

### Scheduling Request Form

Please fill in the appropriate information below and email it to [TN.Metrology@tn.gov](mailto:TN.Metrology@tn.gov)  
Telephone: (615) 837-5159

| <b>Customer Information</b>                      |   |
|--|---|
| Customer/Company Name:                           |   |
| Address:   |   |
| City, State, Zip:                                |   |
| Contact Name for <i>Scheduling</i> :             | Contact Name for <i>Technical Details</i> :             |
| Contact Telephone Number for <i>Scheduling</i> : | Contact Telephone Number for <i>Technical Details</i> : |
| Contact Email for <i>Scheduling</i> :            | Contact Email for <i>Technical Details</i> :            |
| <b>Billing Information Section</b>               |   |
| Billing Contact Name (If different from above):  |   |
| Billing Address:                                 |   |
| Billing Address City, State Zip:                 |   |
| Billing Email Address:                           | Billing Telephone Number:                               |

| <b>Acknowledgements Section</b> |  |
|---------------------------------|--|
|                                 | I acknowledge that I am only submitting those items listed here, and any extraneous artifacts submitted at the time of the appointment will not be calibrated unless prior arrangements have been made at least a week before submission.                    |
|                                 | I certify that all items are clearly identified and labeled. I acknowledge that if my items are not clearly labeled, they will be rejected and returned to me without calibration.   |
|                                 | I certify that I have reviewed the attached submission checklist and guidelines for compliance of our artifacts. I acknowledge that if my artifacts do not comply with the attached guidelines, they may be rejected and returned to me without calibration. |

Name of Acknowledging Party \_\_\_\_\_

Date Acknowledged \_\_\_\_\_

| <b>Artifact Information Section</b>   |  |                              |                 |  |
|---|--|------------------------------|-----------------|--|
| See: NIST Handbook 105 Series at: <a href="https://www.nist.gov/pml/weights-and-measures/nist-handbooks">https://www.nist.gov/pml/weights-and-measures/nist-handbooks</a> |  |                              |                 |  |
| <u>Item</u>   | <u>Describe Item(s) to be Calibrated</u> | <u>Class (if applicable)</u> | <u>Quantity</u> | <u>Check if NOT previously calibrated by JML</u> |
| <b><u>Small Mass</u></b><br>10 lb to 0.001 lb<br>8 oz to 1/32 oz<br>5 kg to 1 mg  |  |                              |                 |  |
| <b><u>Medium Mass</u></b><br>50 lb to 20 lb<br>25 kg to 10 kg   |  |                              |                 |  |
| <b><u>Large Mass</u></b><br>1000 lb to 500 lb   |  |                              |                 |  |
| <b><u>Volume Calibration</u></b><br>1000 gal to 5 gal   |  |                              |                 |  |

***\*\*Please note: Artifacts must be clearly labeled, cleaned properly, and free of dirt, debris, fuel, etc. before being brought to the lab. If artifacts are brought to the lab in an unacceptable condition, they will be rejected, returned, and you will need to restart the scheduling process from the beginning. Additionally: EQUIPMENT NOT LISTED ON THIS FORM WILL NOT BE CALIBRATED AT THE TIME OF APPOINTMENT UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.***

Mass Echelon III Calibration Classes

- |              |  |
|--------------|--|
| Handbook 105 | NIST Class F   |
| ASTM E617    | ASTM Class 4, 5, 6, 7  |
| OIML R-111   | M <sub>1</sub> , M <sub>1-2</sub> , M <sub>2</sub> , M <sub>2-3</sub> , M <sub>3</sub> |

Certificate of Metrological Traceability  
[Johnson Metrology Laboratory](#)

### Mass Checklist

|  |  |
|--|--|
|  | Items have been cleaned of dirt, oils, etc. and are safe for human handling. Items are free of tape and other foreign materials.   |
|  | Items that have been cleaned and/or painted more than a week in advance of submission to the lab. Items that are Avoirdupoir will be painted silver and Metric items will be painted gold.   |
|  | Items are clearly and uniquely labeled.  |
|  | If weights at a nominal of 50 lbs or less are being submitted, they will be brought to the lab on a pallet or loose, rather than in a box, bucket, or other deep container that must be reached into to retrieve said weights.   |
|  | Items submitted for calibration meet the specifications laid out in NIST HB 105-1 ( <a href="https://www.nist.gov/pml/weights-and-measures/nist-handbooks">https://www.nist.gov/pml/weights-and-measures/nist-handbooks</a> ) and ASTM E617-18 ( <a href="https://webstore.ansi.org/standards/astm/astme61718">https://webstore.ansi.org/standards/astm/astme61718</a> ) for my desired tolerance class. |
|  | Items are limited to those listed in the attached submission form, unless arranged for otherwise at least a week prior to my appointment.  |
|  | Prior to submission, my items have been stored properly, to avoid exposure to rain or other things that might allow water into the cavity of the items.  |

### Volume Checklist

|  |  |
|--|--|
|  | If submitting a j-can type test measure, it must be submitted with the flange attached, and the vapor cap removed.   |
|  | Items submitted for calibration have been cleaned of dirt, fuel, etc., and are safe for human handling.  |
|  | Items submitted for calibration meet the specifications laid out in NIST HB 105-3 ( <a href="https://www.nist.gov/pml/weights-and-measures/nist-handbooks">https://www.nist.gov/pml/weights-and-measures/nist-handbooks</a> ) for my desired tolerance class.  |
|  | Items submitted for calibration have an intact sight glass, and an information plate that is welded to the can, prior to submission.   |
|  | If submitting a 100 gallon prover, all leveling jacks are functional and stable, there is a sight glass at the release valve, and all levels are functional.   |
|  | Test Measures must be either stainless steel or mild steel, clean and with no residue inside or outside. Mild steel test measures must be painted; red is traditional. (Be sure not to paint over the plate containing artifact specifications, the scale plate, or the inside of the test measure.) |
|  | Items are limited to those listed in the attached submission form, unless arranged for otherwise at least a week prior to my appointment.  |