

Jackie McClaskey, Secretary

Governor Sam Brownback

Kansas Metrology Laboratory Calibration Submission Guidelines

- It is recommended that items be scheduled by appointment. Any items without an appointment will only be tested after laboratory duties and items with an appointment have been completed.
- Please ensure your mass and/or volumetric measuring devices are clean, free of all foreign matter, and in proper working condition prior to submission. Dirty equipment interferes with the testing procedure and will result in longer testing times and/or cleaning fees.
- Please note cast iron weights and low carbon steel volumetric measuring devices have a tendency to rust. Rust and loose paint should be removed with a wire brush and touched up with a light coat of paint. Use the following colors of paint for the item(s) being submitted:
 - aluminum colored paint for customary mass
 - gold colored paint for metric mass
 - red colored paint for low carbon steel test measures
 - white colored paint for low carbon steel provers
- Ensure that items are protected from damage during transport and all weight sets and small masses are secured contained in protective containers.
- If items are loaded on a pallet/skid please limit your pallet size to 2000 lb. Weights are concentrated loads and often destroy pallets beyond this weight limit.
- If you are shipping your items to us they can be returned to you via the following methods:
 - Non-freight shipments:
 - You can provide us with a shipping account number from the carrier of your choice, the method (e.g. ground, overnight), and how much you want the items insured for if you choose to insure them.
 - You can provide us with a return shipping label after you have set up return shipment through the carrier of your choice.
 - We can arrange the shipping for you and include the charges with your calibration invoice.
 - Freight shipments:
 - We are not able to pay for freight shipments or include freight shipment charges with your calibration invoice.
 - You can provide us with a shipping account number from the carrier of your choice, the method (e.g. ground, overnight), and how much you want the items insured for if you choose to insure them.
 - You can provide us with a bill of lading after you have set up return shipment through the carrier of your choice.
- Due to testing requirements weights must acclimate to the laboratory conditions (temperature and humidity) for 24 hours before testing.
- Certificates and invoices are sent after items have been calibrated.