

## ANNUAL TEST AND CERTIFICATION CHECKLIST

Please review this checklist to ensure that minimal time is required for testing or certification and that a rejection of your standards or equipment is not necessary. Laboratory testing is charged at \$40 per hour or a minimum charge of \$24 for less than 1/2 hour (including preparation time).

**NOTE: IF YOU ARE A REGISTERED SERVICE AGENCY WITH A CURRENT LICENSE, YOUR APPOINTMENT DATE AND TIME IS ON THE ENCLOSED LETTER.**

- ❖ YOU MUST HAVE AN APPOINTMENT. If you have **NOT BEEN** schedule for an appointment, please call the Metrology Lab at **(632) 463-9949**. No standards or equipment will be accepted without an appointment. This ensures that adequate service will be provided to each person with an appointment.
- ❖ MASS STANDARDS: Weights and other devices must be free from all foreign matter, such as dirt, rust, concrete, grease and other adhering substances.
- ❖ CAST IRON WEIGHTS: **If needed**, weights of 10 pounds or more should be thoroughly cleaned with a wire brush and freshly painted. If a weight shows any sign of chipping paint, the weight should be cleaned with paint remover. **DO NOT sand, shot blast or sandpaper cast iron weights. This method of cleaning removes metal as well as paint and could result in the weight being rejected.** When weights are freshly painted, it is strongly recommended that a thin coat aluminum paint be used, **not an enamel**.
- ❖ STAINLESS STEEL WEIGHTS: Weights should be cleaned with ethyl alcohol to remove all extraneous matter. Care should be taken to avoid leaving a film on the weight and to prevent the entrance of alcohol into the adjustment cavity. **DO NOT USE ALCOHOL ON LACQUERED and/or PLATED WEIGHTS.**
- ❖ VOLUME STANDARDS (GAS STANDARDS): All volume standards must be free from all foreign matter and should be cleaned thoroughly with Simple Green or other non-foaming detergent. Depending on the condition of the surface, a vigorous cleaning of all inner surfaces may have to be repeated to ensure all removal of oily film and residue is complete. Dents must be removed and leaks must be repaired. Unless a volume standard is in extremely good condition, it must be freshly painted with a red paint. **Painting does not apply** to stainless steel standards or provers 10 gallon or more. Gauge tubes, reading scales and other test measure components must be in working order, and in good condition.
- ❖ VOLUME STANDARDS (STAINLESS STEEL OR GLASSWARE): Small liquid measures, 1 gallon or less should be thoroughly cleaned with soap and water and rinsed thoroughly to prevent a soap film residue.

Thanks for your cooperation. We hope this information is helpful.