconsin Weights and Measures Laboratory

Wisconsin Weights and Measures Laboratory
3601 Galleon Run
Madison, WI 53718
(608) 224-4910

To help prepare for your calibration appointment,

Please fill out the attached **Request for Calibration Service** to schedule work with the Weights and Measures Laboratory. When listing the items for calibration, please include the following: company, current address, contact person (name you want on the Calibration Report/Certificate), email address, nominal mass/volume, quantity, serial number(s), construction material, and the manufacturer if known. If the address to where we will send the invoice is different from the address listed in the certificate information box, please specify. Please include any other information you would like to appear on the certificate of calibration, such as due date or technicians associated with the items.

Hours of operation are Monday through Friday, 8:00 am – 4:00 pm. If you expect a “one day turnaround”, your items must be delivered to the laboratory no later than 9:00 am on the day of your scheduled appointment.

Items scheduled for calibration must be delivered in “ready for calibration” condition. Mass standards should be clean, dry and as close to room temperature as possible when received. During the winter season, do not store your standards outside before delivering it to the laboratory for calibration. The equilibration time required will not allow work to be performed in a timely fashion. Volume standards should be clean, dry, checked for leaks and faulty valves, and have its scale adjustment mechanisms paint free to allow for adjustment. The last requirement is a very common problem that leads to rejection of volume work submitted to the lab. Please refer to the “Submitting Weights and/or Volume Measures” guide for more information.

NOTE: Mass standards must meet NIST Handbook 105-1 specifications. Weight Carts must meet NIST Handbook 105-8 specifications. Volume standards must meet NIST Handbook 105-3 specifications. LPG standards must meet NIST Handbook 105-4 specifications.

All items shipped to the laboratory should be packed securely. We routinely see damage to items submitted due to poor packaging. Assume that damage may occur during shipment – please pack accordingly.

Certificate(s) of calibration along with an invoice will be mailed to the customer in about two (2) weeks from time of calibration.

Thank you for your business.

